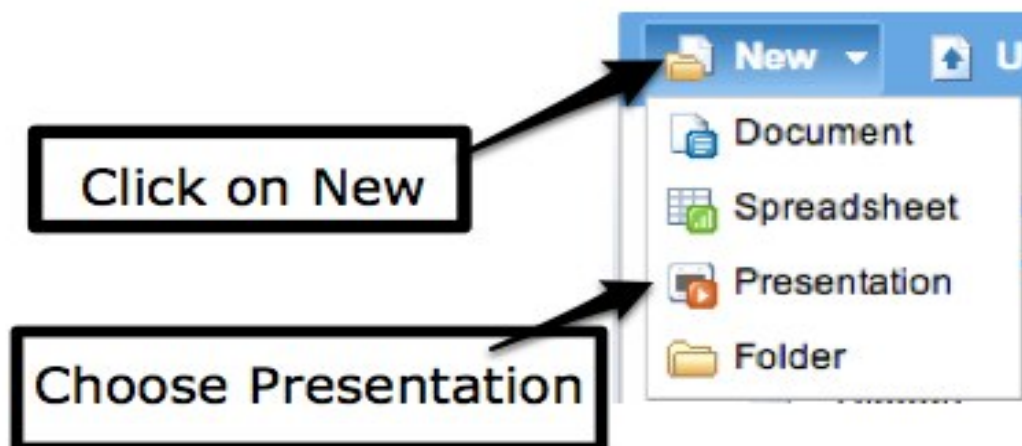


Creating and Sharing a Presentation using Google Presentations.

Created by Liz B. Davis
May 4, 2008



Open a New Presentation

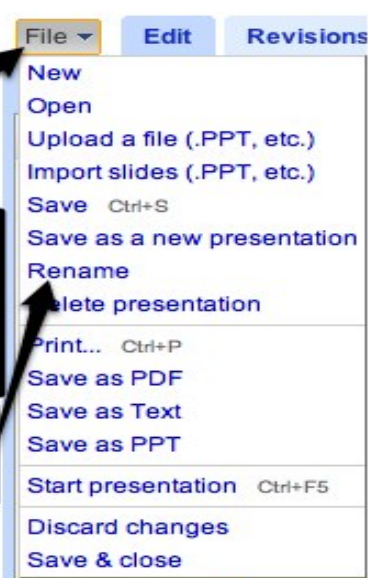


A New Presentation will Open

Click on the File Menu. You will see many options.

Google will name your presentation with the title of your first slide.

You can rename it here.



The image shows the 'File' menu dropdown in Google Slides. The menu items are: New, Open, Upload a file (.PPT, etc.), Import slides (.PPT, etc.), Save (Ctrl+S), Save as a new presentation, Rename, Delete presentation, Print... (Ctrl+P), Save as PDF, Save as Text, Save as PPT, Start presentation (Ctrl+F5), Discard changes, and Save & close. Three callout boxes on the left point to the 'File' menu, the 'Rename' option, and the 'Rename' option respectively.

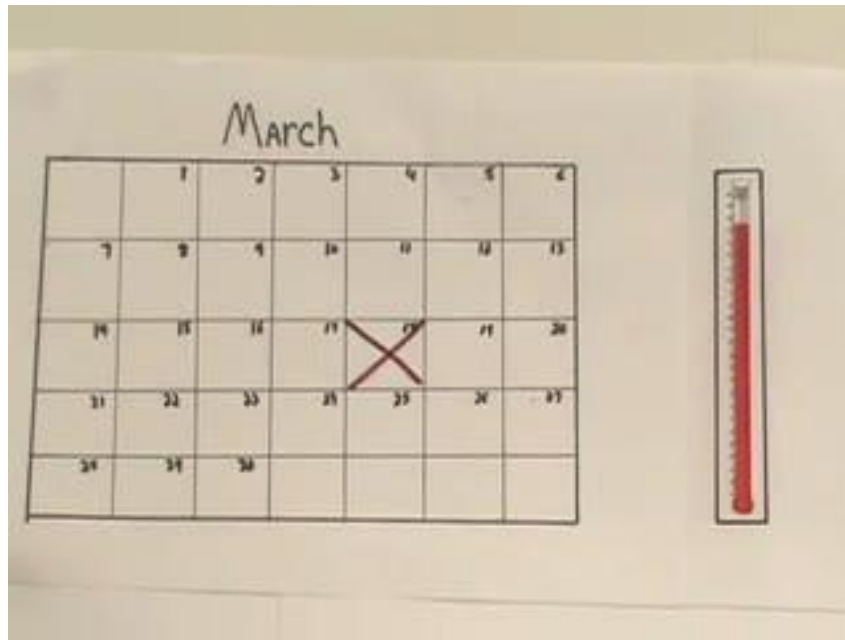
The Menu Bar

The menu bar has many options. When you click to add a new slide, you will have several layouts to choose from. When you click to change the theme, you will have several backgrounds to choose from.



You can also insert images, text, shapes and video.

Only YouTube videos are supported.



Google Docs in Plain English

Revision History

Click the Revisions tab to view the revision history.

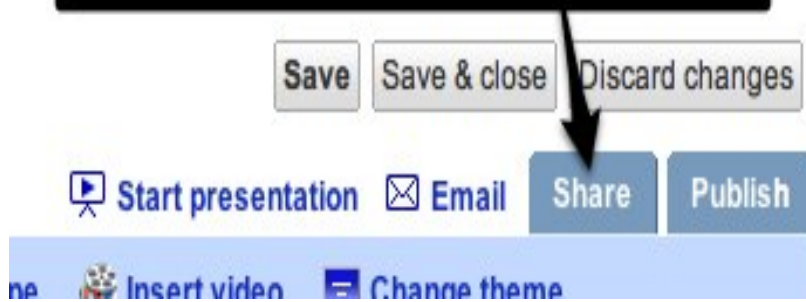


The revision history shows when the presentation was last edited, by who and what changes were made. Click on a revision to see the history of the presentation.

Revision	Last Edited	Changes
Revision 25	2 seconds ago by Me	Modified 1 slide
Revision 24	2 minutes ago by Me	Modified 1 slide
Revision 23	2 minutes ago by Me	Added 1 slide, Modifie
Revision 22	3 minutes ago by Me	Modified 1 slide

Share Presentation with Others

Click the share tab to share presentation with others



Share Presentation with Others

You can invite people as collaborators or as viewers. Collaborators will be able to view and edit the document. Viewers will only be able to view the documents. The people you share the document with will have to create a Google docs account.

A screenshot of the Google Docs sharing interface for a document titled '21st Century Tools Syllabus' edited on May 4, 2008, at 6:11 PM by Lizbdavis. The interface shows a 'Share this document' dialog box with the following elements:

- Invite people:** A section with radio buttons for 'as collaborators' (selected) and 'as viewers'. Below it is a text input field for email addresses, with a note 'Separate email addresses with commas.' and a link 'Choose from contacts'. A button 'Invite collaborators' is below the input field.
- Advanced permissions:** A section with two checked options: 'Collaborators may invite others' (with subtext 'Only the owner may change this') and 'Invitations may be used by anyone' (with subtext 'Allows mailing lists' and a link 'Learn more').
- This document is currently shared:** A section with links for 'Preview document as a viewer' and 'View RSS feed of document changes'.
- Collaborators (3) - remove all:** A section listing 'Me - owner', 'Christine', and 'christy', each with a small 'x' icon. Below the list are links for 'Email collaborators' and 'Create event with collaborators'.
- Viewers (0):** A section with the text 'Viewers may see the document but not edit it.'

Annotations with arrows point to various parts of the interface:

- A box 'Enter email addresses here.' points to the email input field.
- A box 'Click invite collaborators when you are done.' points to the 'Invite collaborators' button.
- A box 'You can see all the collaborators here.' points to the list of collaborators.

Publish Presentation Online

Publish this document

This document is published on the web.

Your document is publicly viewable at:
http://docs.google.com/Presentation?id=dfnmfqt_d_375j8km2qgz
Published on May 4, 2008 9:39 PM

Mini Presentation Module:
You can post your published presentation online for others to browse (see demo on right). Copy and paste the code below to your clipboard and paste it into the html of any website or blog.

```
<iframe  
src='http://docs.google.com/EmbedSlideshow?docid=dfn  
frameborder='0' width='410' height='342'></iframe>
```

Created by Liz B. Davis
May 4, 2008

CC BY NC

Google Docs Menu

Slide 1 / 9

Annotations:

- Your presentation will be assigned a Web address that you can share with others.
- How to Creating and Sharing a Presentation using Google Presentations.
- This is a preview of the presentation
- Click stop publishing to take your presentation Offline.
- Copy and paste this code into any Website to embed your presentation.

Speaker Notes

Click to add speaker notes

No one else is editing this presentation

Normal 20pt B I U A Link

Speaker Notes

Click to add speaker notes

No one else is editing this presentation

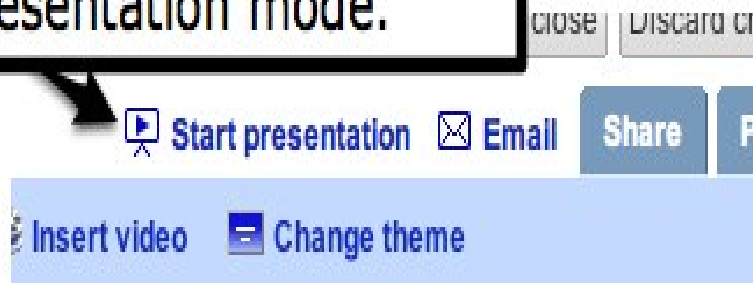
The speaker notes sidebar will open.

Click the x to close the speaker notes.

This is where you can add notes for the speaker. These will not be seen during the presentation.

Start the Presentation

Click here to switch to presentation mode.



Start the Presentation

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This is the Web address for your presentation

Click here to take control of the presentation

Click here to advance your slides.

This is where you enter chat text

The screenshot shows a browser window displaying a Google Docs presentation. The address bar shows a URL starting with 'http://docs.google.com/Presen?docid='. The main content area has a blue header with the text 'This audience has no presenter.' and a 'Take control of presentation' button. Below this is an 'Audience' section with the name 'Elizabeth Davis' and a chat area with a text input field and a smiley face icon. Callout boxes with black borders and white backgrounds point to the 'Take control of presentation' button, the chat input field, and the navigation arrows at the bottom left. A text box on the left side of the slide reads 'Created by Liz B. Davis May 4, 2008' and includes a Creative Commons license icon.

Take control of the presentation

Once you take control everyone can see the slide you are on. They can follow along.

Click here to stop presenting

You are presenting!

Everyone can see the slide you are on.

[Stop presenting](#)

[View speaker notes](#)

Click here to view your notes. They will pop up in a separate window that only you can see.

Download and Print your Presentation

Use the File menu to print your slides (with or without speaker notes), save your presentation as a PDF file, as a PowerPoint file or as a Text file.

