

# **SLIDES & DRAW**

More than presenting!



# HOW TO USE THIS HANDOUT

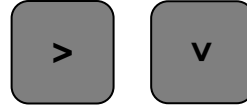
## The next slide is a Table of Contents.

Select the right or down arrow on your keyboard to progress through slides.

OR

Every page within a section of the TOC is a link, select the link to go to the section.

In the upper right corner of each page there is a “DOT” with the section number. Select the dot to return to the TOC.



[This is a link](#) that goes to the TOC



# SLIDES - TABLE OF CONTENTS

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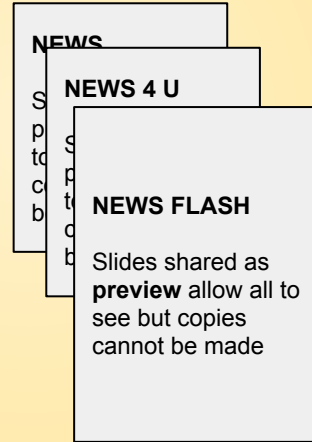
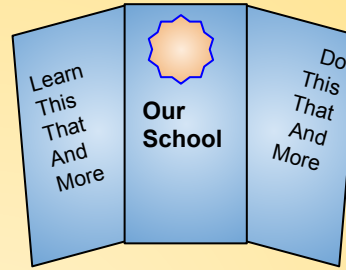
- 9.1 WHAT ARE THEY?
- 9.2 GET ADD-ONS
- 9.3 MANAGE ADD-ONS
- 9.4 WHICH TO USE?



# IDEAS FOR USE

A

- PRESENTATIONS
- ONLINE FLASHCARDS (use templates!)
- HYPERDOC (like this one!)
- INTERACTIVE STUDY GUIDES  
(add videos then ask questions)
- BRANCH ACTIVITY (If / Then)
- GROUP PROJECTS
  - Comic book, cookbook, “About Us”
- BADGING (bake it!)
- CHANGE PAGE LAYOUT for
  - Flyers
  - Brochures
  - Book



Branching -  
If/Then:  
Information given  
...  
Choice to be made  
...

A

B

A

B

C

C

1

2

For the purpose of this handout:

1. **SLIDES is an app** within G Suites to create presentations, flash cards, timelines, print materials, activities and more.
2. SLIDES can be **used on any browser** (but works best with Chrome).
3. **SLIDES** can be installed on any smart device to create, format, or present from that device.
4. The words **Slides, Presentation, and Deck are interchangeable** - they all represent Google Slides.



**DECK** is a file created with the Slides App - an entire presentation is a DECK.

**OBJECT** - is ANYTHING on a slide including shapes, text box, image, charts, videos, etc. If you can insert it, it is an object

1. **ARRANGE** menu - order, alignment, rotation, distribution of objects
2. **FORMAT OPTIONS** located at far right of tool bar - includes Size & Position, Text fitting, Drop Shadow and Reflection options
3. **INSERT** menu and button - add images, videos, special chars, sheet info, and more.
4. **LINES** - used to add border to any object
5. **LINE start** and **LINE end** - only appears if a drawn line is selected. Options include arrows circles squares
6. **MASTER** (in View) - create or manipulate styles and layouts (aka Slides Master)
7. **PAGE LAYOUT** (in File) - allows customizing print and view area (size and margins)
8. **PAINT BUCKET** - used to color text boxes and shapes - it cannot be used on other objects
9. **SHAPES** - used to draw and layer to create clip-art

1. **Drag guidelines from the rulers (vertical and horizontal)**
2. **Place permanent guides on slides using Master**
3. **Pay attention to alignment lines as they appear when moving objects.**
4. **Use the Arrange functions to layer objects - layer is a good thing for drawings**
5. **The SHIFT key is magic!**
  - a. Constrains aspect ratio
  - b. Nudges objects 1 pixel
6. **Make lines transparent or increase size**
  - a. To layer objects seamlessly
  - b. Create illusion of space when layering objects
7. **RIGHT CLICK!**
8. **Use Format options!**



**1.1 WHERE TO OPEN SLIDES**

**1.2 CREATE NEW in DRIVE**

**1.3 CREATE NEW in APP**

**1.4 THEME and EXPLORE**

**1.5 ADD SLIDE**

**1.6 INSERT OBJECTS**

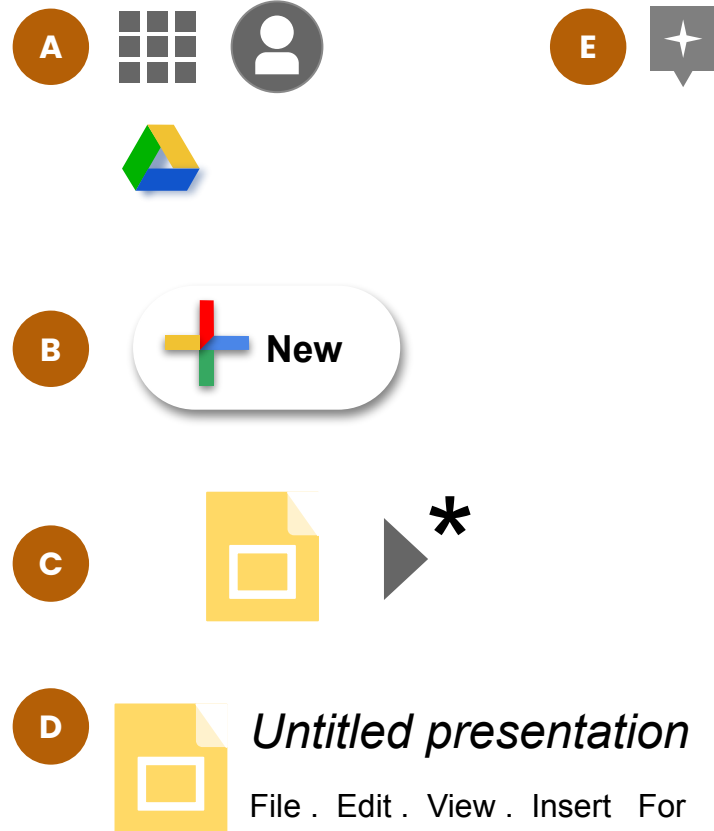
# MECHANICS OF CREATING A DECK

[RETURN TO TOC](#)

| Browser to use | Type this address                             | To do this:  |
|----------------|---|--|
| ANY            | <b>DRIVE</b><br>drive.google.com              | Select the NEW button to create a blank Deck or find slides that you have already created using Search                           |
| ANY            | <b>SLIDES HOME (App)</b><br>slides.google.com | Open a new or blank template or open a Slides from the list of files. Only Slides will appear here.                              |
| CHROME ONLY    | <b>QUICK!</b><br>slides.new                   | A new blank is automagically created and automatically saved. The deck will appear in your list of Slides and within your Drive. |

- A. **SIGN IN** and **OPEN** Drive
- B. **SELECT** the new button
- C. **CHOOSE\*** Google Doc icon
- D. **TITLE** your new DECK
- E. **COMMENCE** to create!

\* MORE options are available:  
Open Blank  
From Template

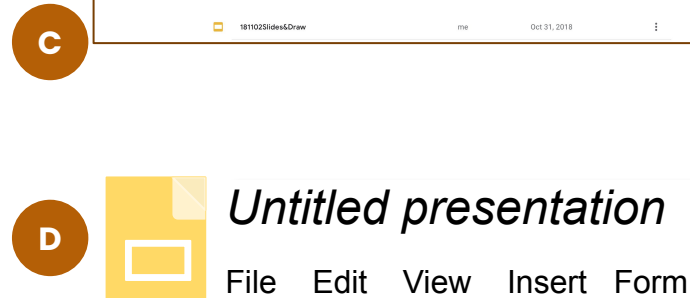
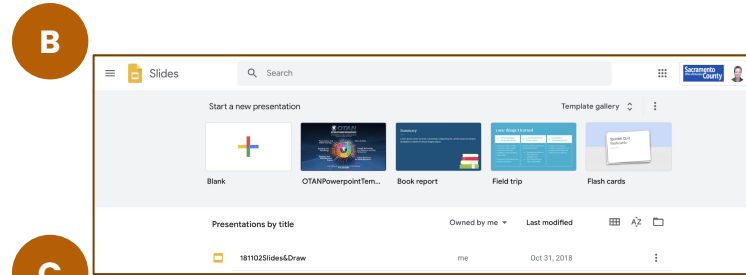
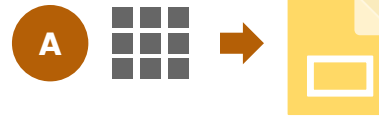


# CREATE NEW - SLIDES APP

1.3

- A. **GO TO** [slides.google.com](https://slides.google.com) or use the waffle to open Slides directly.
- B. **OPEN** any file listed, or
- C. **SELECT** blank or a Template
- D. **TITLE** your new Deck - select Untitled presentation

\* Note: once you select a template a copy is added to your Drive - it is yours to do with it what you will.



# PRACTICE

Open a new tab

Create new blank presentation using [slides.google.com](https://slides.google.com)

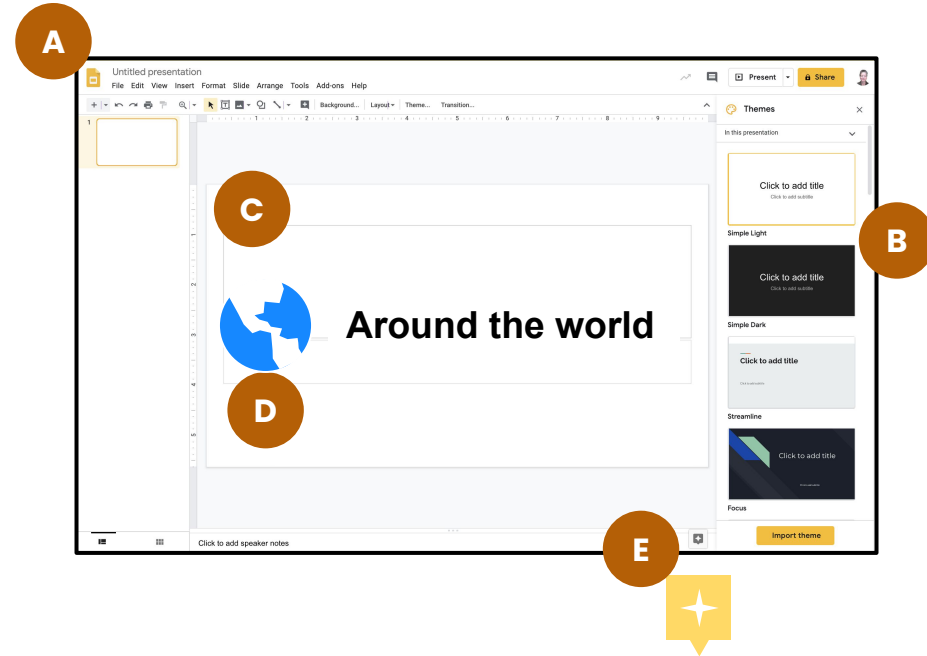
Title or name your new deck “Practice.”

Your new Deck will be referred to as points of practice occur.

- A. After file is named:
- B. **SCROLL** themes to select or **IMPORT** theme
- C. **TITLE** the presentation
- D. **INSERT** a graphic if needed.
- E. Select the **EXPLORE** tool to view different themes\*.

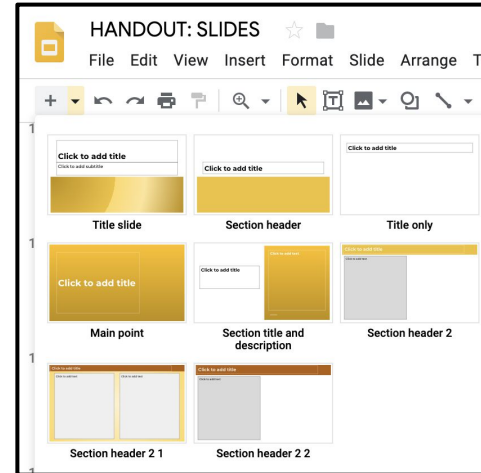
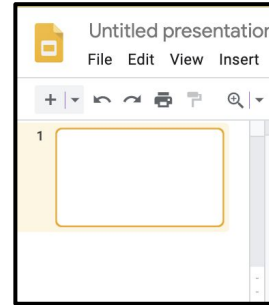
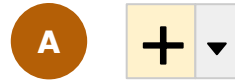
Adding text and graphics to a slide allows the Explore tool to “ponder” a theme to match those items.

The Explore tool will turn gold when it has an idea.



- A. **SELECT** the New Slide button
- B. **SELECT** arrow next to new slide to see all layouts available and then select
- C. **TITLE** the presentation
- D. **INSERT** a graphic or word in title and use the **EXPLORE** tool (it will turn gold). The theme selections will change.

Adding text and graphics to a slide allows the Explore tool to “ponder” a theme to match those items.



A. **SELECT** Insert Menu

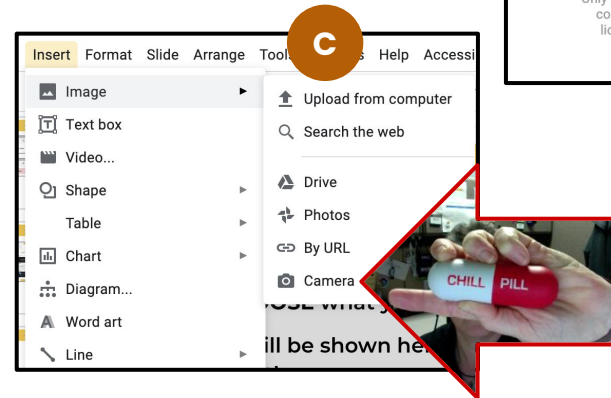
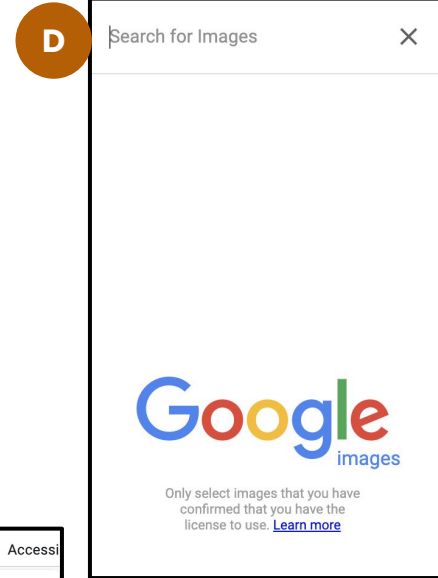
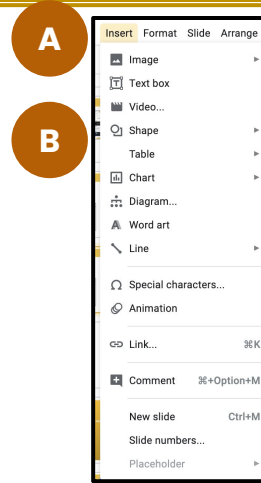
B. **CHOOSE** what you wish to insert

IMAGE will be shown here - all inserts work basically the same.

C. **SELECT** an option from IMAGE list

D. **SEARCH** the web for an image using key words OR

- Upload from your computer
- Add from Google Drive
- Photos
- By URL
- Use Camera if device has one - (you must allow Slides access to your camera)





**BE AWARE OF COPYRIGHT**

-

**READ THE FINE PRINT**



Only select images that you have confirmed that you have the license to use. [Learn more](#)

# PRACTICE



**Open the deck “Practice”**

**Insert an image** of the world on the first slide  
(Insert / Image / Search the Web).

**Select the Explore button**

After inserting image or text Explore options change.  
If you change a theme ALL SLIDES WILL CHANGE.

**2.1 ARRANGE**

**2.2 FORMAT OPTIONS  
(shown)**

# MANIPULATE OBJECTS

[RETURN TO TOC](#)

# ARRANGE OBJECTS

**A. SELECT** objects at the same time - use **SHIFT** or drag cursor across. As objects are selected they highlight and blue handles appear.

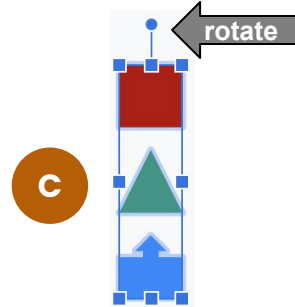
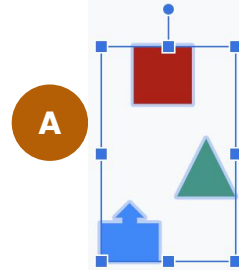
**B. SELECT** options from the Arrange menu with objects selected:

1. Order
2. Align
3. Distribute (space)
4. Rotate

example shows Align/Middle and Distribute/Vertically

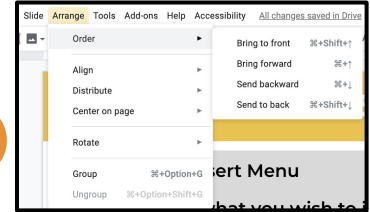
**C. Objects** will Arrange as options are selected.

**D. HANDLES** can be used to resize and/or rotate one or multiple objects at once

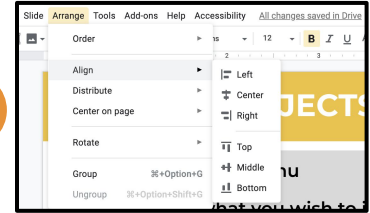


**B**

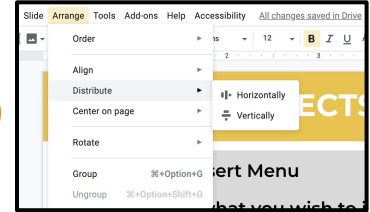
**1**



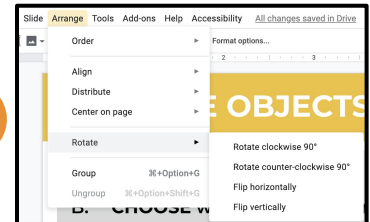
**2**



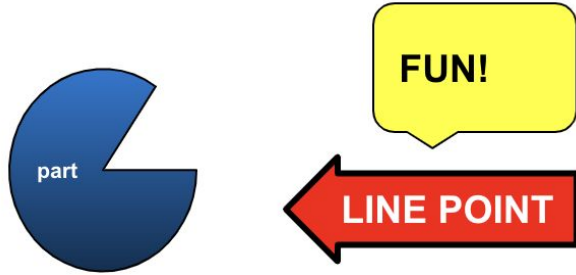
**3**



**4**



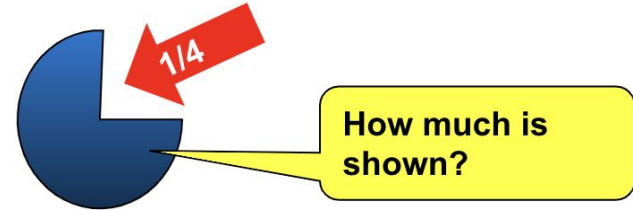
# PRACTICE



Open your Deck and add the 3 Shapes that you see above

Add text!

# Arrange Shapes



Create the same graphic as you see above.

OR

Create your own similar graphic.

## OPTIONS FOR ALL OBJECTS

A. Size & Position

B. Drop Shadow

C. Reflection

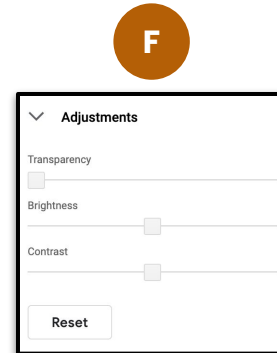
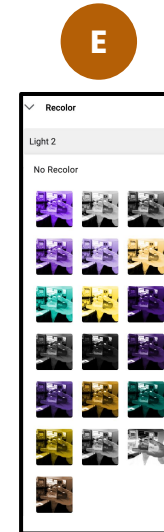
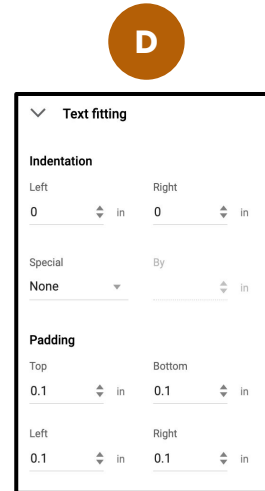
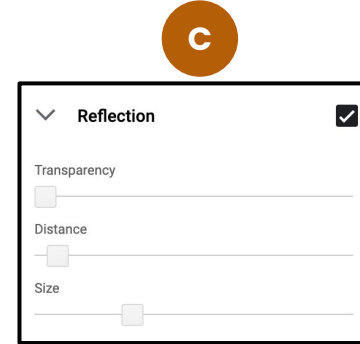
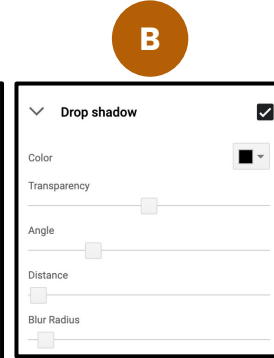
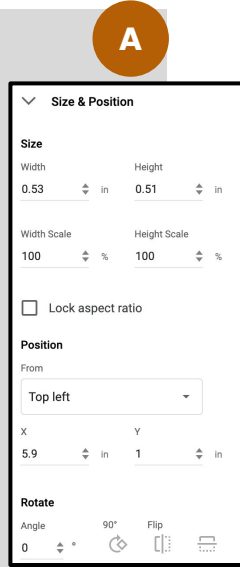
Added option for text & shapes

D. Text fitting

Added options for images

E. Recolor

F. Adjustments



# PRACTICE



Add an arrow pointing down.

Add text that extends one letter beyond the alignment.

Select the Shape and make the padding "0" all around using Format Options then Center Align

# Shadow & Reflection



Draw a CALLOUT then use Drop Shadow and or Reflection using Format Options

- 3.1 MASTER SLIDE**
- 3.2 TRANSITIONING SLIDES**
- 3.3 ANIMATIONING OBJECTS**

# **FORMAT MASTER, TRANSITIONS & ANIMATING**

[RETURN TO TOC](#)

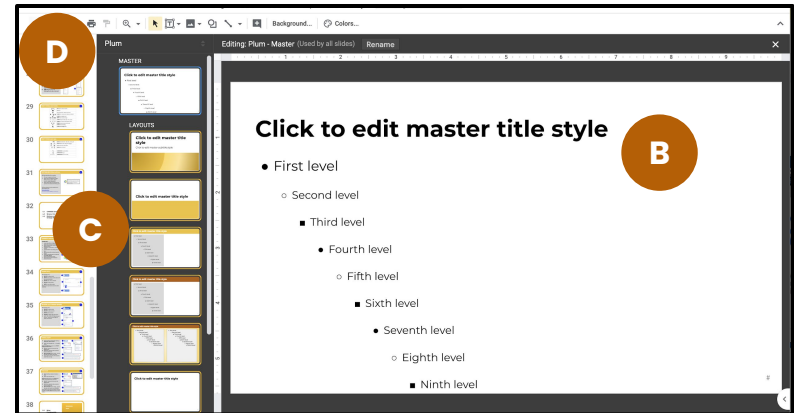
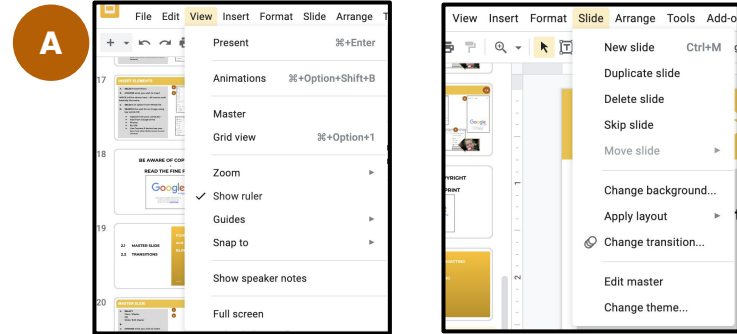


**A Deck has an overall Master.**

**Each Slide has its own Master.**

**Master Slides can be added to the theme.**

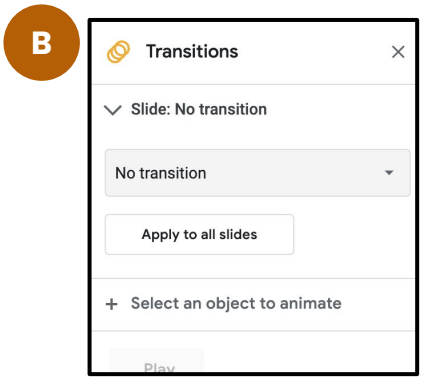
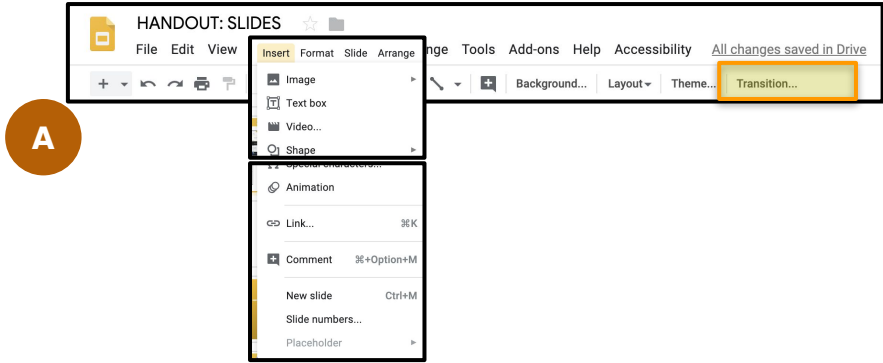
- A. SELECT View / Master**  
**OR**  
**SELECT Slide / Edit Master**
  
- B. MASTER controls all slides. Select font**  
**face, size, background color etc.**
  
- C. SELECT individual slides (in dark**  
**panel) to format them.**
  
- D. RETURN to Deck by selecting slide to**  
**far left**



**TRANSITIONS** are what occur *between slides* during presentation

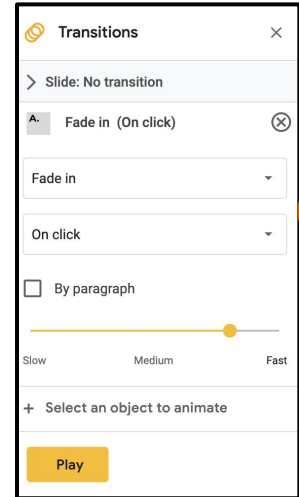
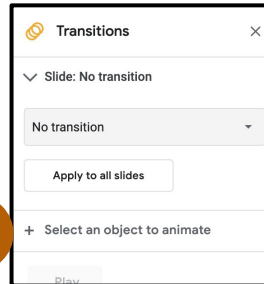
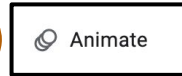
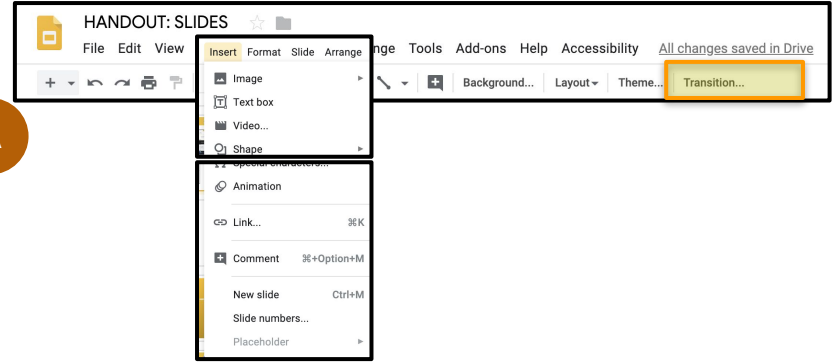
Both use the same menu.

- A. **SELECT** Insert / Animation  
**OR**  
Click on blank area in Slide and  
Select Transition...
- B. **DETERMINE** what transition to use (if any) between individual Slides or  
Apply to all Slides

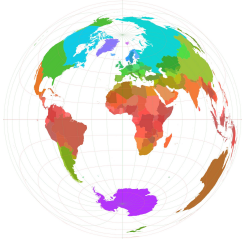


ANIMATIONS are what occur to *objects on a slide* during presentation

- A. **SELECT** Insert / Animation.
  - OR
  - B. **RIGHT CLICK** an object and select Animation.
  - C. **CHOOSE** animation settings for object.
- Note: Animations can be layered.
- D. **Select** an object to “Fade In”, then select it a separate time to “Fade out”.



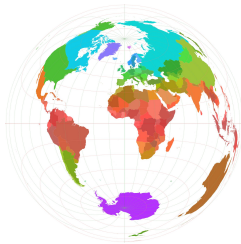
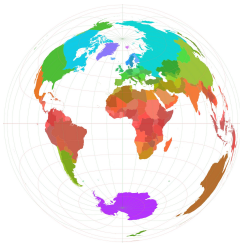
# PRACTICE ANIMATING



Just because you can animate does not mean you should. Animations should be used to drive a point - not to add bling.

---

**Insert a shape and paste a few on the same slide. Add animations then PLAY.**



**4.1 WHY FOR?**

**4.2 CUSTOMIZING  
PAGE LAYOUT**

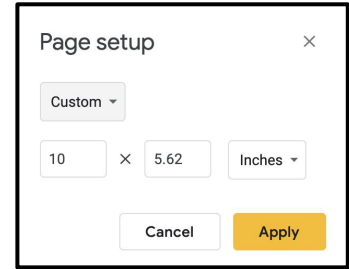
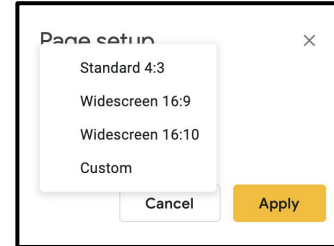
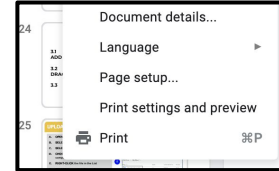
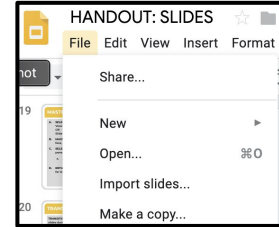
# CHANGING PAGE LAYOUT

[RETURN TO TOC](#)

SLIDES is more than a presentation tool IF you think out of the box. Because it is easier to manipulate objects in Slides, you can

- Create a 8.5 x 11 handout that is either portrait or landscape.
- Create a newsletter that “swipes” when embedded on a site (using Preview share).
- Change to poster size and easily add shapes, images, and other graphics including text to create class or program posters.
- Change to 1” x 1” to create digital badge - the second slide contains metadata. The earner can then add it to their online portfolio
- and...

- A. **SELECT** File / Page Setup...
- B. **SELECT** Custom
- C. **TYPE** the print area of the page you wish to create



# PRACTICE - CREATE A \_\_\_\_\_

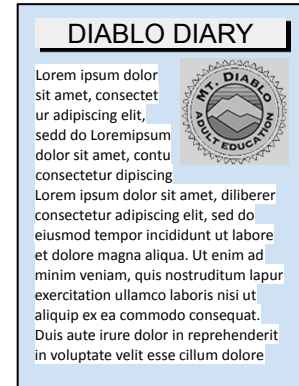
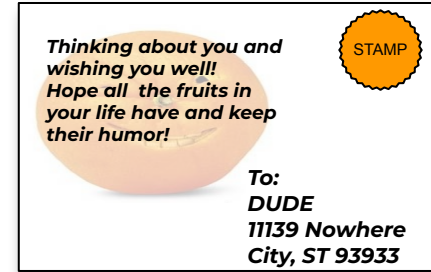
1. Create a new Blank Presentation
2. Title the file PostCard or NEWSLETTER or BADGE
3. From File / Page setup, custom size the file :
  - a. POSTCARD = 5.8 x 4.1 inches (landscape)
  - b. NEWSLETTER = 8.5 x 11 inches (portrait)
  - c. BADGE = 1" x 1" or .75" x .75"
4. Add images and text.
  - a. Use the format options for objects and placement
  - b. Do not add transitions or animations
5. Add new Slide for PostCard back or Newsletter page 2.

## WHEN COMPLETE

**For PostCard** - download as PDF and attach to email and send or send to print (Front/Back for postcard.)

**For Newsletter** - do the above for print

For Newsletter Online: share with view rights and substitute /preview to the /edit link. Post to a Site. The Deck reads as a newsletter.



## Create Watermark:

1. Select image
2. Format Options / Adjustments / Transparency



- 5.1 SHAPES**
- 5.2 FLOW CHART**
- 5.3 ARROWS**
- 5.4 CALLOUTS and  
EQUATIONS**
- 5.5 POLY AND CURVE  
LINES**

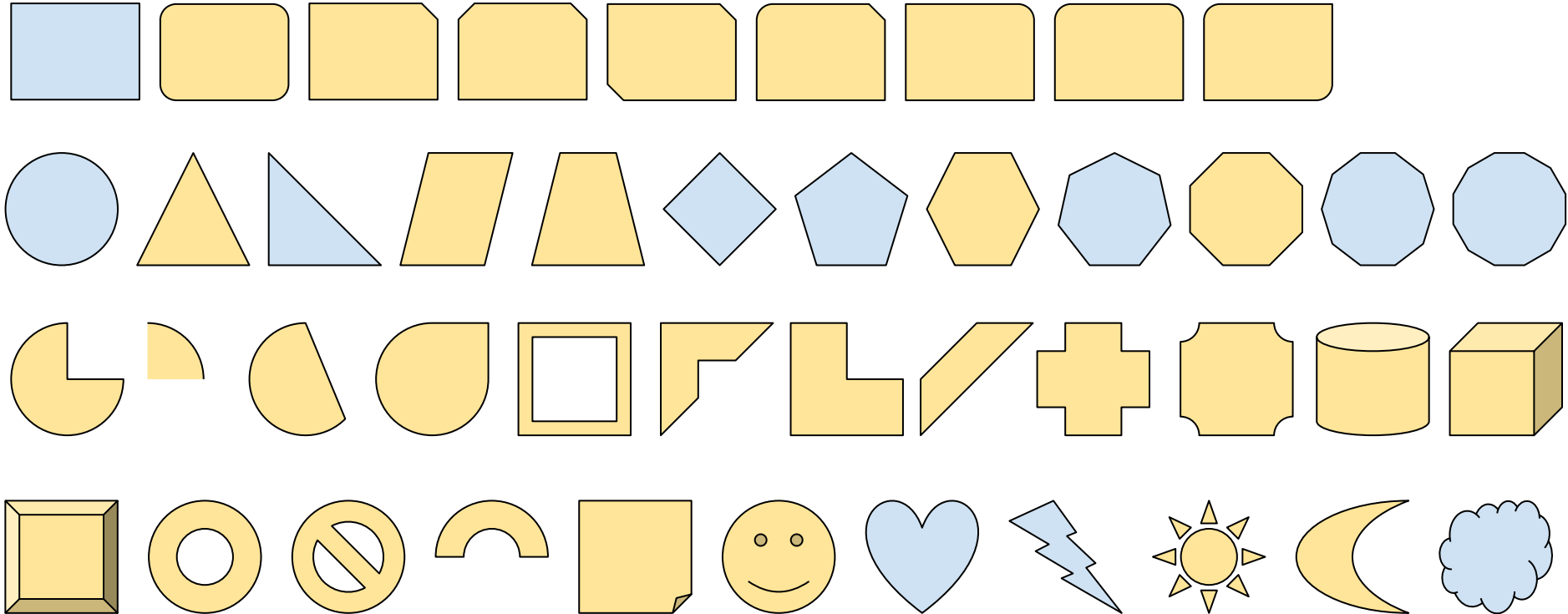
# THE SHAPES!

[RETURN TO TOC](#)

# SHAPES

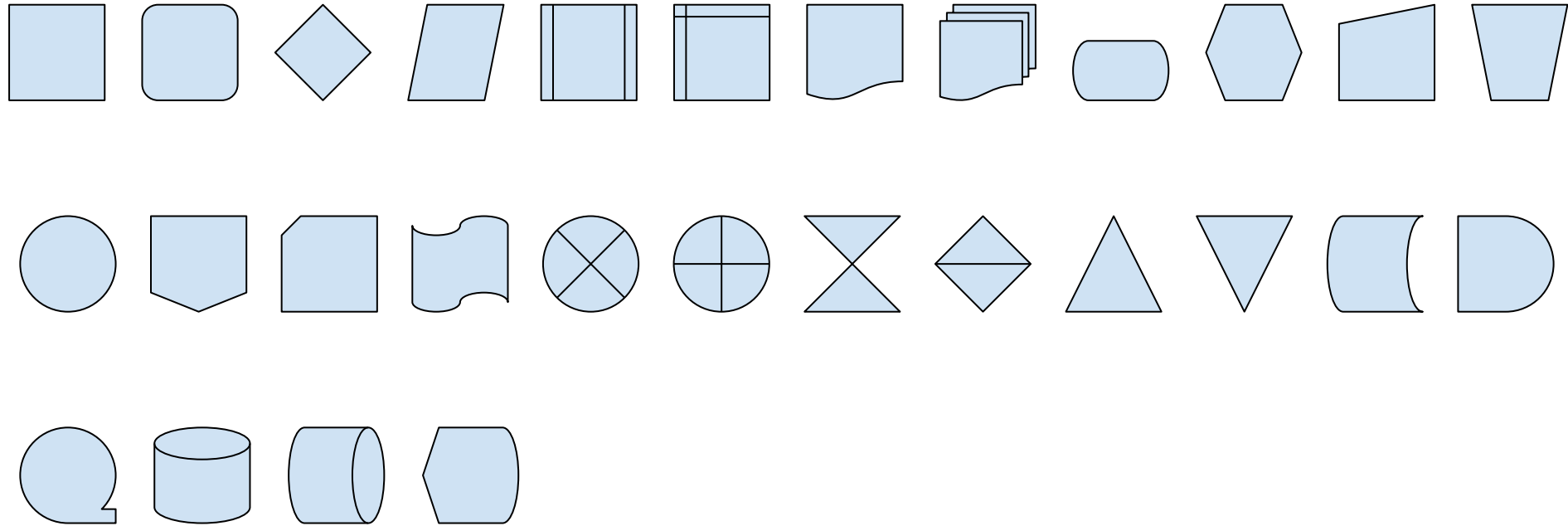
Yellow shapes below have gold handles.

Shapes with gold handles allow to manipulation of the shape beyond size.



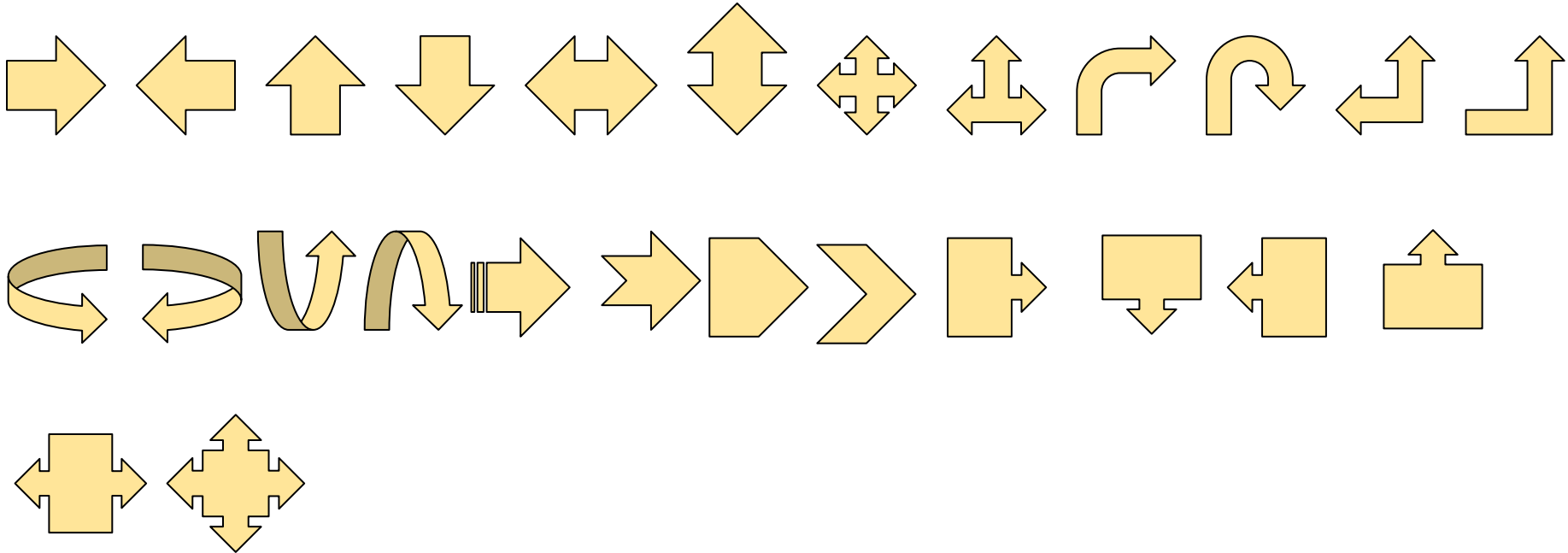
# FLOW CHART / DIAGRAM

Select and copy to paste on another Deck  
No gold handles in Flowchart/Diagram

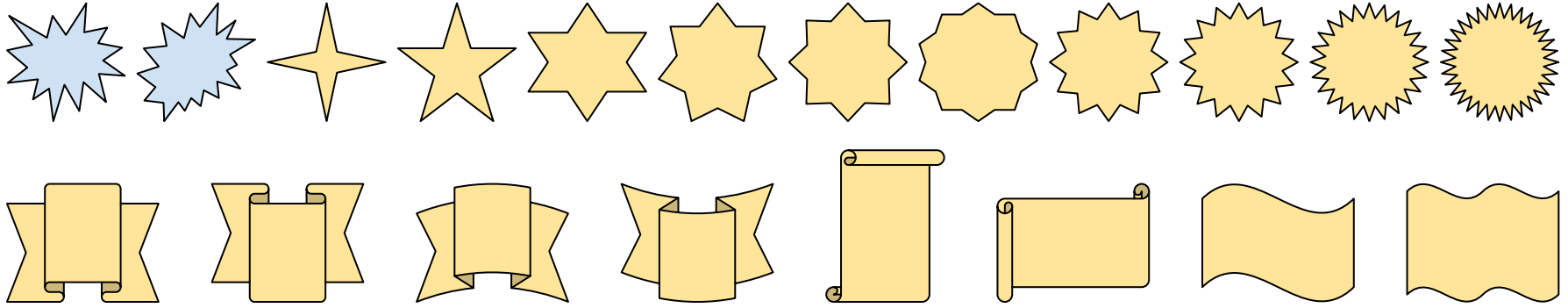


Select and copy to paste on another Deck

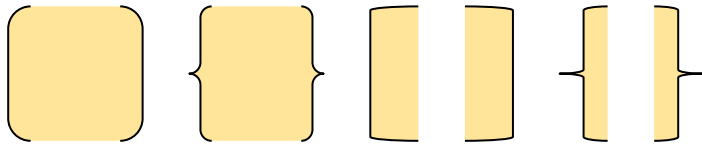
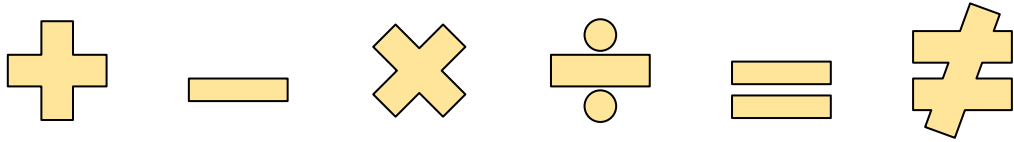
Select to view gold handles to manipulate the shape of the SHAPE



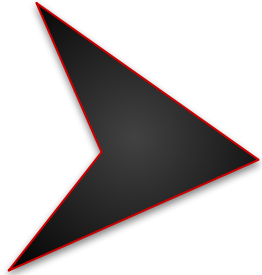
Select and copy to paste on another Deck  
Select to view gold handles to manipulate the shape of the SHAPE



Select and copy to paste on another Deck  
Select to view gold handles to manipulate the shape of the SHAPE



**Brackets allow text to be typed within the shaded area (or not) for formulas.**



Polyline

**Polyline and Curves, when layered with other shapes, allow you to draw your clipart.**

**Graphics that you create can be resized, recolored, and changed any which way - with no fear of copyright infringement.**

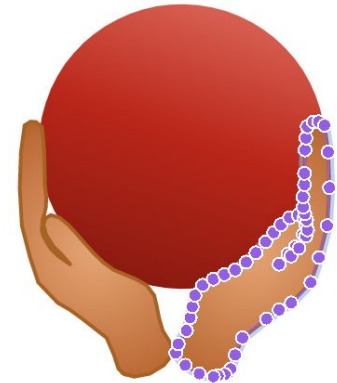


Shape with Gradient and Curve line



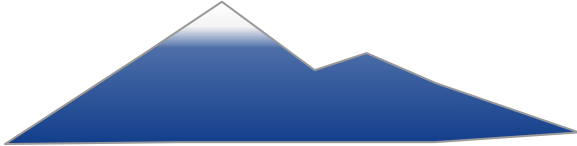
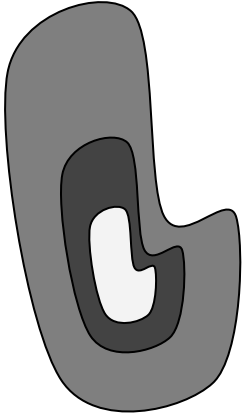
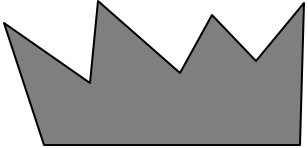
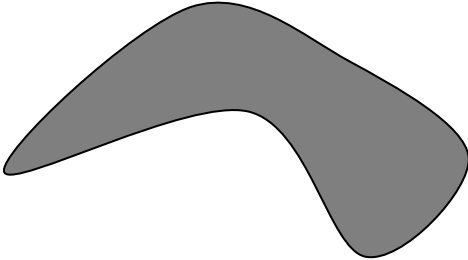
Shapes with Polylines

**After a shape is drawn (make sure the ends meet) fine-tune by double clicking the image. The purple handles allow pushing and pulling the graphic into shape.**



Shape and Curve line  
Curve line copied/pasted/flipped horizontal

# PRACTICE





- 6.1 The Link tool**
- 6.2 What can be a link?**
- 6.3 How to Link Out & Make Changes**
- 6.4 How to Link Within a Deck**

# LINKING!

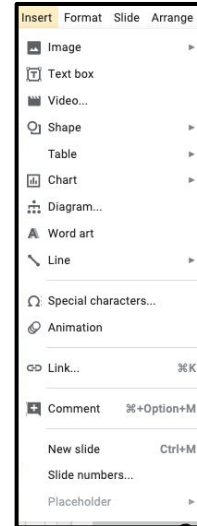
[RETURN TO TOC](#)

Linking allows an object to direct a viewer or presenter to a Web site OR to a specific slide within a Deck.

The link tool only appears when an object OR text within an object is selected.

## LOCATION

- between the highlighter and the comment buttons on the toolbar
- Within the Insert menu
- By pressing CMD or CTRL K on the keyboard

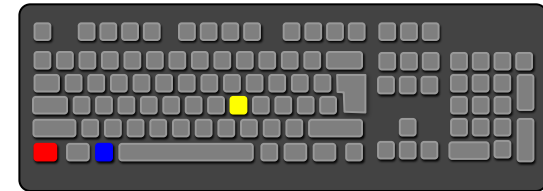


Choose object then

**CMD** + **k** (Mac)

Or

**CTRL** + **k** (PC or CB)



- A.** Any text including single words or entire text boxes

Text Links: Google and ... Google.

- B.** Shapes

Shape Links: Gmail, Youtube, Drive

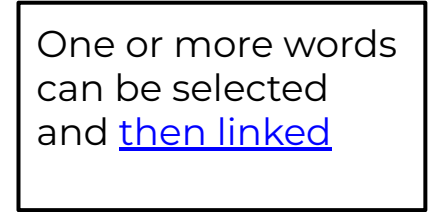
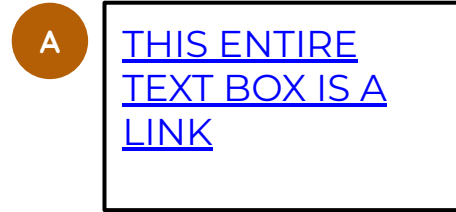
- C.** Images

Image link: otan.us

Note: Link must be applied to images BEFORE using mask or crop tool

- D.** Text within shapes

Arrow link: news.google.com



**A.** Select text within object or Select a shape or image

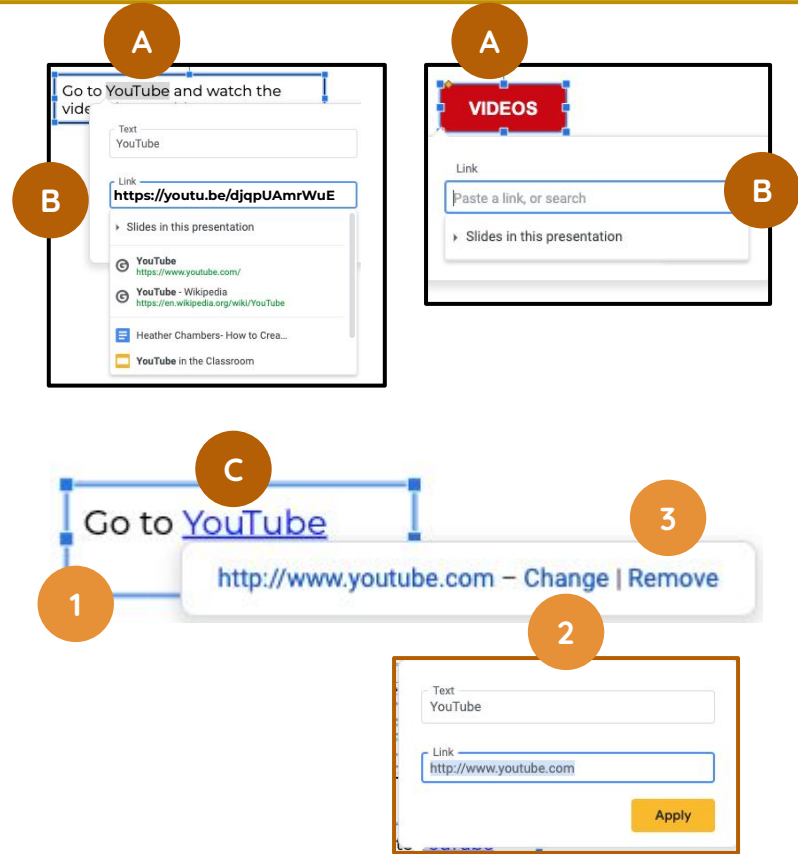
Select the link tool in toolbar OR Insert menu

**B.** Type or paste the link of the site in the “Link” box OR select an option below.

**C.** The text will appear underlined and match your Master style for link.

## CHANGES/REMOVE

1. Place cursor within text or Select the linked object
2. Select Change to add Text or change the link - select APPLY
3. Select Remove to remove the link

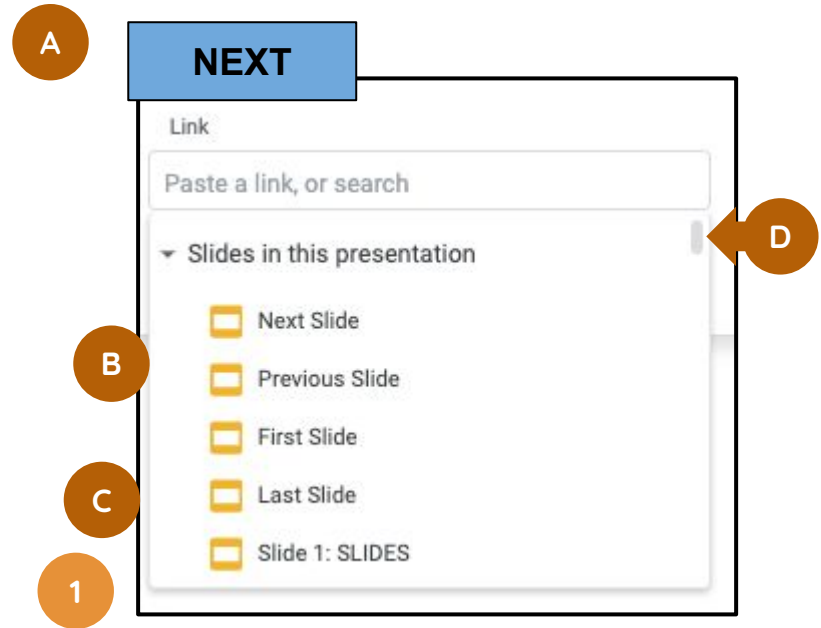


- A.** Select text within object or Select a shape or image

Select the link tool in toolbar OR Insert menu

- B.** Select the arrow next to Slides in this presentation (under “Paste a link”)
- C.** Select the slide within the list
- D.** Use the scroll bar to see all slides OR use the arrow down key on your keyboard.

**CHANGES/REMOVE** - [see previous slide](#)



- 7.1 Share Deck**
- 7.2 Force Copy**
- 7.3 Preview**
- 7.4 Review & Change**

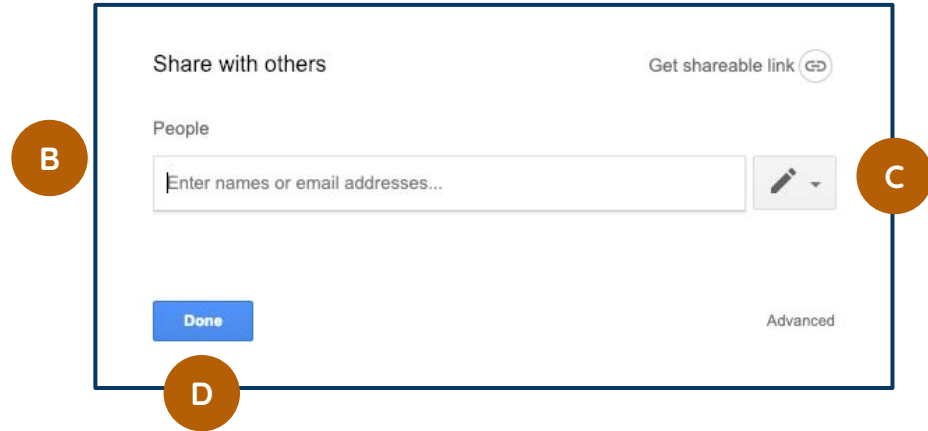
# SHARING

[RETURN TO TOC](#)

After opening a Deck...

- A. SELECT the Share button
- B. ENTER email address of all to share with the same permissions
- C. SELECT edit, view or comment\*
- D. SELECT the Done button
- E. NOTE the new Share button

\*Different share permissions must be added separately.



- A. Select the Share button after opening a Google Doc, Slide or Sheet
- B. Select “Get shareable link...” in top right corner

Anyone with the link can open as a VIEWER IF you give them the link

- C. SELECT “Copy Link” then select the DONE button.
- D. PASTE the copied link into an email or other text-based tool.
- E. EDIT THE LINK! Remove “/edit...” and all text after then replace with COPY.
- F. Those with the new link will be asked to make their own copy.

The diagram illustrates the process of creating a shareable link and editing it to force a copy. It consists of six steps labeled A through F:

- A:** A yellow button with a lock icon and the text "Share".
- B:** A "Share with others" dialog box. The "Get shareable link" link in the top right corner is circled in red.
- C:** The same "Share with others" dialog box, but now the "Copy link" button is highlighted in grey, and the "Done" button is highlighted in blue.
- D:** A text box containing the URL: `https://docs.google.com/presentation/d/14dpdf3sl/edit?usp=sharing`. The word "edit" is highlighted in red.
- E:** A text box containing the modified URL: `https://docs.google.com/presentation/d/14dpdf3sl/copy`. The word "copy" is highlighted in red.
- F:** A Google Drive notification box titled "Copy document" with the text "Would you like to make a copy of Model Lesson?" and a "Make a copy" button.

Arrows indicate the flow from step D to step E, and from step E to step F.



A. Select the Share button in the Doc or Slide

B. Select “Get shareable link...”

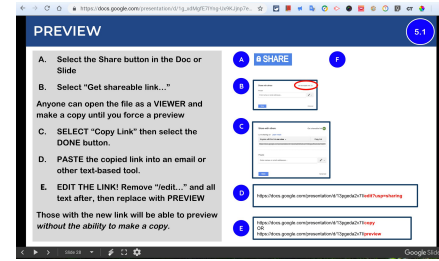
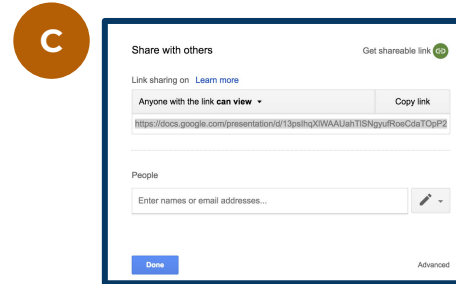
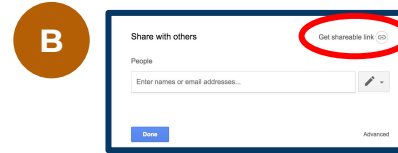
Anyone can open the file as a VIEWER and make a copy until you force a preview

C. SELECT “Copy Link” then select the DONE button.

D. PASTE the copied link into an email or other text-based tool.

E. EDIT THE LINK! Remove “/edit...” and all text after, then replace with PREVIEW

Those with the new link will be able to preview the DOC or SLIDES *without the ability to make a copy.*



D <https://docs.google.com/presentation/d/14dpdf3sl/edit?usp=sharing>

E <https://docs.google.com/presentation/d/14dpdf3sl/preview>

After opening a doc...

- A. **SELECT** the Share button
- B. **SELECT** the Advanced link
- C. **CHECK** names on share
- D. **CHANGE** or delete share per person
- E. **NOTE THE OTHER SETTINGS** while you are here - owners can limit rights of editors and viewers!

The image shows a sequence of three screenshots from the Google Docs sharing interface, annotated with letters A through E in blue circles. A red arrow points from the 'Advanced' link in the second screenshot to the 'Sharing settings' dialog in the third.

- A:** A yellow 'SHARE' button with a person icon.
- B:** The 'Share with others' dialog. A red arrow points to the 'Advanced' link in the bottom right corner.
- C:** The 'Sharing settings' dialog. A blue circle 'C' is next to the 'Specific people can access' section.
- D:** A blue circle 'D' is next to the user 'Melinda Holt' in the 'Who has access' list.
- E:** A blue circle 'E' is next to the 'Owner settings' section at the bottom.

**Share with others** Get shareable link

People

Enter names or email addresses...

Done Advanced

**Sharing settings**

Link to share (only accessible by collaborators)

[https://docs.google.com/presentation/d/1g\\_xdMgE71Yng-Ux9KJnp7e95plrawWX5zf](https://docs.google.com/presentation/d/1g_xdMgE71Yng-Ux9KJnp7e95plrawWX5zf)

Share link via:

Who has access

Specific people can access Change...

| Profile | Name                                | Role     | Actions |
|---------|-------------------------------------|----------|---------|
|         | SCOETech (you)<br>scotech@gmail.com | is owner |         |
|         | Melinda Holt<br>mholt@scoe.net      |          |         |

Invite people:

Enter names or email addresses...

Owner settings [Learn more](#)

- Prevent editors from changing access and adding new people
- Disable options to download, print, and copy for commenters and viewers

Done

**8.1    UPLOAD FILE -  
ADD to DRIVE**

**8.2    UPLOAD FILE -  
DRAG to DRIVE**

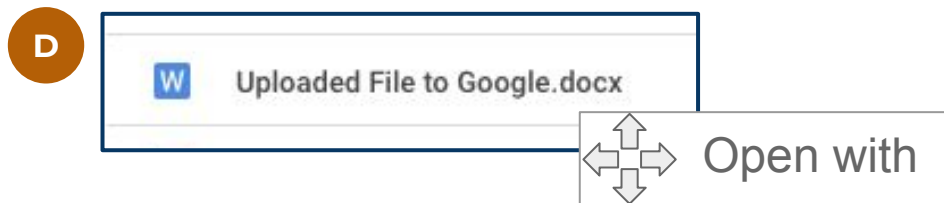
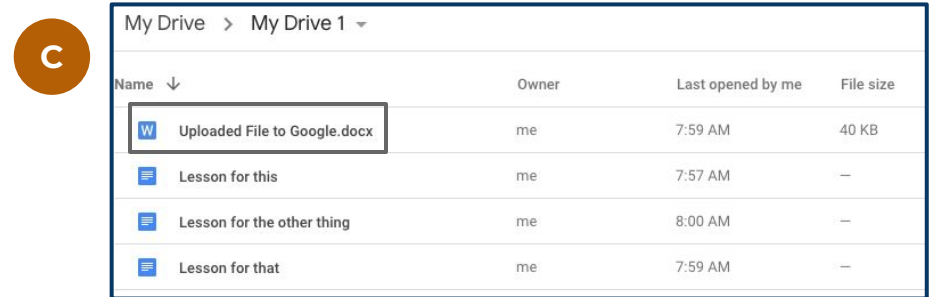
**8.3    CONVERT**

# **UPLOAD & CONVERT**

[RETURN TO TOC](#)

- A. OPEN** Drive
- B. SELECT** the NEW button
- C. SELECT** File Upload
- D. CHOOSE** the document from your computer.
- E. RIGHT-CLICK** the file in the List
- F. SELECT** Open with > Google Docs.

\* The file remains a Word file. You may be prompted to install Office Editing Add-On




**A. OPEN** Drive

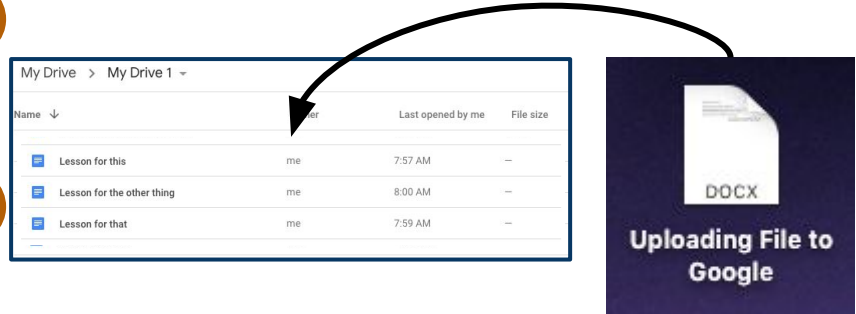
**B. DRAG** a file from your desktop to Drive or a folder in Drive.


The file will upload in its original format or convert to Google depending on Settings

**C.** The file will upload in its original format unless CONVERT is selected within Settings.


If “Office Editing” Extension is added to Chrome, the file will open and be editable as MS Office file

**A** 

**B** 

**C** 

| Name                       | Owner | Last opened by me | File size |
|----------------------------|-------|-------------------|-----------|
| Lesson for this            | me    | 7:57 AM           | –         |
| Lesson for the other thing | me    | 8:00 AM           | –         |
| Lesson for that            | me    | 7:59 AM           | –         |

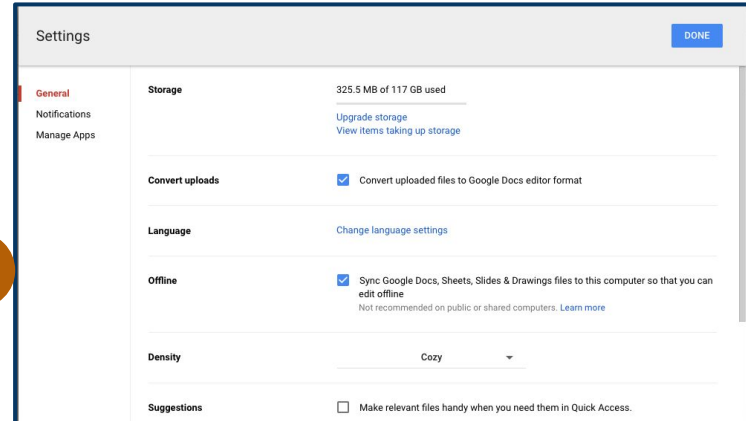
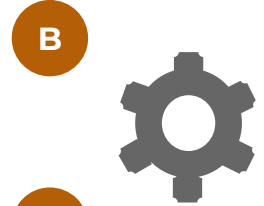
**D** 

| Name                         | Owner | Last opened by me | File size |
|------------------------------|-------|-------------------|-----------|
| Uploaded File to Google.docx | me    | 7:59 AM           | 40 KB     |
| Lesson for this              | me    | 7:57 AM           | –         |
| Lesson for the other thing   | me    | 8:00 AM           | –         |
| Lesson for that              | me    | 7:59 AM           | –         |

- A. **OPEN** Drive
- B. **OPEN** Settings gear at top of Drive
- C. **SELECT** “Convert uploaded files to Google editor format”
- D. **SELECT** Done button

**From this point forward**, all files uploaded OR added to Google Drive will convert (if possible) to Doc, Slide, or Sheet equivalent.

Turn this OFF before upload if you want to keep a MS Office file format.



**9.1 WHAT ARE THEY?**

**9.2 GET ADD-ONS**

**9.3 MANAGE ADD-ONS**

**9.4 WHICH TO USE?**

# ADD-ONS

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- **Add-ons** are customized extensions of G Suite applications (Docs, Sheets, Slides, etc.)
- Add-ons are small **programs** or **executables** that add new features and functions to an application.
- **ADD-ONS** are created by different developers in hopes that they are used. The more they are used, the greater chance they will be purchased by Google OR collect fee per user.
- Some Add-Ons are free, some are free for a short period of time or number of uses, some have “premium” versions that add even more features to the application.



# GET ADD-ONS (SLIDES)

9.2

**OPEN** a Slides deck then...

**A. SELECT Add-ons**

**B. SELECT** “Get Add-ons”

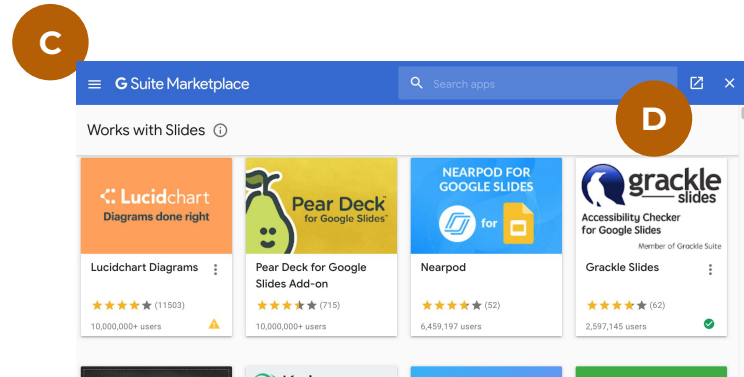
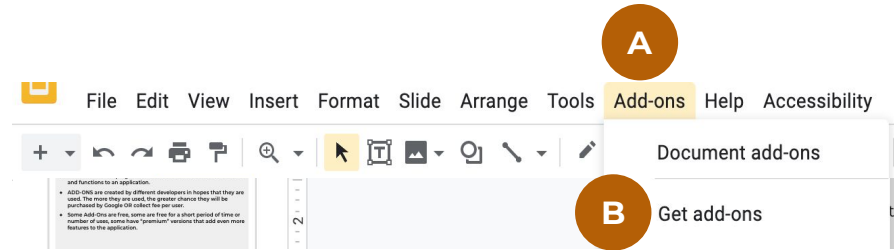
**C. SCROLL or SEARCH** for a specific Add-on.

**D. SELECT** a card for more info or to add it to the Slides app.

## NOTES

Add-ons will request permissions to Drive, files, etc.

Add-ons will not install or be usable if permissions are not given



# MANAGE ADD-ONS (SLIDES)

9.3

**OPEN** a Slides deck then...

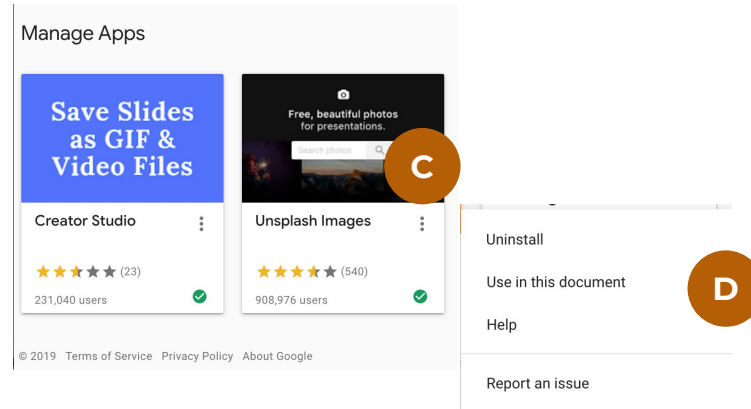
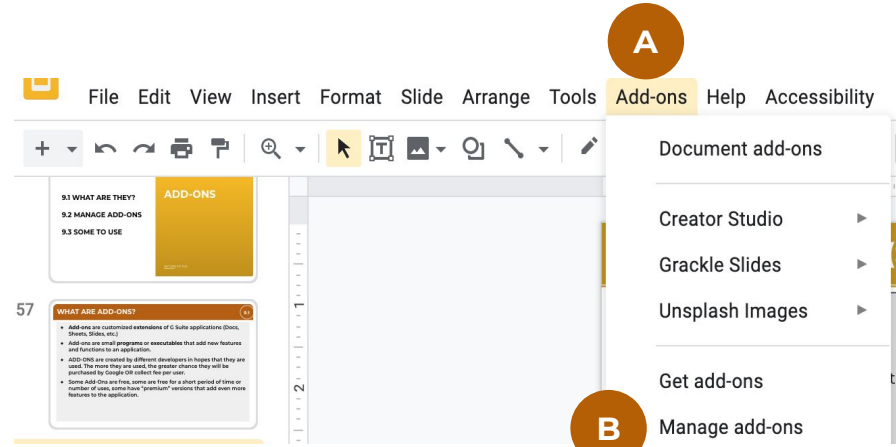
- A. SELECT Add-ons**
- B. SELECT** “Manage Add-ons”
- C. SELECT** the Add-on options (skinny snowman)
- D. SELECT** appropriate option

## NOTES

If a green circle appears on the card the add-on is usable in the slides deck.

The option to “Use in this document” may be deselected and will show as an alert triangle.

All add-ons may be deleted.



## **GOOD QUESTION!**

**Only advice can be given:**

- 1. MOST Add-ons are created by many different developers - not Google.**
- 2. Not all Add-ons are created equally - before adding, read the reviews!**
- 3. Read the Add-ons fine print - is it freemium? Will it become premium after a period of time?**
- 4. If your Deck starts to do weird and wonky stuff - uninstall the last Add-on installed.**
- 5. If a person recommends an Add-on, try it out ... with caution.**

This handout and all graphics created by SCOETECH / GOOGLINIT

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[bit.ly/2PYsJ7Z](https://bit.ly/2PYsJ7Z)



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