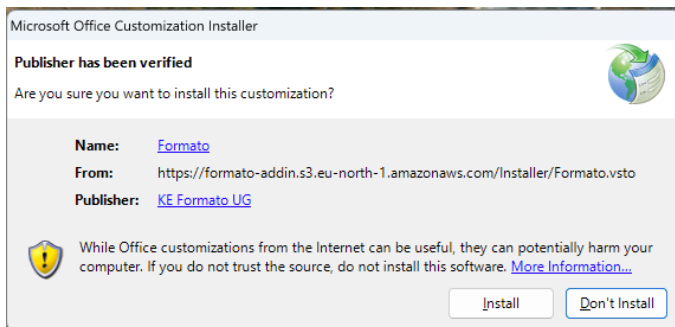
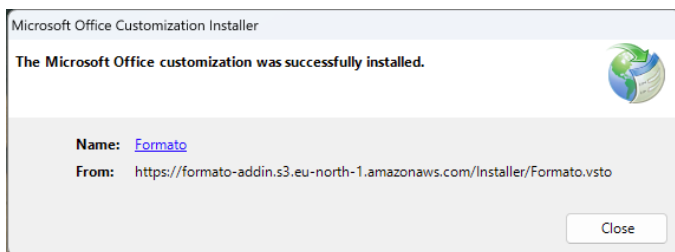


Formato setup guide: Windows

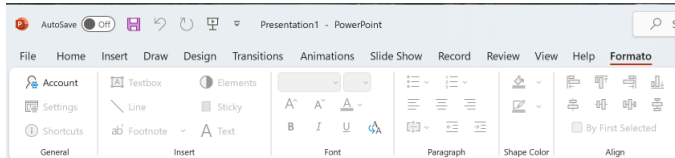
1. Open the setup.exe file or download the file again at <https://www.formato.ai/account/download>
2. Click on “Install” to proceed with installation



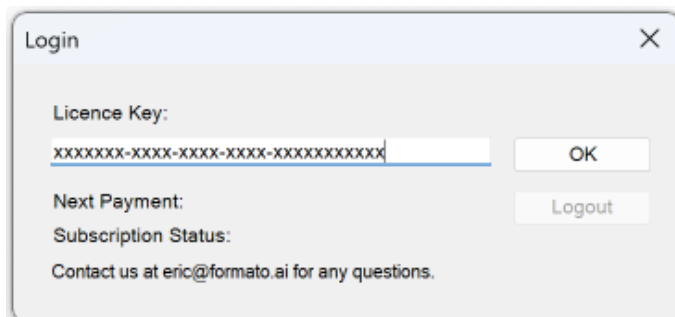
3. Click on “Close” after the installation has finished



4. (Re-)start PowerPoint and go to the “Formato” tab
Click on “Account” and enter you Licence Key



5. Click on “OK” – You can see your Licence Key at <https://www.formato.ai/account/download>



6. You can now start using Formato:
 - See an overview of shortcuts by pressing Ctrl+Alt+Q
 - Enable/Disable keyboard shortcuts under “Account” (enabled by default)
 - If keyboard shortcuts are not working as expected:
 - Check system hotkeys (e.g., [Intel Graphics](#))
 - 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