



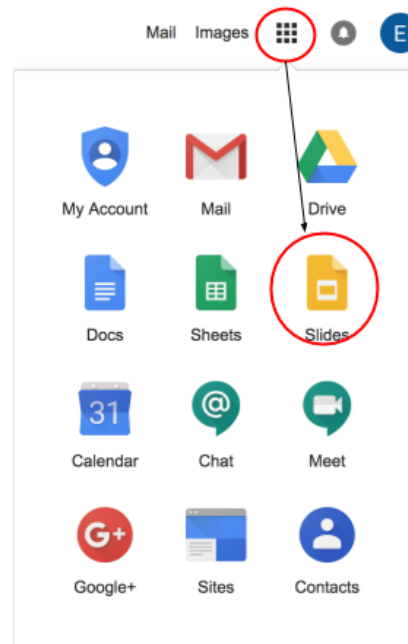
Using [Google Slides](#) to create a digital production.



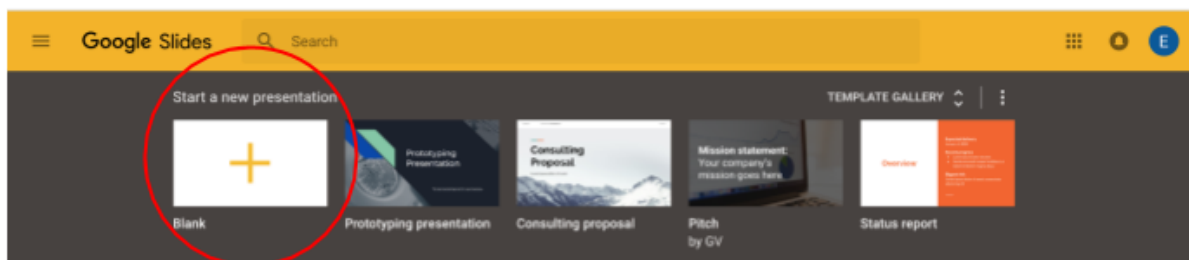
Google Slides is very similar to PowerPoint. However, Google Slides is online, shareable, and most important, FREE! This tutorial will show you how to create a quick and easy presentation.

Getting to Google slides

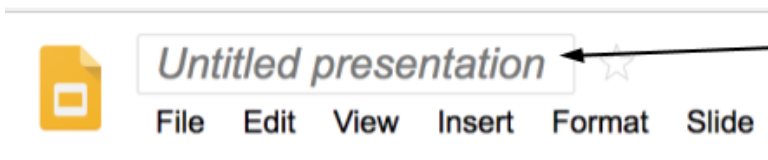
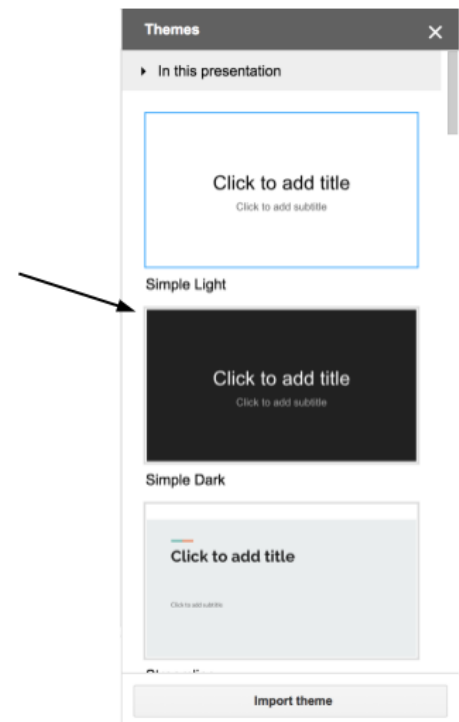
Once you log into your Gmail Account, you will see these options in the top left corner of your browser. Click on the grid icon and then Slides.



You will now see a list of Slides templates to choose from. Select “Blank” to create a new blank Slides document.



Welcome to your very first Google Slides! The first thing you want to do is choose a theme for your presentation. Scroll through the options on the right side of the screen and select one.



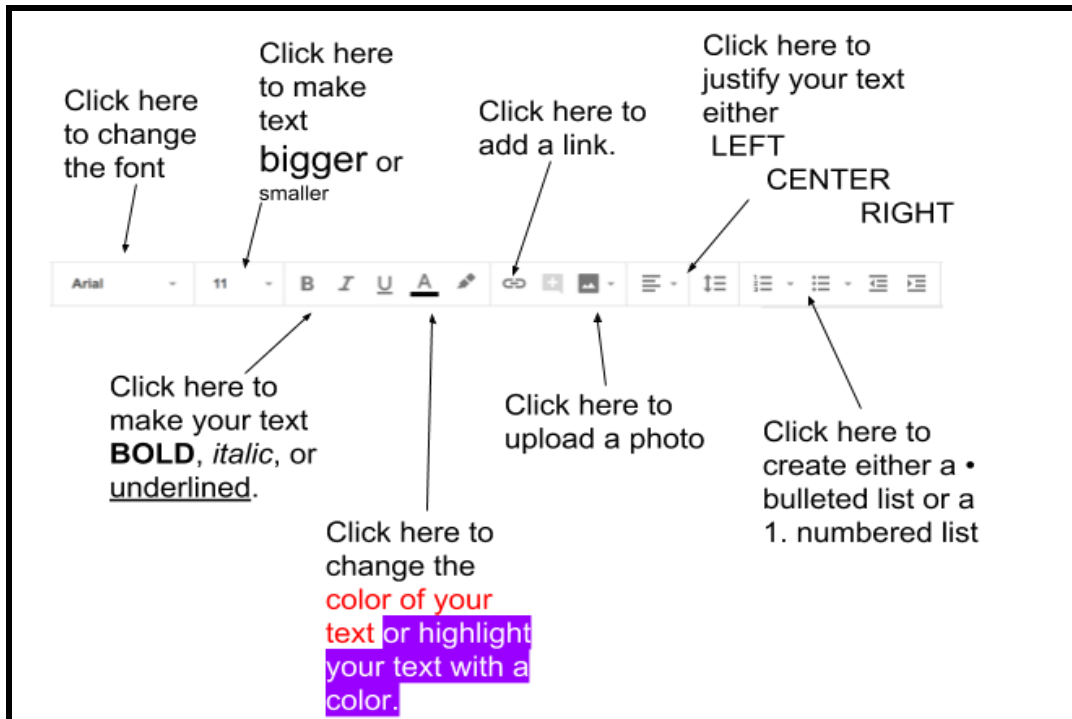
To name your presentation, click this box in the top left and type the name you want.

Google Slides will give you your first slide automatically. Click the larger text that says "Click to add title" to give your presentation any title you'd like.



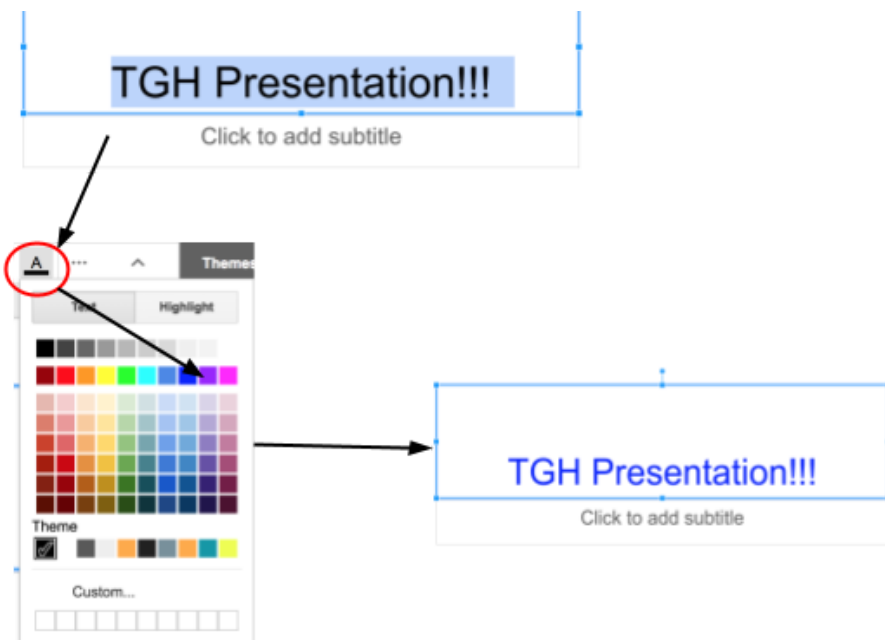
Next we're going to learn how to format text in your presentation. If you want to change the size, font or color of your title this would be useful to know!

Below is the menu bar. You can make your text look how you like. Simply highlight the text and choose one or more of the options below.

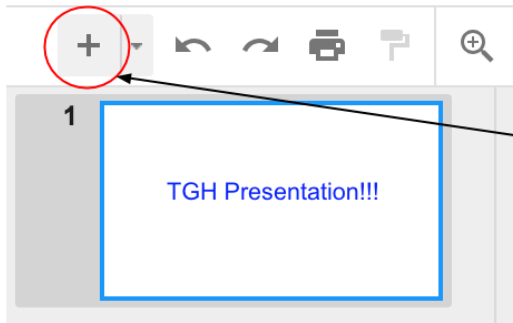


So if I wanted to make my title have blue text, I would highlight the text,

Click the A at the top of the page and select my color.

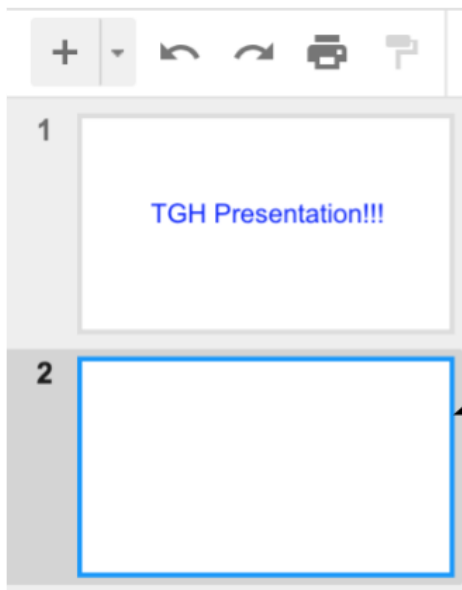
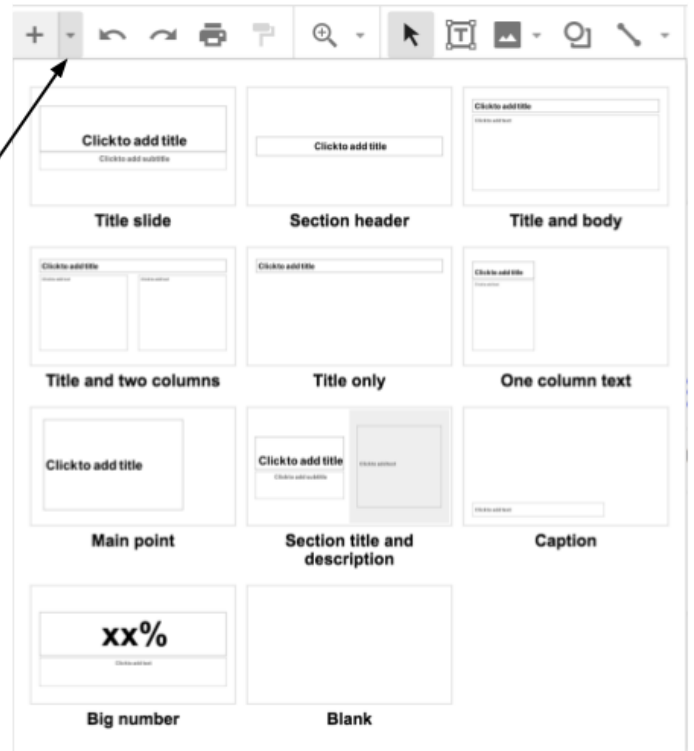


Adding a New Slide



To add a new slide to your presentation, click this plus sign in the upper left corner

If you want to choose a different slide layout click the triangle next to the + icon. Each layout is designed for a specific purpose. Try some and pick one that works best for your presentation.




You will now see your newly added slide! You can add as many as you like.

Uploading a photo


To add a photo to your presentation, click this icon on your toolbar.



If the photo is on your computer click here


→  Upload from computer

If you have it saved in Google Photos or Drive, click these two.

 Search the web

If it is a photo directly from the internet click here

→  Drive

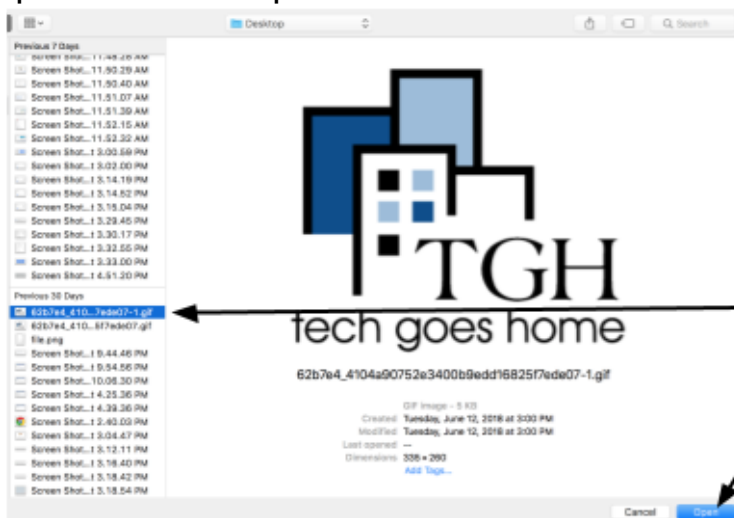
 Photos

To take a photo right now, click here!

→  By URL

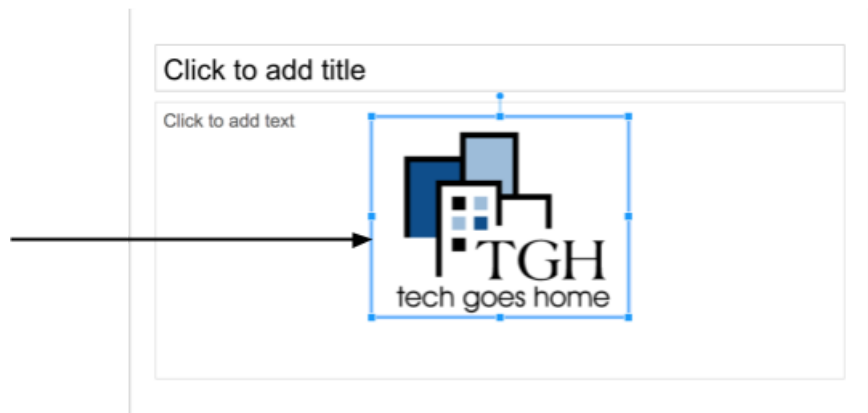
→  Camera

In this example, I'll be using a photo from my computer and clicking "Upload from computer".



Now you need to navigate to the image on your computer. Each machine might be a little different in this process. Once you find the file, click on it and hit "Open."

To move or resize your image, you can click, hold, and then drag the small, blue squares on the corners of your image and resize it.



Text Boxes



To add text to your slide, click on the T icon to add a text box.

Click where you want the text box to go and it will now be added to your slide. You can type whatever you want and edit it just like you have on the previous slide. And just like the other text box and image you added, you can resize it by clicking and dragging one of the little blue squares.



Presenting

When you're ready to present your presentation, click the present button in the top right corner



To go forward in your presentation, use the arrow keys on your keyboard, click anywhere on the screen or click the arrow in the lower left corner.



Sharing

To share your presentation and allow others to edit it, click the Share button in the upper right corner, type in the email addresses of those you'd like to share with and then click the pencil button to choose how much they can edit.



Congratulations! You're ready to make your first presentation!