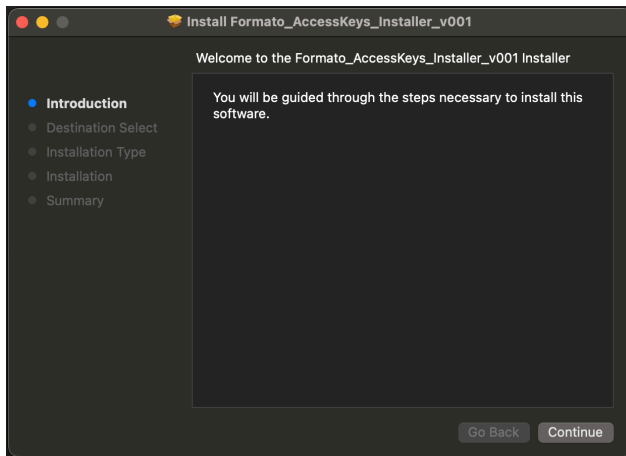
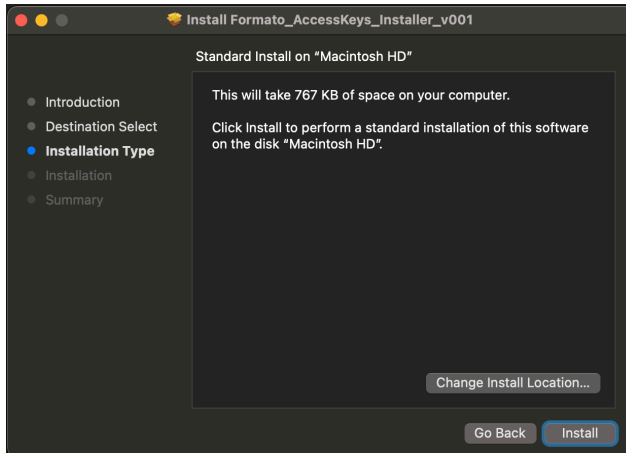


Formato setup guide: Mac

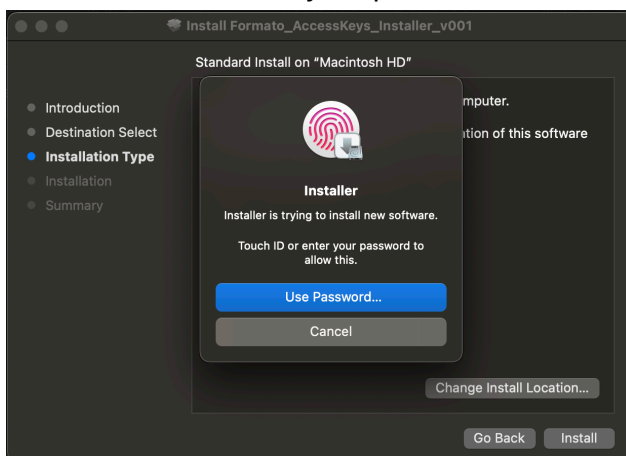
1. Open the Formato_AccessKeys_Installer.pkg file
2. Click on “Continue” to proceed with installation



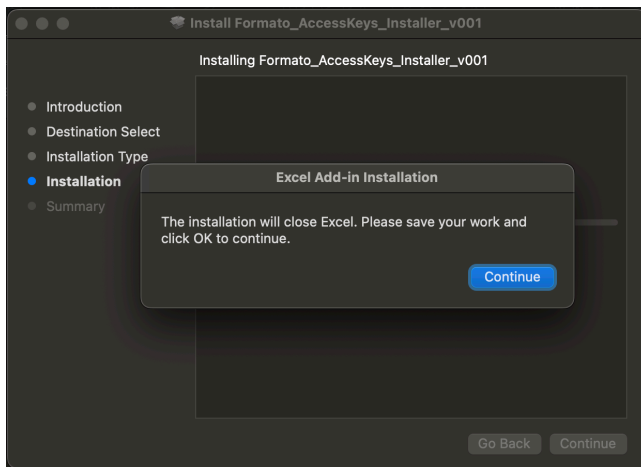
3. Click on “Install” to proceed with installation



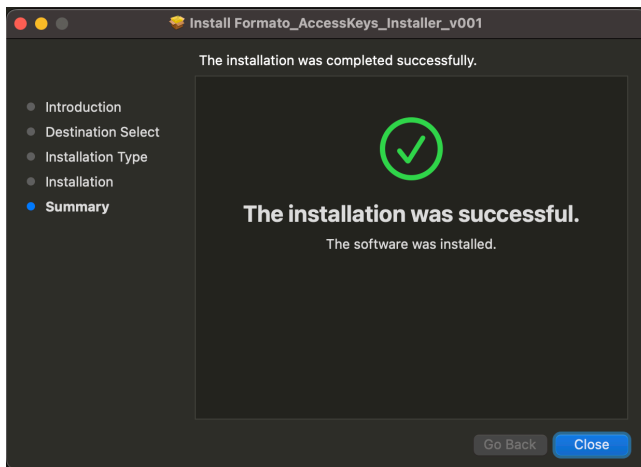
4. Use Touch ID or enter your password to allow installation



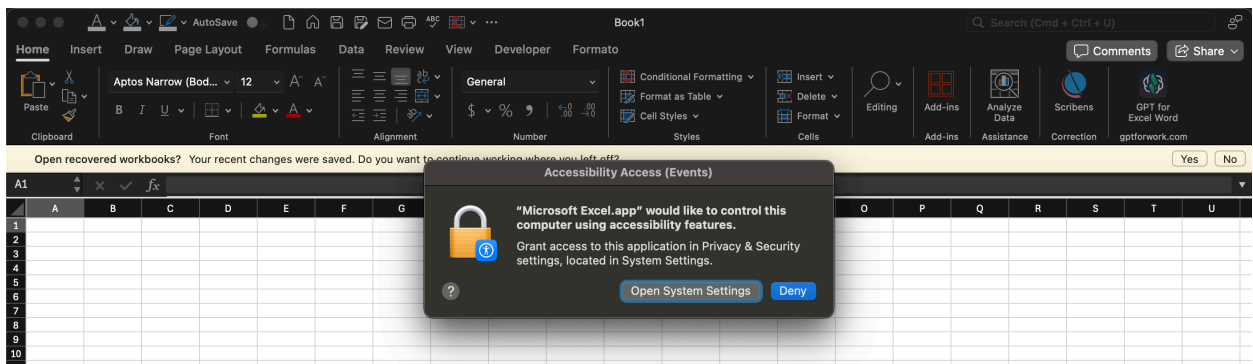
5. The Installation requires you to close Excel. Please save you work and then click “Continue”



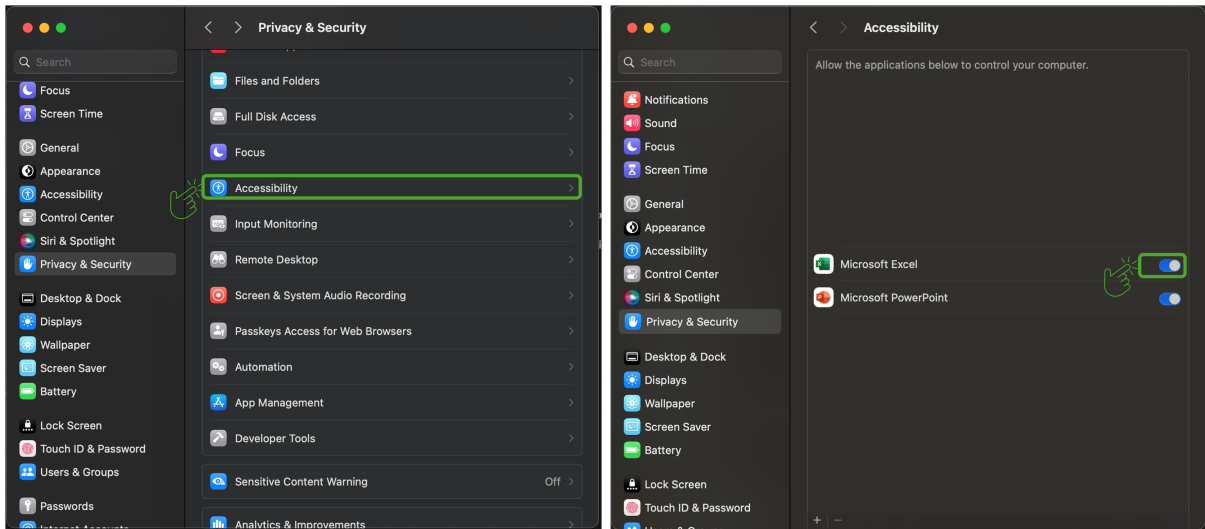
6. Click on “Close” to finish installation



7. Open Excel
8. Excel will prompt you for accessibility permissions

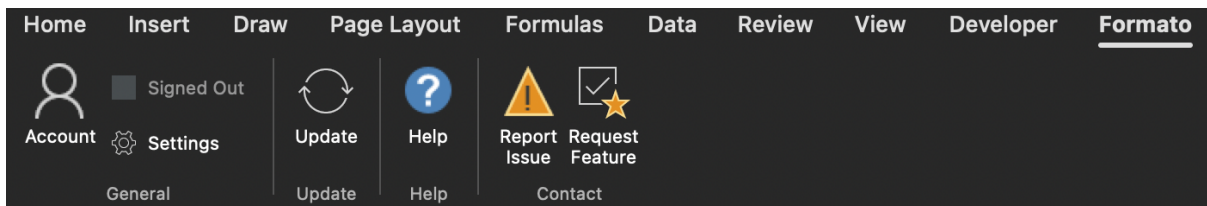


9. If the prompt does not appear navigate manually to System Settings > Privacy & Security > Accessibility. Scroll Down to find Microsoft PowerPoint and allow accessibility access by toggling the switch

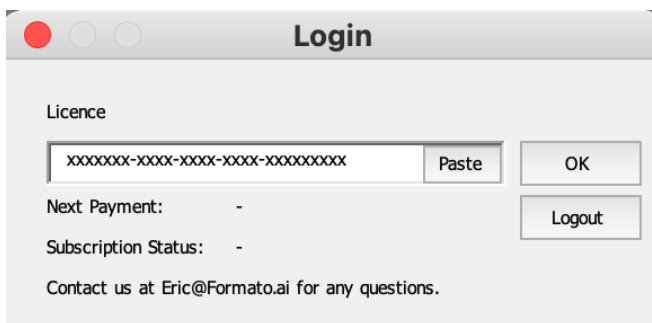


10. **Restart PowerPoint** and go to the “Formato” tab.

Click on “Account” and enter your Licence Key



11. Copy your Licence Key from the Email and use the paste button to paste your Licence Key.
Click on “OK”



12. You can now start using Formato:

- The “Option” Key will act as the “Alt” Key equivalent.
- By default, the “Command + Space Bar” is switched to select Column instead of opening the Spotlight Search. You can toggle this in the settings.
- If keyboard shortcuts are not working as expected:
 - Check whether the [Excel Language is English \(US\)](#)
 - Ensure Excel is enabled under Privacy & Security > Accessibility in the Mac Settings
 - Check preset [mac shortcuts](#)
 - Check whether other Add-Ins might be preventing Keyboard shortcuts
 - Contact us under eric@formato.ai in case the problem persists and we will get back to you as soon as possible