

## **Special Instructions for Fall 2023 LLC Coordinators**

### **How to Move PRESENTATION FILE(s) from HOME to CLASSROOM**

- 1. Create and Save** presentation on YOUR COMPUTER.
  - a. For PowerPoint, Keynote, MSWord and Pages
    - i. Save the presentation on your computer.
    - ii. Save it again, but as a **PDF** to prevent incompatibilities.
  - b. For Google slides or Google docs
    - i. Download slideshow as a PowerPoint
    - ii. Download slideshow again, but as a PDF.
- 2. Review** your FLASH DRIVE
  - a. Insert the flash drive and check the name of it.
  - b. Open the flash drive and check the files in it.
- 3. Rename** the FLASH DRIVE, if necessary.
  - a. We suggest using your last name and date to prevent any confusion.
- 4. Save** presentations to the FLASH DRIVE.
  - a. Save BOTH the presentation in its original format AND the PDF.
- 5. Verify** the save to the FLASH DRIVE was successful.
  - a. Remove the flash drive SAFELY (the icon is no longer on the screen).
  - b. Re-insert the flash drive.
  - c. Verify the name of the flash drive
  - d. Open the flash drive and verify the presentations are there.
- 6. Test** the presentation, **from the FLASH DRIVE**.
  - a. Open the presentation on the FLASH DRIVE.
  - b. Practice entire presentation. Check the links and sound if applicable.
- 7. Successful?**
  - a. If yes, close the presentation and remove the flash drive SAFELY.
  - b. If no, go back thru steps 1 – 7 carefully and try again.
- 8. Presenter's presentations.**
  - a. Request their presentations by email (in its original format and PDF).
  - b. Follow the steps above, 1 – 7, for their presentation.