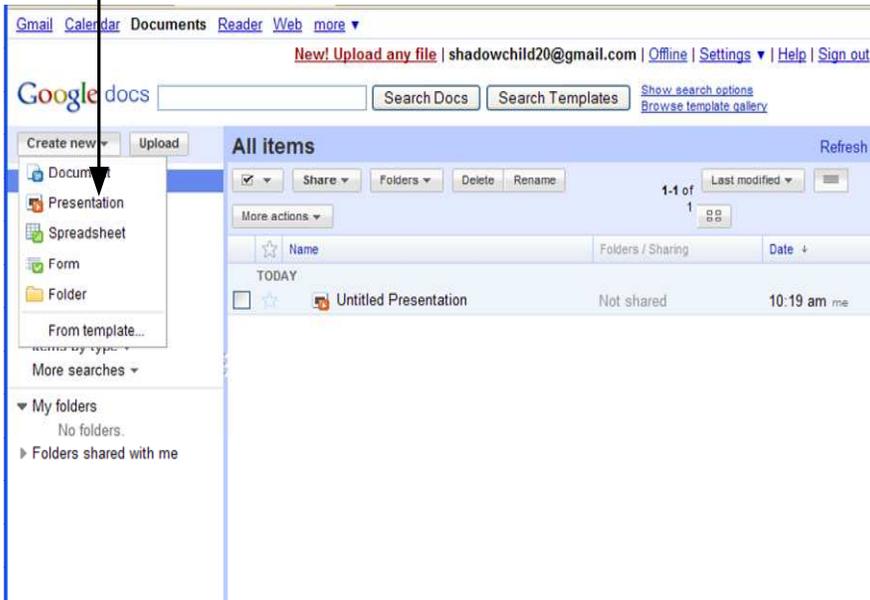


# Google Docs Presentations

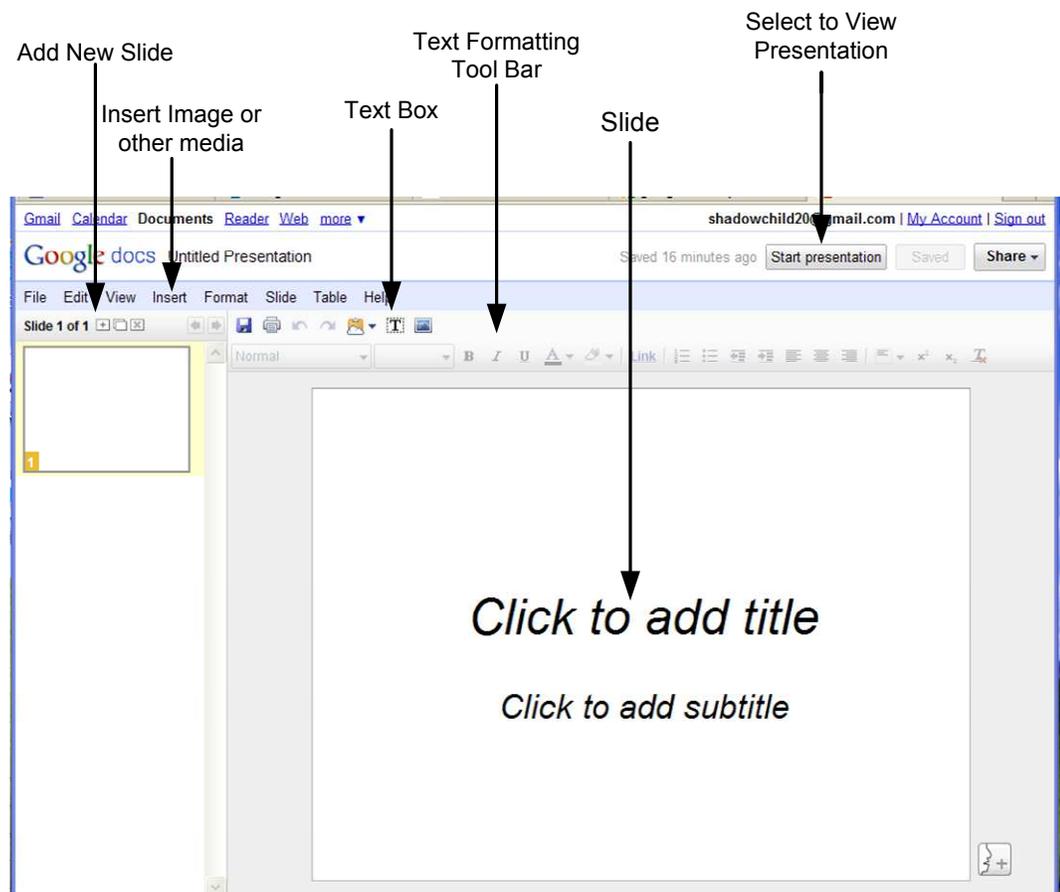
## Quick Reference Card

- **To Create a New Presentation:**  
Select the **Create New** drop down menu and pick **Presentation** from your main Google docs webpage.



- Click on the slide to start entering your information.
- To add a new slide, press the small **+** sign above the slides on the slide panel or select **New Slide** from the **Slide** drop down menu.
- To insert an **image, text, drawing, video, or shape**, select an option from the **Insert** drop down menu and select from file destination .
- To add a new text box to a slide, select **Insert>Text** or click the **T** symbol above the slide .

- After you have inserted text you can edit and modify it by using the options in the **Text Formatting Tool Bar** directly above the slide you are working on.
- You can view any slides by clicking through the small slides on the left side of the page, double clicking them will make them viewable in the large slide view window
- Once you are satisfied with your project, simply select the **Start Presentation** button to view your finished presentation.

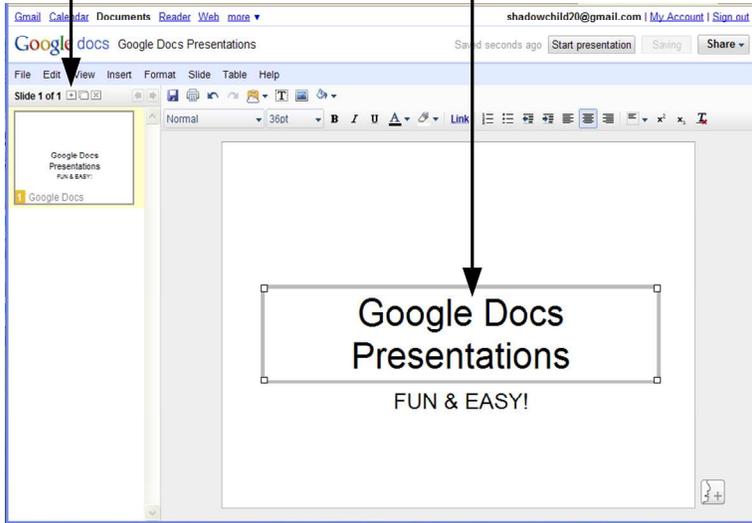


Click to add title

Click to add subtitle

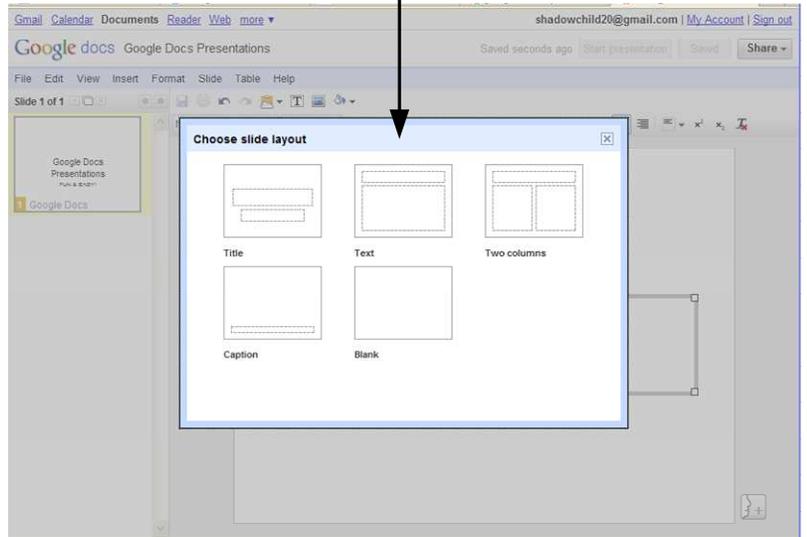
Click to add new slide

Click on slide or insert text box to insert information



- To start adding information to your slide, click inside the text box if there is one already on your slide or add a **new text box** by either selecting **Insert<Text** or selecting the "T" icon with the dotted line around it in the **tool bar**.
- To add a link, highlight the desired text and select the **Link** button to type in your destination URL.
- Click the small "+" icon above the smaller slides on the left to **add a new slide** or select **Slide<New Slide**.
- When you choose to **add a new slide** the screen below will appear allowing you to choose your slide layout. You can choose from templates for layouts with text boxes already add or choose a blank slide and add your own text boxes.

Choose slide layout



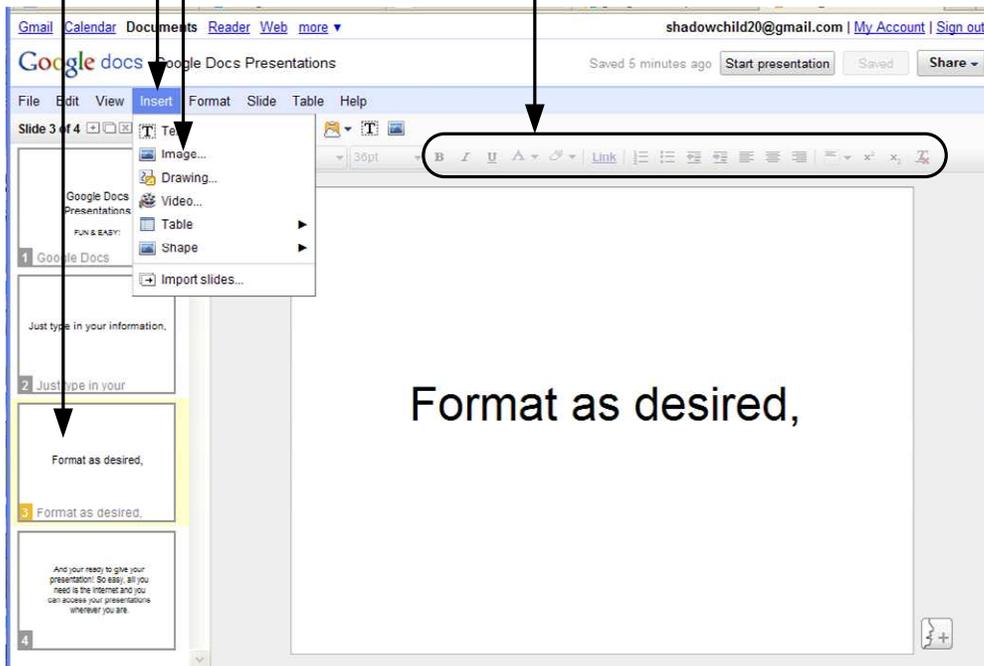
- Use the smaller slides on the left of the page to navigate from slide to slide.
- Once you are finished entering the text and information for you slides, you can format it with the options on the **tool bar**. (ex: **Bold**, **Italic**, **Color**, **Bullets**...ect)

Select desired slide to navigate from slide to slide

Insert Media

Insert Picture

Tool Bar



- To insert media, go to the **Insert** drop down menu and select from options to insert an **Image**, **Drawing**, **Video**, or **Shape**.
- To share your presentation, select **Share**. The **Share** drop down menu gives you the options to **Invite People**, **See Who Has Access**, **Email as an Attachment**, or **Publish/Embed**.