

## PowerPoint, Microsoft Word or PDF

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](mailto:classroom@llccm.org).

1. Click the share icon (upper right corner).
2. At the prompt enter **classroom@llccm.org**, then click **Share**.
3. You can avoid errors by adding [classroom@llccm.org](mailto:classroom@llccm.org) to your Contacts.

## Keynote

Keynote files must be converted to PowerPoint format.

1. Open your file.
2. On the menu bar, click **File/Export to...**
3. Select **PowerPoint**.

For example, if your Keynote file is named **MyFile.key**, this will automatically create a new file named **MyFile.pptx** in the same folder as the Keynote file.

4. Copy your new **.pptx** file onto a flash drive and bring it to class.

## Pages

Pages files must be converted to Microsoft format.

1. Open your file.
2. On the menu bar, click **File/Export to...**
3. Select **Microsoft**.

For example, if your Pages file is named **MyFile.pages**, exporting it will automatically create a new file named **MyFile.docx** in the same folder as your Pages file.

4. Copy your new **.docx** file onto a flash drive and bring it to class.

**Note:** The *LLC - Temple Technology Instructions* (using flash drives at the Temple) are in the storage room in the 'white box' and on the LLC website.