Google Slides for Presentations

You must have a google account to use google slides. To use google slides in different locations, you must remember your google password. Google Slides works on PCs and Macs

Getting Started:

In your browser type: **www.google.com**. Notice the 9 little dots (Apps) in the upper right-hand corner. Place the cursor (which will turn into a hand) onto the dots and click. You will have several choices: select **google drive**

Once in google drive, select **NEW** (upper left corner), move cursor down and select **Google slides**

An untitled presentation will open with one slide, using the format for a title slide. Google slides automatically saves everything.

Use the + sign under *Untitled presentation*   + - to add more slides. Here you have the option to choose to use a different layout, including **Blank**.   To do the same thing another way, you can select **Slide** from menu bar, then select **Apply layout**, and choose your desired layout.

Select *Untitled Presentation* to add the title of your Presentation

Adding text to slide:

Select text box in the tool bar   . Move cursor to the working slide in the center and click. The text box will appear. You can change the size of the text box, move it, or add a second one by "grabbing" onto the corners of the text box and pulling or pushing it to get the size you want and in the desired location. You can add more text boxes to the same slide if you wish.

As soon as you make a text box the menu for fonts and size will appear in the tool bar; choose font, type, and change the font size to 18. In Zoom, 16 point will probably work as well.

There are often several ways to accomplish the same thing. Using the menu bar above or right-clicking on a slide can give you the same options. Play around with these choices

Adding background color

Select **Slide** from the menu bar. Choose "**change background**;" choices will appear. Select. Add to theme if you want all the slides the same color

Adding text from another source

Select a New Tab (grey) in your browser (Chrome,Safari, etc) and you will get a search bar. Type a topic of interest into the search box. (One can read sources and research issues while making

slides.) Once you have located a significant text, copy text. Return to the tab with the title of your presentation and paste into the text box on the new slide.

Adding image, link or video to presentation

Image

Screenshot of a selected portion of your screen

This is quite different if you use PC instead of Apple. For Apple, to insert a picture from a text or an image do a "screen shot." Simultaneously press the **Shift, command, and 4** keys. Hold all three keys down and a crosshair image will appear…and with it you can take a picture of whatever you want. Move the crosshair to where you want to start the screenshot, then drag to select an area. When you've selected the area you want, release your mouse or trackpad. The photo will be saved to the desktop. Click on image on your desktop. Preview will open. Choose copy from the menu that will appear, return to your presentation and paste the picture onto the working slide. For PC users, you can use the Snipping Tool (use Windows Help)

If you already have an image saved on your PC you can copy and paste it into the slide, or select from the menu bar: **Insert, Image, Upload from computer.**

Image from a website

You can copy an image from a website by holding the Ctrl key and clicking on the image. If it is available, it will say Copy Image. If it doesn't say Copy Image, it is not available. It will be similar on a PC.

Link

To insert a link you must have a text box open in the slide. Copy link from browser of page you want. Under **Insert** in the toolbar, select **link**. A link format will appear in the text box on your working slide. Paste address (URL) where indicated. Then **Apply**.

Video

On the working slide, select **video** from the toolbar **insert** menu; YouTube search will appear on slide. When you find the video you want, choose it, and press **Select** at bottom left. It will appear on your slide.

Playing your presentation

Above the tool bar on the right you will see Present and a down arrow. Click on Present and your slides will go into full screen mode. Press esc to exit.

Saving presentation

Google slides automatically saves everything..

Saving Presentation as a PowerPoint or PDF

Go to File, select download, select pptx or pdf; presentation will appear in download;

Share

You can share a presentation by selecting the blue SHARE box on upper right and follow the instructions. Make sure your Presentation has a title.