# BLoc PowerPoint — customer guide

For BLoc PowerPoint 2.0.6. The pictures come from PowerPoint runs on the owner computer (17–18 November 2026). The pictures use fictional Northstar sample files; the files are in the Samples folder that comes with these guides.

# What the customer package contains

BLoc PowerPoint is a PowerPoint add-in for desktop publishing on decks that are already translated into a right-to-left language such as Arabic. It does not translate text and it does not remap fonts in an English source file. After installation, PowerPoint shows a BLoc PowerPoint tab with two buttons: Full Mirror and Layout Mirror. Both buttons open the same options window; only the window title and its short introduction differ.

The download is one ZIP (BLoc PowerPoint 2.0.6.zip) with one setup file, BLoc PowerPoint Setup 2.0.6.exe, and this guide.

# Prepare the Northstar practice deck

Use Northstar_Instructor_Onboarding_v3.pptx from Samples/PowerPoint. It has ten fictional slides with three editable tables, one editable chart (values 48, 42 and 30, total 120 instructors), asymmetric layouts and English and Arabic text. Save a separate working copy before every exercise and keep the original for comparison. For a realistic customer exercise, use a translated Arabic copy of the deck; the add-in expects text that is already localized.

Useful slides: slide 3 for table column order, slide 6 for the four-stage process layout, slides 7 and 8 for Arabic text and the RTL font options, and slide 9 for text boxes. After each run, confirm that the chart values are still 48, 42 and 30.

# Install the add-in

1. Close PowerPoint.

2. Open the downloaded ZIP and double-click BLoc PowerPoint Setup 2.0.6.exe.

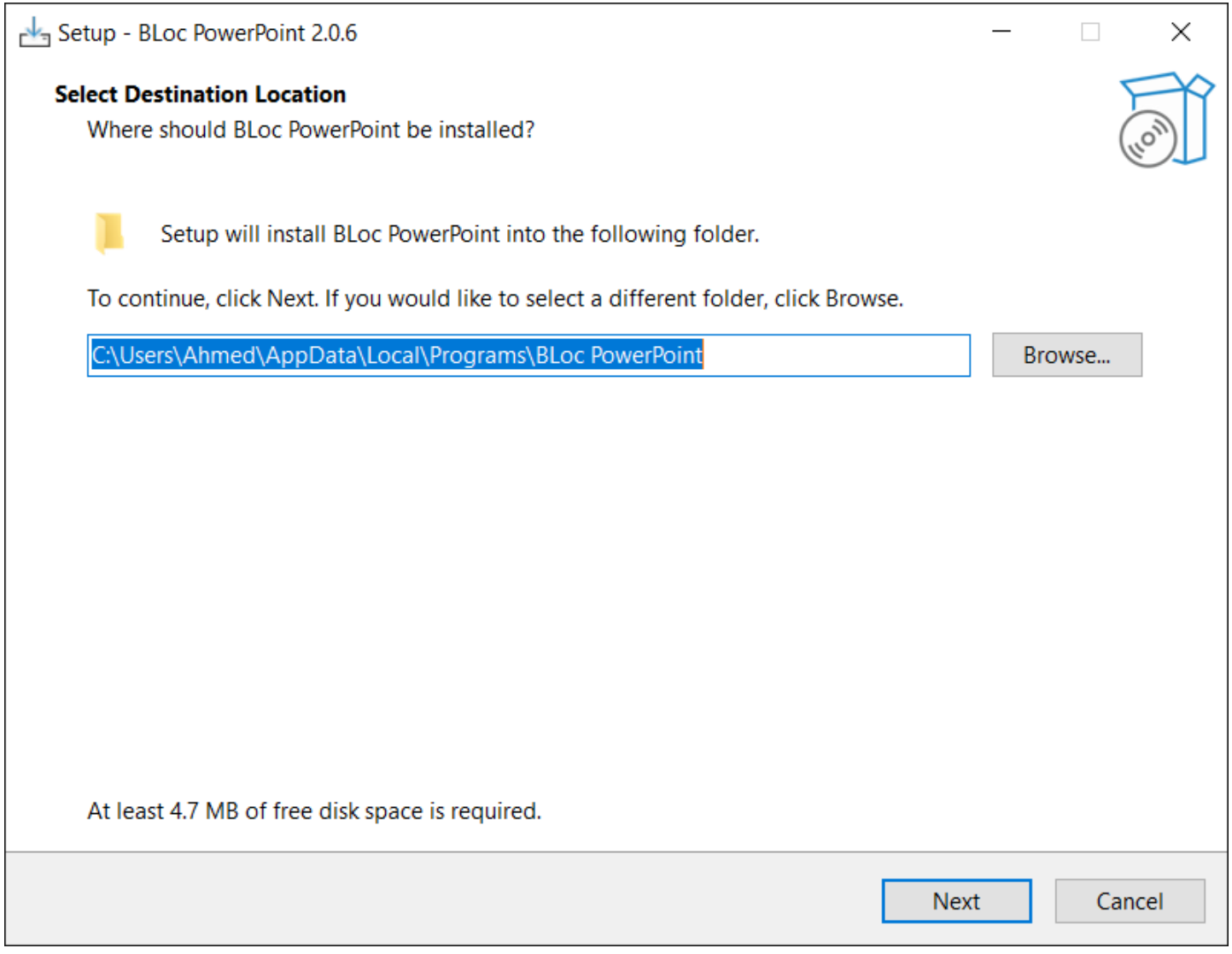
3. If Windows says Windows protected your PC, click More info, then Run anyway; the setup is not code-signed yet.

4. Click Next (keep the suggested folder), then Install. At the end the setup runs the BLoc installer by itself; if Windows asks for permission, click Yes or Allow.

5. When the BLoc installer says BLoc is installed, close it and click Finish. Open PowerPoint again.

6. Check that the BLoc PowerPoint tab is visible with Full Mirror and Layout Mirror.

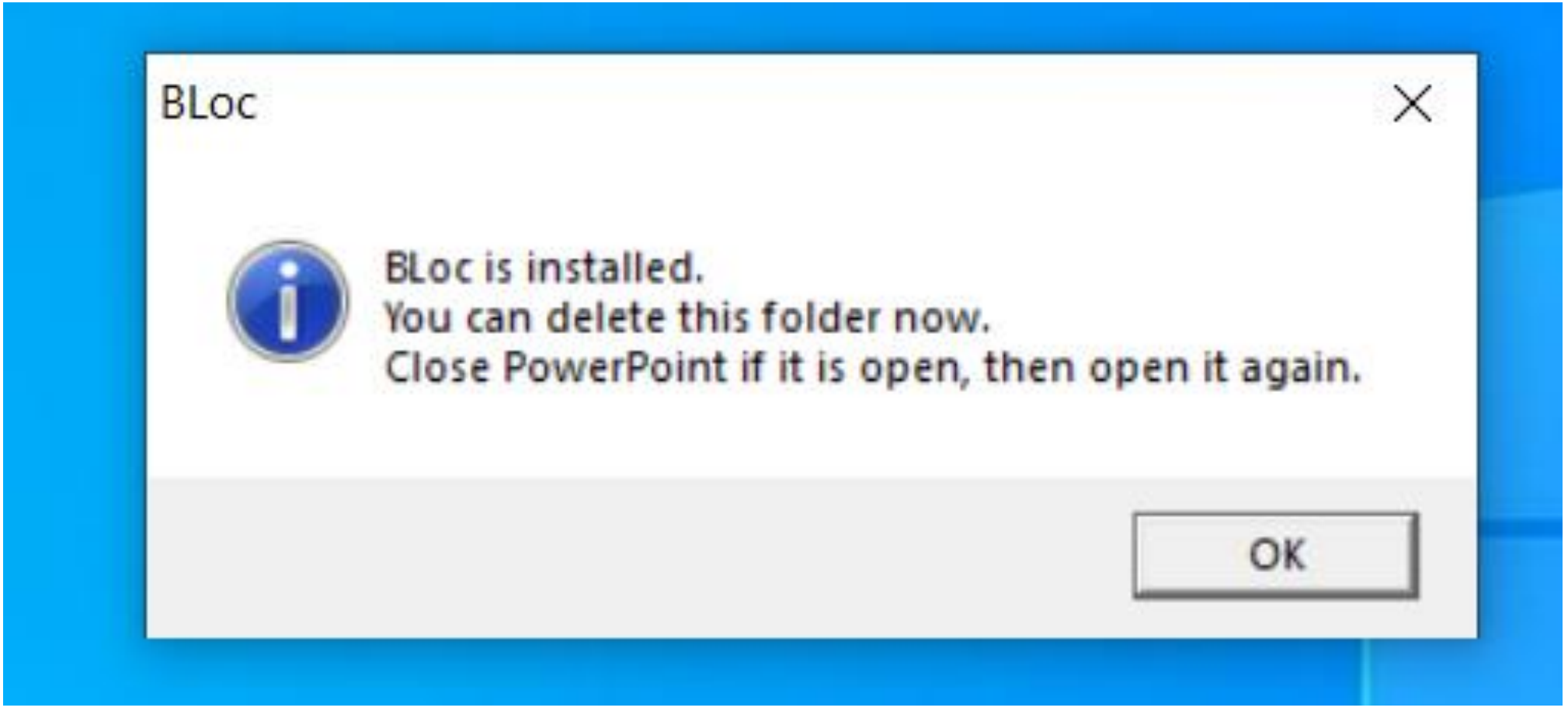
# Install the add-in screen detail




Setup 2.0.6: the first window (Select Destination Location) - Original capture.

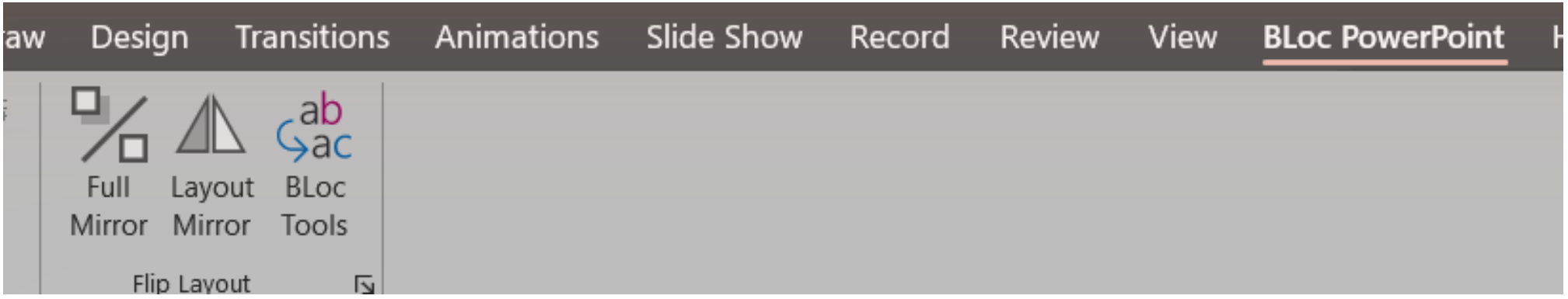
To remove the add-in, close PowerPoint and use Windows Settings > Apps > Installed apps, or Uninstall BLoc PowerPoint in the Start menu.

# Install the add-in screen detail




The BLoc installer finished: BLoc is installed - Original capture.

# Install the add-in screen detail




BLoc PowerPoint tab with Full Mirror and Layout Mirror - Original capture.

This picture was taken on a computer that also has the BLoc Tools button. Your tab shows Full Mirror and Layout Mirror.

# Activate this computer

BLoc PowerPoint does not change slides until the computer is activated. You need the License ID and Activation code from BLoc support, and an internet connection for the first activation.

1. Click Full Mirror or Layout Mirror. A window named BLoc license opens.

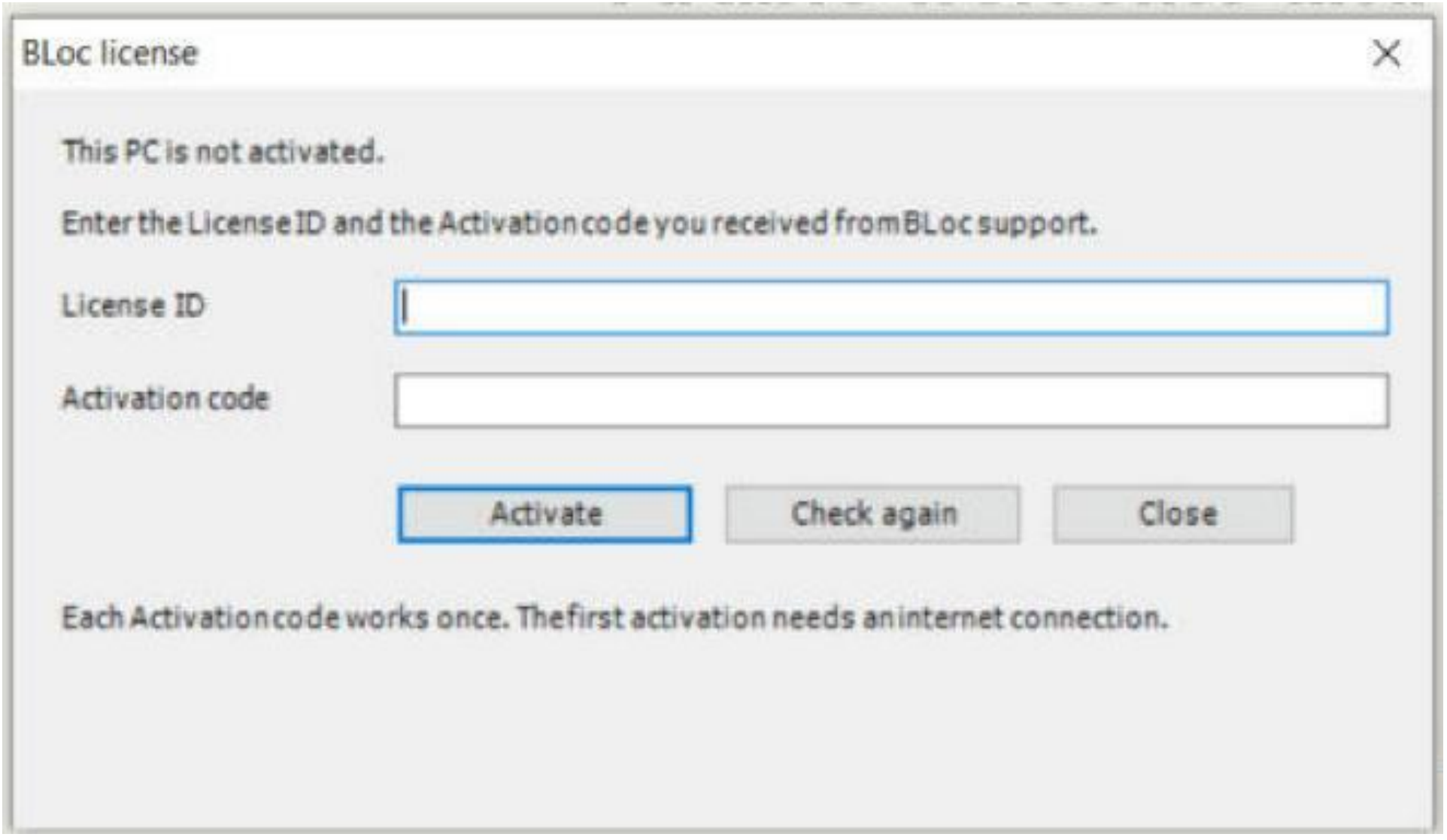
2. Type or paste the License ID and the Activation code, then click Activate.

3. When the window says Activated, click Full Mirror or Layout Mirror again.

Each Activation code works once. "This computer is already activated." means nothing more is needed on this computer. "Activation code already used" means the code was used on another computer; ask BLoc support for a new code. "Invalid activation code" means the code was mistyped or is not valid. "This license was turned off" or "This license has ended" requires a new License ID and Activation code. "Connect to the internet" means you should go online and click Check again. A new computer needs a new Activation code. Hide the License ID and Activation code in screenshots.

The add-in checks the license online about every 15 minutes while you use it. Without internet it keeps working for up to 7 days; then connect once.

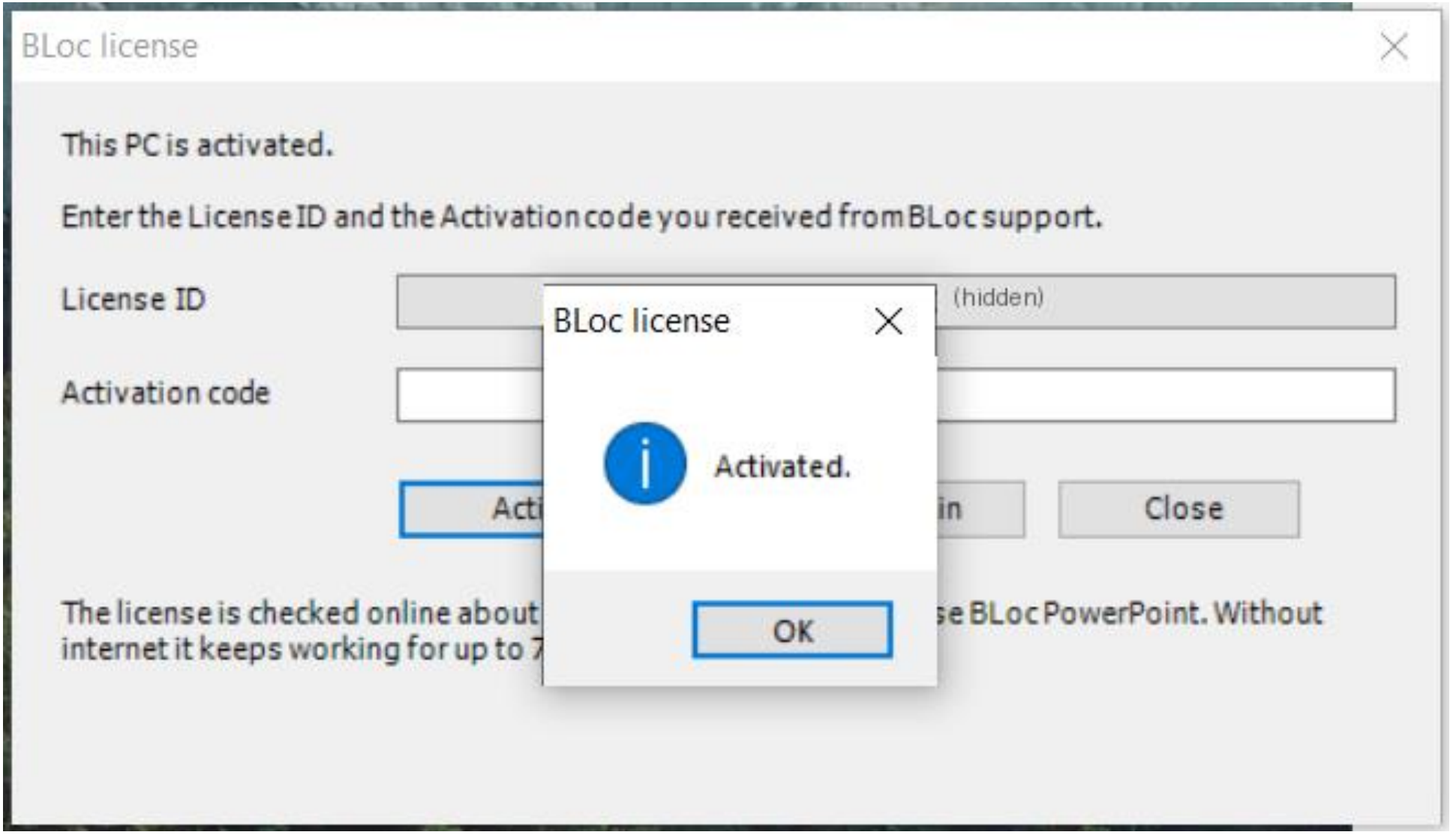
# Activate this computer screen detail




BLoc license window on a computer that is not activated (version 2.0.3) - Original capture.

After a valid License ID and Activation code, the window says "This PC is activated." and a short "Activated." message appears. Click OK, then Close.

# Activate this computer screen detail




Activated message after a valid License ID and Activation code (License ID hidden) - Original capture.

# Choose what to change

- Nothing selected: click a blank area of a slide first. BLoc PowerPoint then changes the whole presentation, every slide.
- One or more shapes selected: only the selected shapes change.
- Grouped shapes: the add-in goes into the group and changes the pieces inside it.
- Tables: columns swap from left to right, and every table cell toggles its text direction, including one-column tables.

If only some slides changed, something was selected. Click a blank area and run the command again for the whole file.

# Full Mirror or Layout Mirror

Both commands move objects to the other side of the slide. They differ in how they treat pictures and other artwork.

- Full Mirror moves the layout and also mirrors pictures and artwork, so they look flipped.
- Layout Mirror moves the layout only. Pictures, logos and similar artwork keep facing the same way.

If a photo, logo or arrow looks backwards after Full Mirror, undo or return to the working copy and use Layout Mirror instead.

# Set the options before mirroring

Clicking either command opens the options window first. Set the options, then click Mirror, or click Cancel to stop without changes. Your last choices are kept for the next run.

1. Include in this flip: Shapes, tables, charts and SmartArt; Pictures; Text boxes. Turn each type on or off for this run.

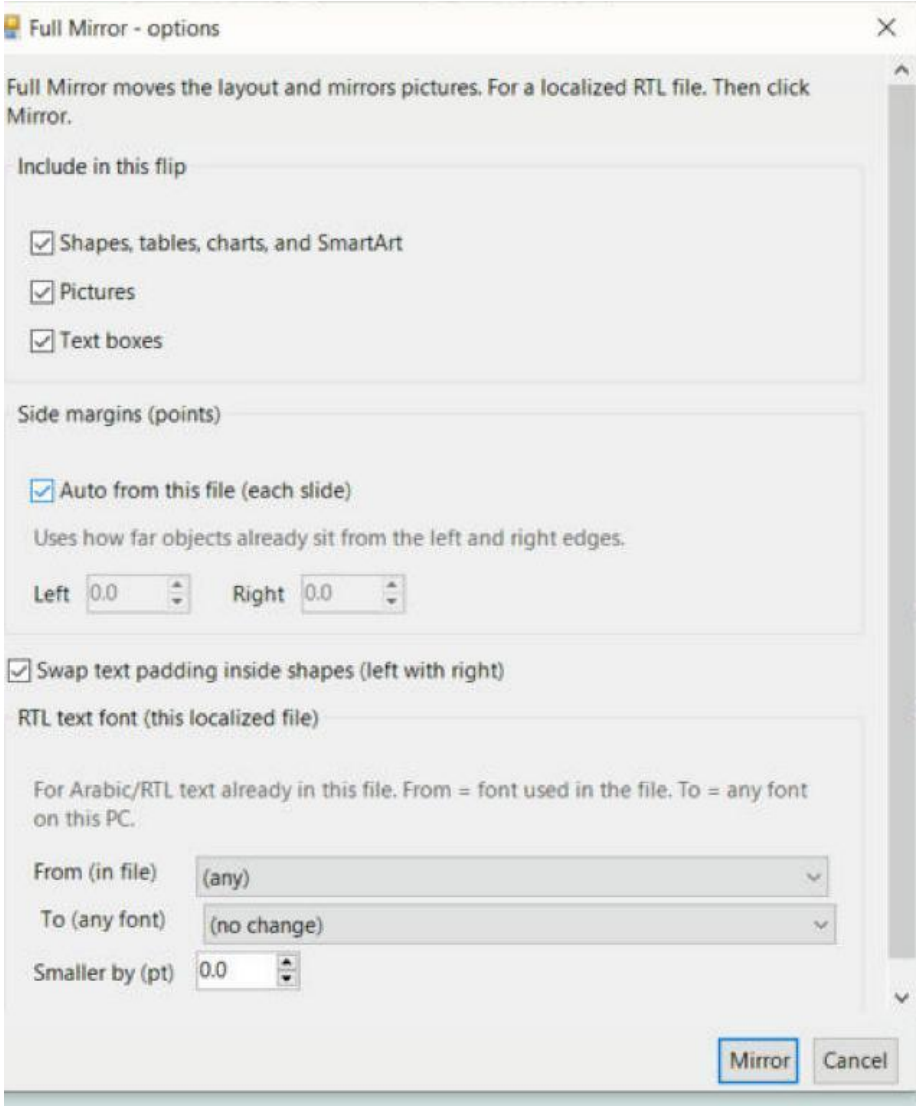
2. Side margins (points): Auto from this file (each slide) is on by default and uses the distance objects already have from the left and right edges on each slide. Turn Auto off to type Left and Right margins in points.

3. Swap text padding inside shapes (left with right) swaps the inner left and right padding of text in shapes.

4. RTL text font (this localized file): From (in file) is a font used in the file, or (any) for any right-to-left text. To (any font) is an installed font, or (no change) to leave fonts alone. The Arabic / RTL row applies only to Arabic and other right-to-left characters. Smaller by (pt) reduces matching right-to-left text by that many points; 0 means no reduction.

English or source-language fonts are not changed by these options.

# Set the options before mirroring screen detail




Full Mirror - options window - Original capture.

# Run the Northstar exercises

Use a fresh working copy for each exercise.

1. Whole deck, flip artwork too: click a blank area, choose Full Mirror, keep the defaults and click Mirror. Wait until PowerPoint is ready again.

2. Whole deck, keep logos facing the same way: on a new copy, click a blank area, choose Layout Mirror and click Mirror.

3. Only a few shapes: on a new copy, select the four process shapes on slide 6 and choose Full Mirror or Layout Mirror.

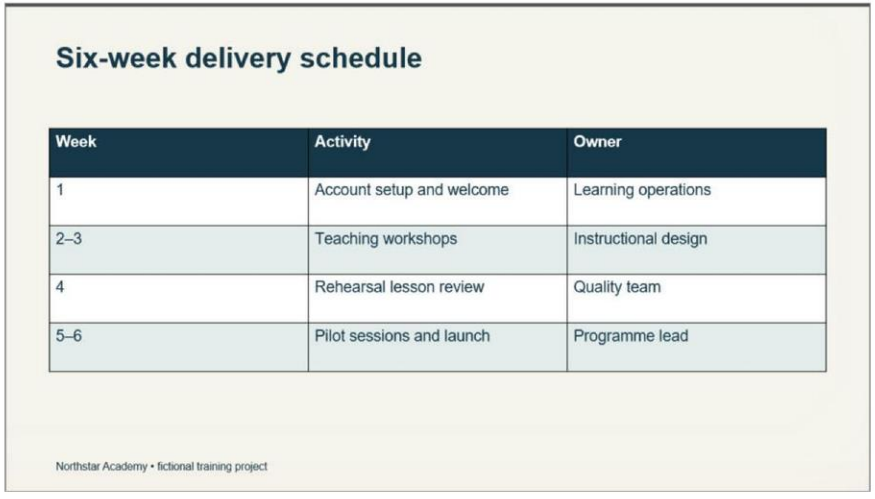
4. Change the Arabic font and shrink it slightly: on a new copy, open either command, set From and To under RTL text font, set Smaller by (pt) to 1 and click Mirror.

5. Tighter side gaps: turn Auto off, set Left and Right, then click Mirror.

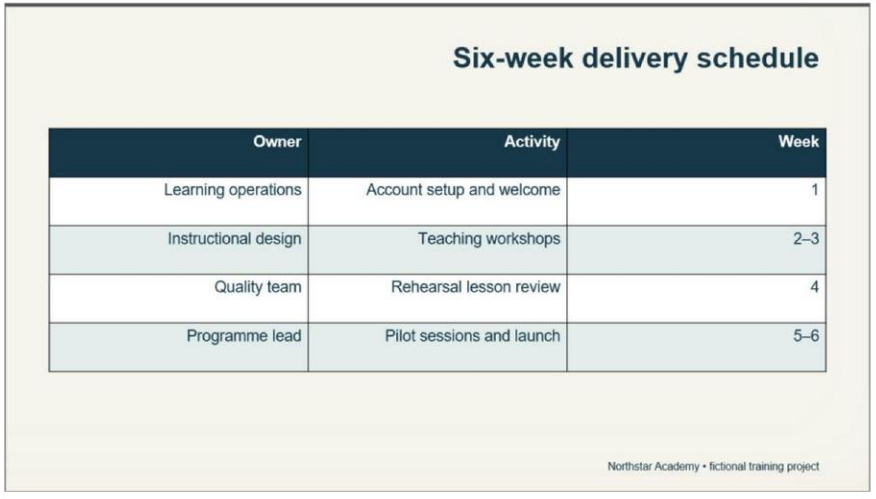
Compare each result with the original at the same zoom. Record what changed rather than assuming the expected result.

# Run the Northstar exercises screen detail

**Slide 3 — before**




**Slide 3 — after Full Mirror**




**Slide 6 — before**



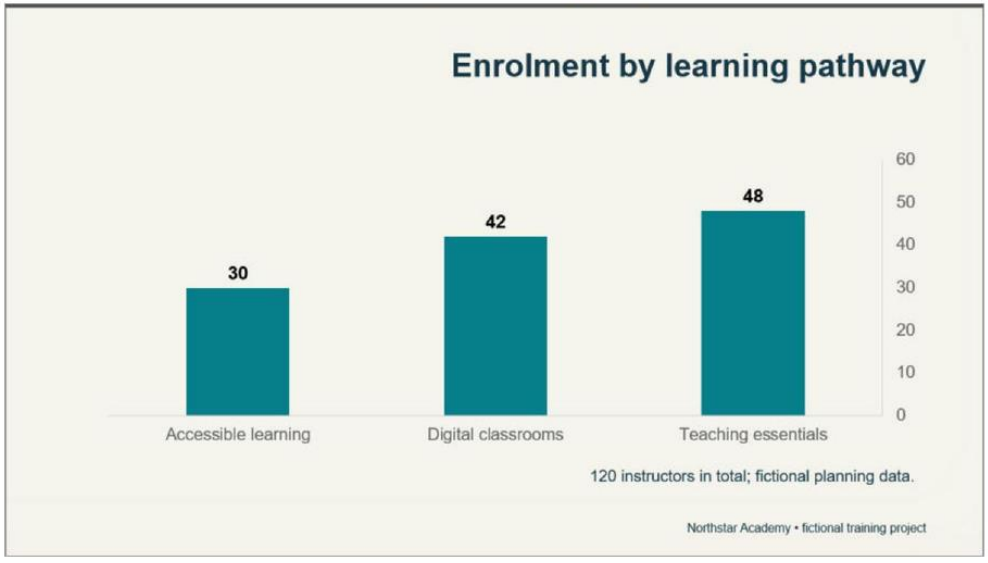

**Slide 6 — after Full Mirror**



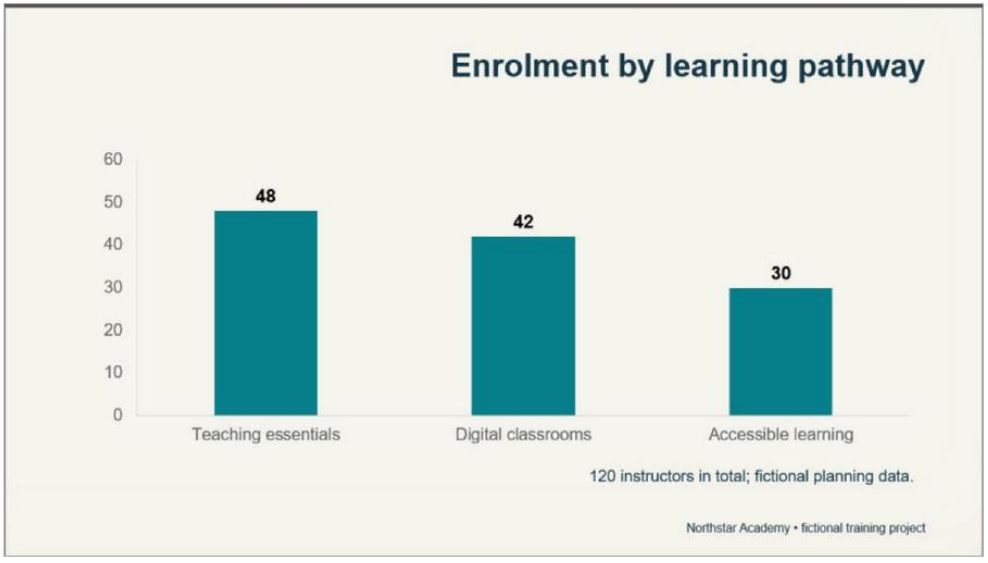

**Slides 3 and 6 before and after Full Mirror - Original capture.**

# Run the Northstar exercises screen detail

**Slide 4 — after Full Mirror (chart flipped)**



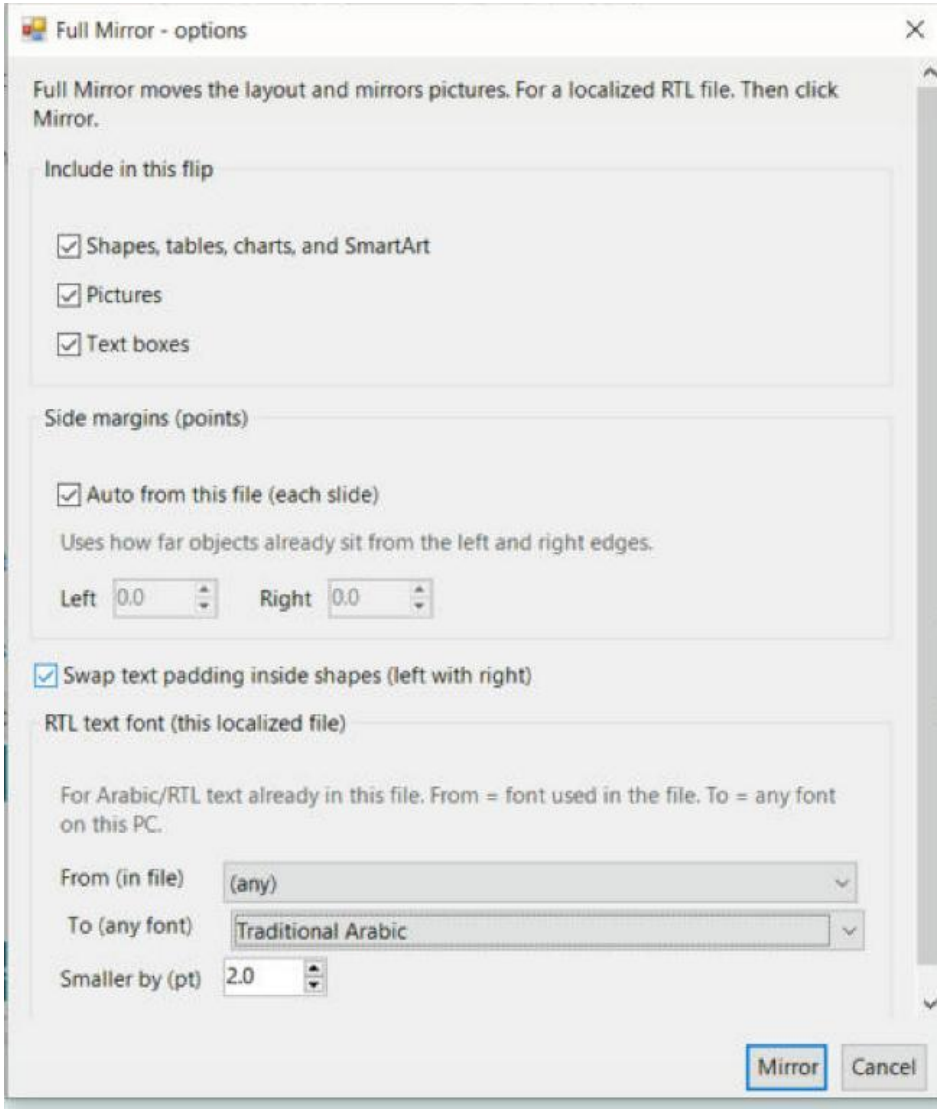

**Slide 4 — after Layout Mirror (chart keeps direction)**




**Slide 4 after Full Mirror and after Layout Mirror - Original capture.**

Full Mirror flipped the chart (the value axis moved to the right and the bars are in reverse order). Layout Mirror kept the chart as it was. In both results the values stayed 48, 42 and 30.

# Run the Northstar exercises screen detail




RTL text font set to Traditional Arabic and Smaller by 2 pt - Original capture.

# Run the Northstar exercises screen detail

**Before**




**After Full Mirror 2.0.5: RTL font Traditional Arabic, smaller by 2 pt**




**Slide 7 before and after Full Mirror 2.0.5 with the RTL font and Smaller by options - Original capture.**

The Arabic lines changed to Traditional Arabic and became 2 pt smaller; English text kept its font. Version 2.0.3 or later is needed: in 2.0.2 the chosen font did not appear on Arabic letters. The picture was taken with version 2.0.5. From version 2.0.5, a line that starts with English and has at least as many English words as Arabic words (for example Course ID … start date) keeps left-to-right after the mirror, so its words stay in the same order as before; only its alignment moves to the right. A line that starts with Arabic, or that is mostly Arabic words (for example a brand name followed by an Arabic sentence), becomes right-to-left.

# Check the result and fix problems

Check every slide at normal size: Arabic text, line breaks, table column order and cell direction, chart labels and values, pictures with text, logos, arrows, grouped shapes, notes and hyperlinks. Save the result under a new name.

- No BLoc PowerPoint tab: close PowerPoint, run the setup again (or Install BLoc PowerPoint add-in again in the Start menu), then open PowerPoint.
- BLoc license window opens: this computer is not activated yet. Follow Activate this computer.
- Only some slides changed: something was selected. Click a blank area and run again.
- Pictures look backwards: use Layout Mirror.
- The layout moved but pictures should be flipped too: use Full Mirror.
- Fonts did not change: check From and To under RTL text font, and that the text is Arabic or another right-to-left script, not English.

The before-and-after pictures in this guide come from a native PowerPoint run on copies of the Northstar deck (17 November 2026). The chart values stayed 48, 42 and 30.