

Creating and Sharing Presentations using Google Documents

Step 1: Click the drop-down menu on **Create New** button, and select from a variety of different document types. For this example select a **Presentation**.

Step 2: Google presentation can import presentations from both Keynote and PowerPoint.

- A. To import your presentation to the Google Docs from the main Google Documents menu select **Upload** and Files from the drop-down menu.
- B. Select the PPT or Keynote file from your computer and double click on it.
- C. From the Upload Settings menu that appears select 'Convert documents, presentations, spreadsheets, and drawings to the corresponding Google Docs formats.'
- D. Your presentation will be uploaded as a Google Presentation you can now click on the link to the presentation and begin editing.

Step 2. To share your presentation with collaborators click on the link next to your presentation title **Private** and enter their emails in the form that appears. Click **Add** and they will be able to access and collaborate on the same presentation.

Step 3: Change the colour and design of your **Presentation** by selecting **Change theme** from the **Format** drop down button (see Figure 6 below). Click on the **Change the background** link to upload images for the slide background.

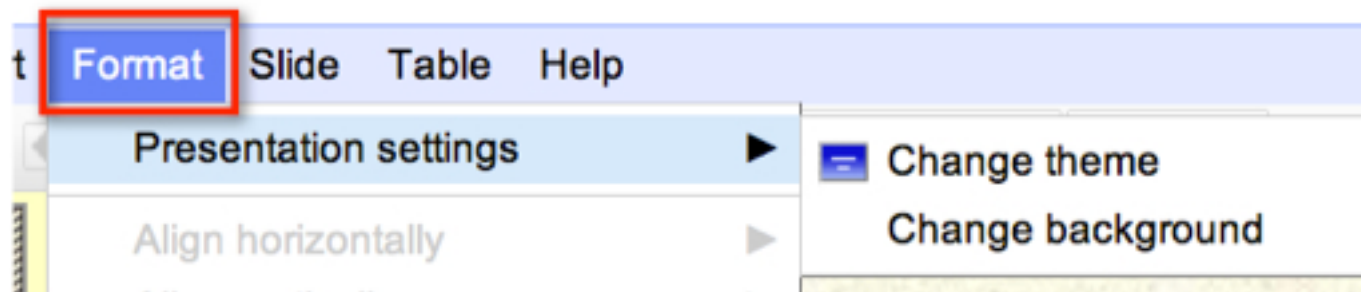


Figure 5 - Change the theme and background

Step 4: Click on the **Slide** drop down button on the menu and insert slides, duplicate and delete slides.

Step 5: Insert images, Google videos, diagrams/drawings, text or shapes by clicking on the **Insert** drop down button. Import slides from PowerPoint by selecting **Import Slides**

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from the drop down menu.

Step 6: To publish your presentation to the web click on the **Share** drop down button (top right side) and select **Publish/Embed**. On the next screen click on the **Publish** button and copy the embed code that appears.

Step 7: Copy and paste the embed code into one of your posts or pages. Under the **Share** drop down menu select **Sharing Settings** and either change your privacy settings or add people's emails to give them access to the document.