

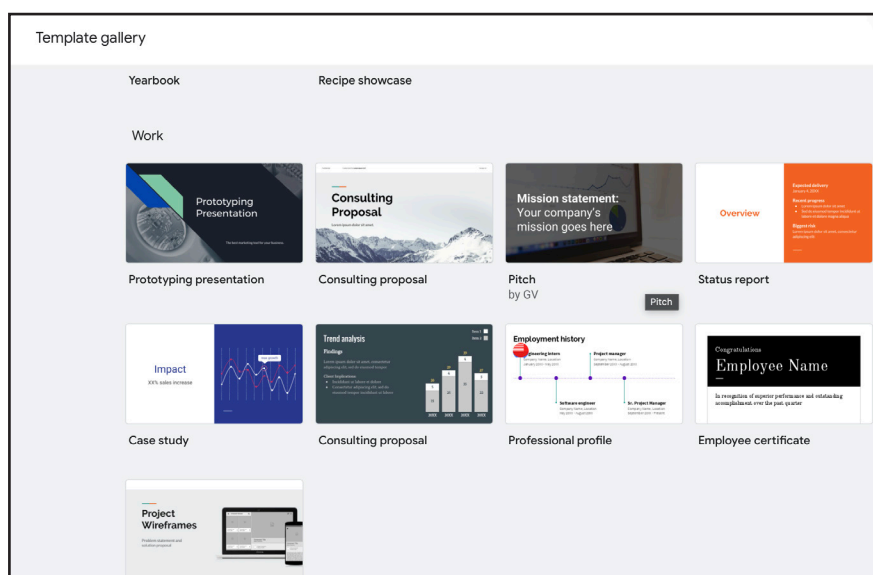
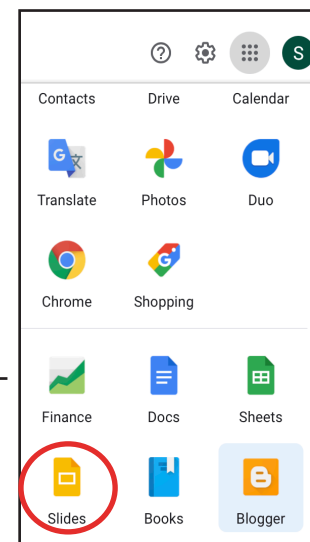


Using Google Slides

Google Slides is a commonly used tool in offices and classrooms. Explore the template gallery to find what you're looking for. Then follow the steps below to customize the template and make it your own. There are a lot of uses for Google Slides that go beyond the office: create a flyer, recipe book, or even a digital photo album!

Get Started

- 1** As with all Workspace tools, it's best if you're already signed into your Gmail. Go to the app grid and select the Slides icon.
- 2** Expand the Template gallery by clicking on the double-sided arrow. Scroll to explore the templates in the "Work" category.





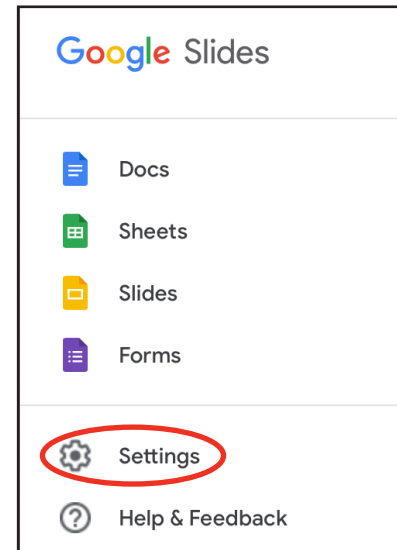
Settings

If you don't see the template gallery when you go to the Google Slides homepage, you may need to adjust your settings.

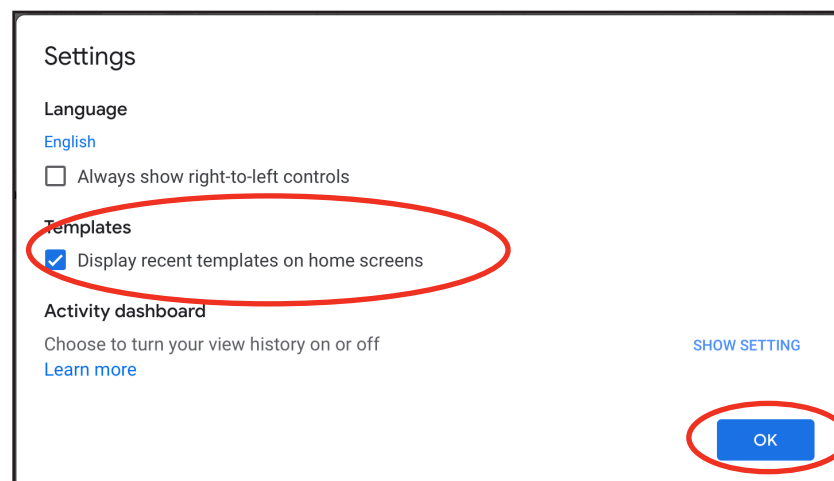
- 1 Click on the **Menu icon** in the top, left-hand corner of the screen.



- 2 Scroll down and click on **Settings**.



- 3 Under the **Templates** heading, click to place a check mark next to **Display recent templates on home screens**. Then click **OK**

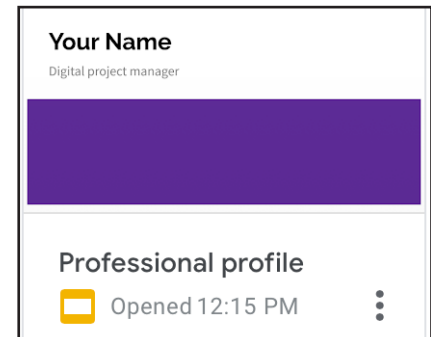
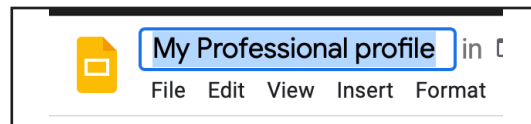




Using a Template

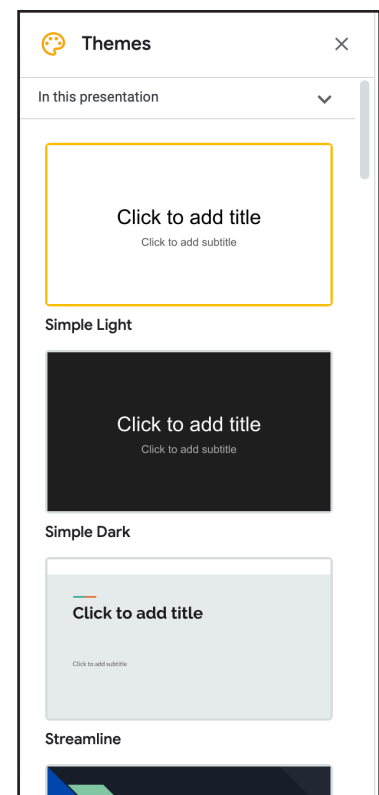
The type of template you choose will depend on what you plan to do with it and who your audience is. For the most part, people use Slides to create a presentation that will include text and images. Regardless of the template you choose, the process for editing the template and entering your own information and ideas is the same. For the purposes of this workshop, we'll work with the "Professional Profile" template.

- 1 Open the **Professional Profile** template and give it a name in the top, left corner.



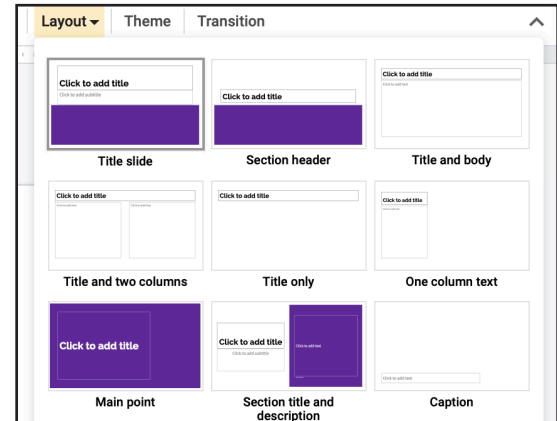
- 2 Once you've selected the template, you can customize it even before you begin editing it and adding your own information.

- **Themes:** Click on **Theme** in the formatting bar and then select from the options that appear in the column to the right of your template.

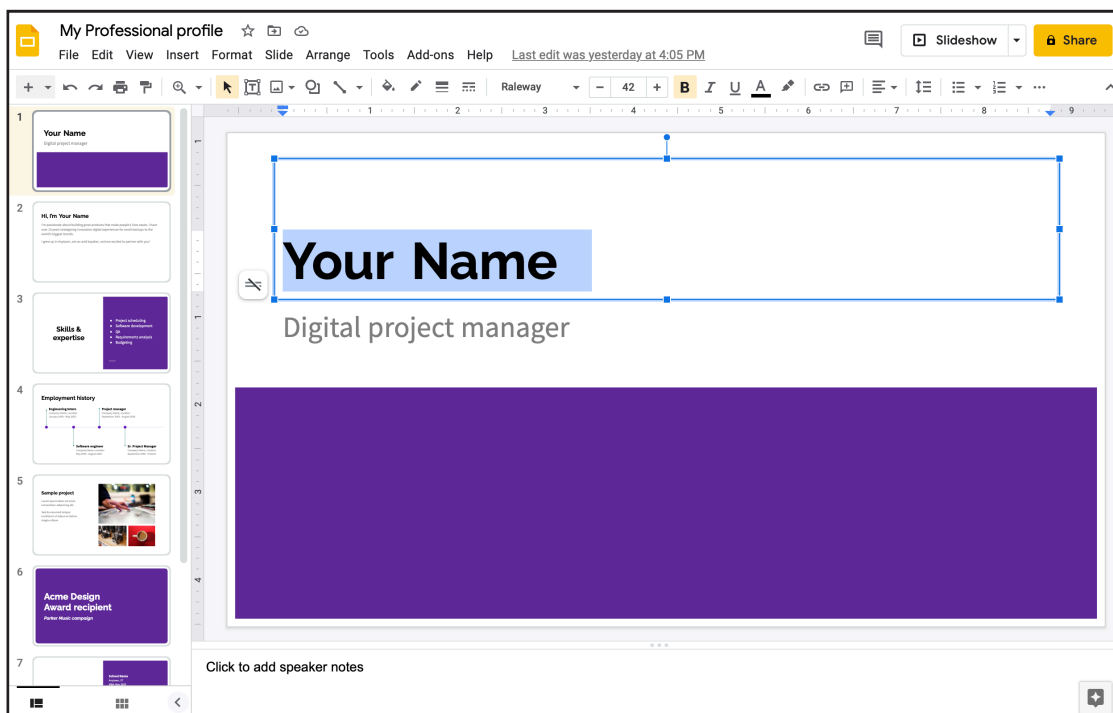




- **Layout:** Click on **Layout** to see the different ways to organize your information in this template.



- 3 Once you've settled on a theme and layout that you like, you can begin editing the text. To get started, highlight **Your Name** and start typing your name. Highlight the job title and enter yours. If you don't have one, enter the job title you'd like to have!



- 4 Continue editing the template by entering your information on each slide. You'll see that the slide you're currently editing is highlighted by a yellow box in the left-hand column.



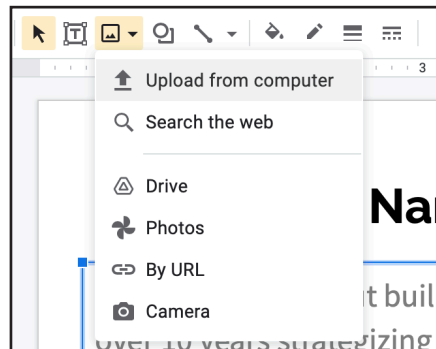
Adding Images

Most presentations include text and images, so knowing how to add an image to your presentation is an essential skill.

- 1 Use the thumbnails in the column on the left to select slide 2. Next, click the **Image** icon.

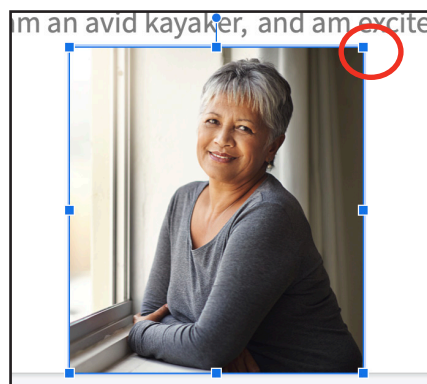


- 2 Select where you will be importing the image from.



- 3 Once the image has been imported to the slide, you may need to reposition it. Hover over the blue lines until you see this icon.

- 4 To resize the image, hover over the corner until you see this arrow.
- Drag any of the corners in or out to make the image smaller or larger. By using the corners, you ensure that the image ratio remains the same.



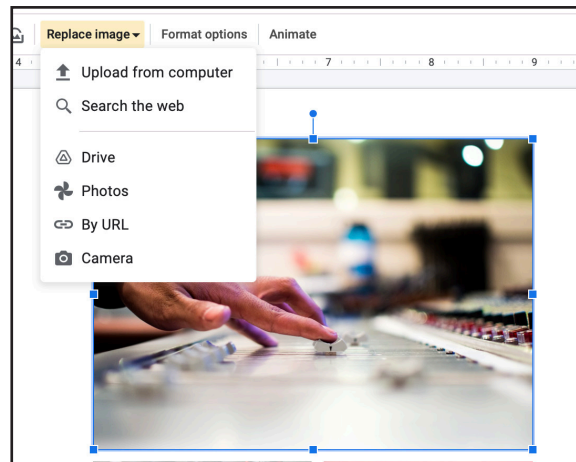


Practice Adding an Image

- 1 Click on the thumbnail for slide 5. Click on any image on the slide, so that a blue border appears.
- 2 In the formatting bar, click on **Replace image**.



- 3 Select where you want to import the image from.



- 4 When the image is imported, it should be the exact size of the image you just replaced. So you don't have to resize the image!

Sample project

Lorem ipsum dolor sit amet, consectetur adipiscing elit.

Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

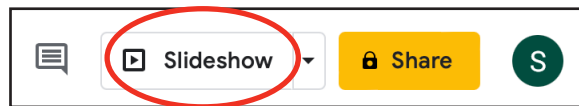


View as Slideshow

You can view your presentation as a slideshow to see what the slides look like in full screen at any point. You definitely want to review it at least once this way so that you see what your audience will see.

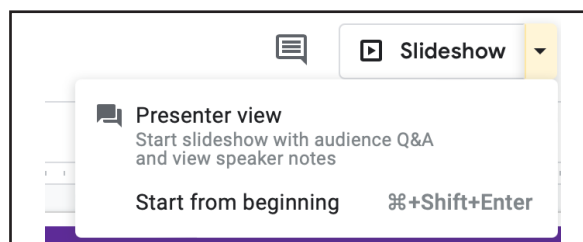
- 1 To view your presentation as a slideshow, navigate to the **Slideshow** button. It's next to the **Share icon**, near the top, right-hand corner of your screen. This option will start your presentation in full-screen view from whatever slide you're currently viewing.

- Use the arrow keys or the space bar to advance the slides.
- Use the **ESC** (escape) key to exit the slideshow.



- 2 Click on the drop down arrow to the right of **Slideshow** to bring up more options.

- **Presenter view** lets you see any notes you've included in the "Notes" section as you give your presentation.
- **Start from beginning** will start your slideshow from the first slide.
- Use the **ESC** key to exit the slideshow.

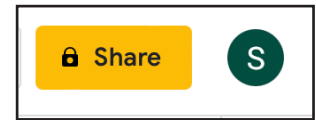




Sharing Permissions

You can share your Google Slides with anyone! Recipients do not need to have a Gmail account to access the files you share with them. To get started, follow the steps below.

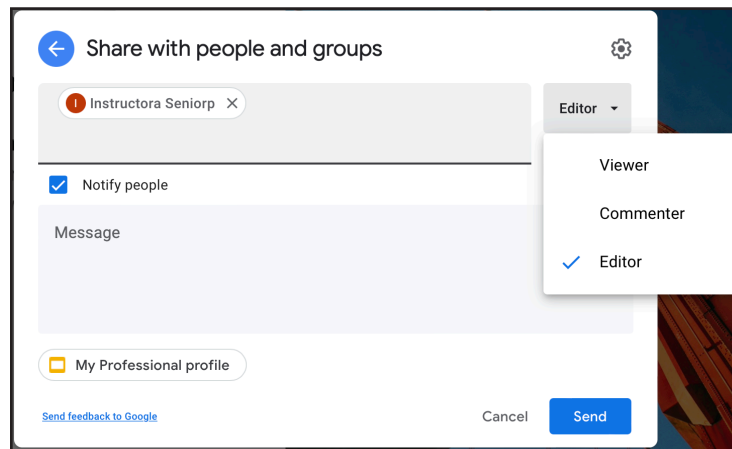
- 1 Locate the **Share button** in the top, right-hand corner of your screen.



- 2 Enter the email address(es) of the person or people you'd like to share the file with.

- 3 Select the level of privileges you'd like your recipient(s) to have.

- **Viewer:** Prevents recipients from editing or adding comments.
- **Commenter:** Recipient can comment but cannot edit the original text.
- **Editor:** Recipients have full access to edit the entire doc.



- 4 Click **Send** when you're ready to share the presentation.



Download as...

In addition to being free and making it easy to collaborate with others, one of the great features of Google Slides is the ability to download and save the presentation in different formats. The most popular file formats are Microsoft PowerPoint and PDF.

- 1 Click on **File** at the top of the Slide.
- 2 Select **Download**.
- 3 Choose the file type you want to save your doc as.
- 4 Check your downloads folder or desktop for the file you just saved.

