

Chrome Box Instructions for Slideshows, Docs, and PDF Files for Presenters

Step 1: Prepare the slideshow or doc or pdf:

If using Microsoft Word

Copy your file as a pdf, then save it to a flash drive and bring the drive to class.

If using Google Slides or Google Docs

Create the slideshow or document as you usually do. When ready to transport—or ‘share’—the slideshow or document in the classroom, follow these steps.

1. Locate the share icon. It 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.
2. When you click the icon, you will be prompted for an email address. Type in classroom@llccm.org. (Note: You can avoid transcription errors by adding this email address to your Contacts list.)

If using Microsoft PowerPoint

Recommended: Save the PowerPoint slideshow to your flash drive as a PDF file:

- In PowerPoint, under the File menu, select “Save As” or “Export”
- In the dialog box, locate “File Format” and choose PDF, then “Save”
- Save the PDF to the flash drive.

Recommended strategy for creating PowerPoint slideshows:

- Use standard fonts, for example: Arial, Helvetica, Georgia, Calibri
- Keep images simple
- For videos, *copy the URL onto the slide and push ‘return’ to make it active*. You will know if the URL is active if it has an underline. No underline = not active. Do not use the “Insert” menu for videos.
- Do not use animations or transitions. (For the same effect, display the change sequence over a series of slides.)

If using Apple Keynote

Keynote files must be converted to PDF format. Use the ‘Export’ function to do this. On the menu bar, click File/Export to... and then select PDF or PowerPoint. For example, if your Keynote file is named **MyFile.key**, you will automatically create another file named **MyFile.pptx** or **MyFile.pdf** 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 PDF; exporting **MyFile.pages** generates **MyFile.docx**. Copy the latter file to a flash drive and bring it to class.

Step 2: Open the file in the classroom

To display Google Slides Files that are SHARED with classroom@llccm.org,



1. Click the Chrome web browser icon on the taskbar.
2. Click the square array of small black dots in the upper right corner of the browser window.
3. Doing so displays a panel with many Google icons. Locate the triangular multicolor Google Drive icon; click it and you will see all Slides files that have been shared. Double click the file you want to open.
4. *If the list does not include the desired file*, then go back to the dots, then locate and click on the Google mail icon. Click it and you will see all Slides files that have been shared. Double click the file you want to open. The file may open in Google slides, or it may automatically be saved to Google Drive. If so, go back to the array of black dots, open Google Drive, and the file should be there.



To display PDF files:


1. Insert flash drive into one of the USB ports.
2. Click on the Files icon in the task bar along the bottom of the TV screen.
3. Locate and highlight (one click) the name of your flash drive (which will appear in the left column).
4. Locate and highlight (one click) the name of the PDF file you want to display (which will be listed in the middle column).
5. Go to the upper right corner of the window. Locate the Open button, and click on the down-pointing caret (V).
6. Click on "PDF View" from the drop-down menu (*not Gallery*). You are now in the PDF Viewer window.
7. Next, click on three dots in the upper right corner and select Presentation.
8. You may now click through your slideshow by clicking on the left and right arrows on the keyboard, as you do with any slideshow. To exit the slideshow, press the esc (escape) button.



URL Problems:

- If a URL with an underline does not activate when clicked, exit presentation mode by pressing the esc button on the keyboard and click on the link in that edit mode.

To exit the slideshow and retrieve flash drive:

1. Click on the "x" in the tab at the top of the display window
2. In the Files window, click the EJECT icon () just to the right of the flash drive's name.