

Chromebox Instructions for Presenters

PowerPoint, Microsoft Word or PDF

Nothing new here - just copy your file to a flash drive and bring it to class.

Google Slides or Google Docs

Share Google Slides or Docs files with classroom@llccm.org. The share icon is located at the upper right corner of the Google Slides or Docs window. In Google Slides the icon is a yellow rectangle; in Google Docs it is blue. When you click the icon you will be prompted for an email address. Type in classroom@llccm.org. If you wish you can avoid transcription errors by adding this email address to your Contacts list.

Keynote

Keynote files must be converted to Powerpoint format. Use the 'Export' function to do this. On the menu bar, click File/Export to... and then select Powerpoint. For example, if your Keynote file is named **MyFile.key**, you will automatically create another file named **MyFile.pptx** in the same folder as the Keynote file. Copy the latter file onto a flash drive and bring it to class.

Pages

Proceed as for Keynote but export your file to MS Word format; exporting **MyFile.pages** generates **MyFile.docx**. Copy the latter file to a flash drive and bring it to class.