



Get Started with Presentations

Access, create, edit, and share a presentation

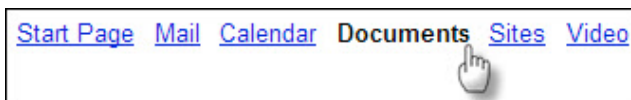
Access your documents

To view a list of documents you own or have access to, or to create a document:

- Visit the district Web Site—>Staff Access—>Google Docs

Enter <https://docs.google.com/aisd47.org>

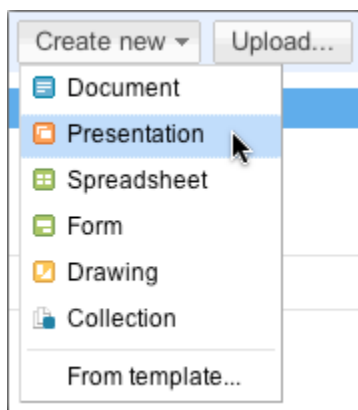
When you're using a Google Apps product (e.g. Gmail, Calendar), you'll see other Apps products listed at the top left of the page. Click **Documents** to access your Docs list.



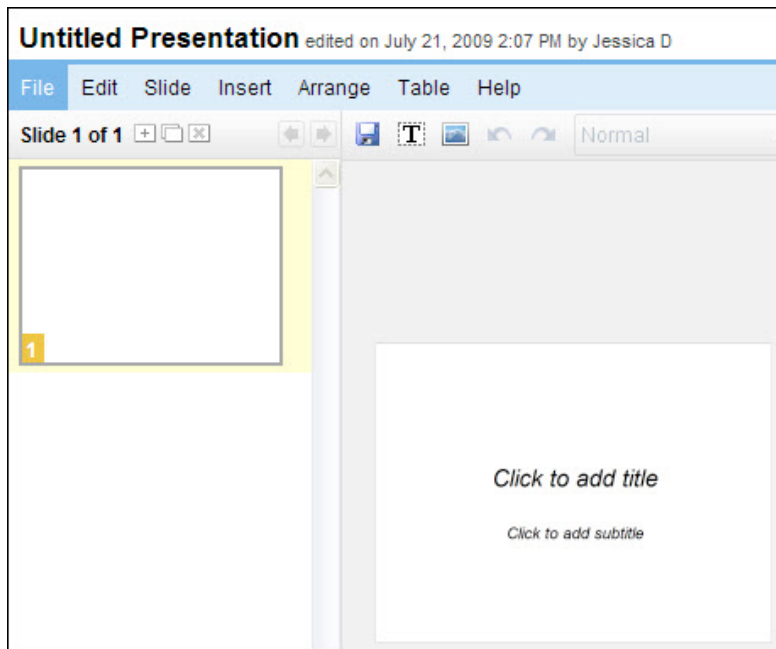
In your Docs list, you'll see all of the documents, presentations, spreadsheets, forms, and drawings you have access to.

Create a presentation

From your Docs list, click the **Create new** drop-down menu and select **Presentation**.

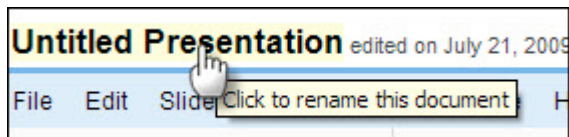


An untitled presentation will appear in your browser -- you're now ready to edit!



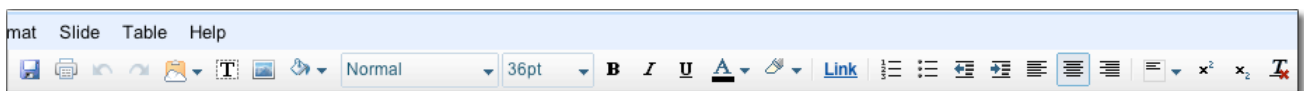
Rename your presentation

Click on the title to rename your presentation.

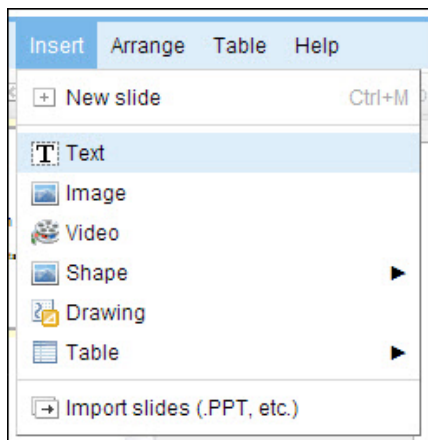


Edit and format your presentation

Use the edit toolbar to customize your presentation.



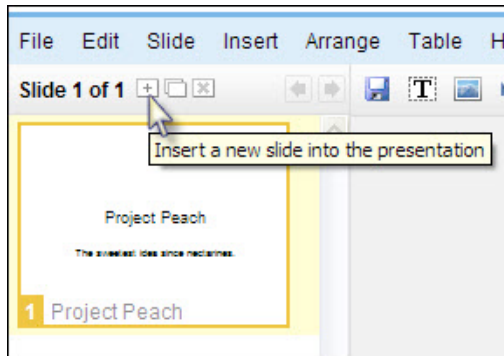
Click **Insert** to see a menu of additional features you can add (text boxes, images, videos, etc.).



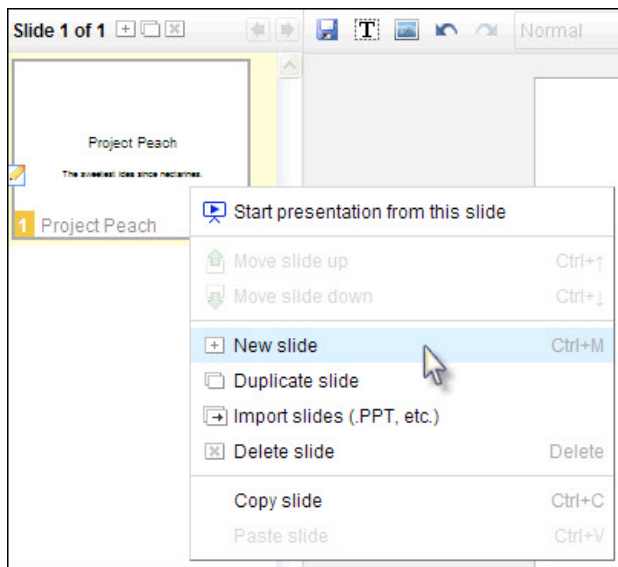
Add a new slide

There are three ways to add a slide to your presentation:

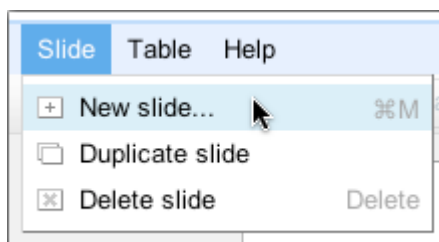
- Click the **+** button on the left navigation bar.



- Right-click an existing slide and select **New slide** from the menu that opens. (You can also duplicate, import, delete and copy slides using this menu.)



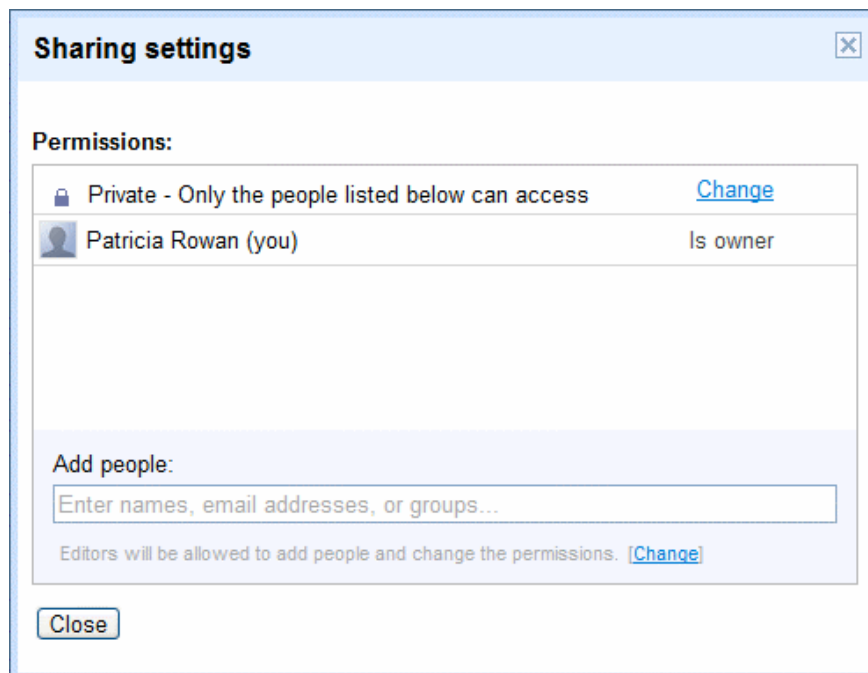
- Choose **Slide > New slide** from the presentation's main menu.



Share and collaborate

Take advantage of the collaborative features of Google Presentations by sharing your presentation with others. Multiple people will be able to edit the same presentation at the same time -- you'll always have the most up-to-date version at your fingertips.

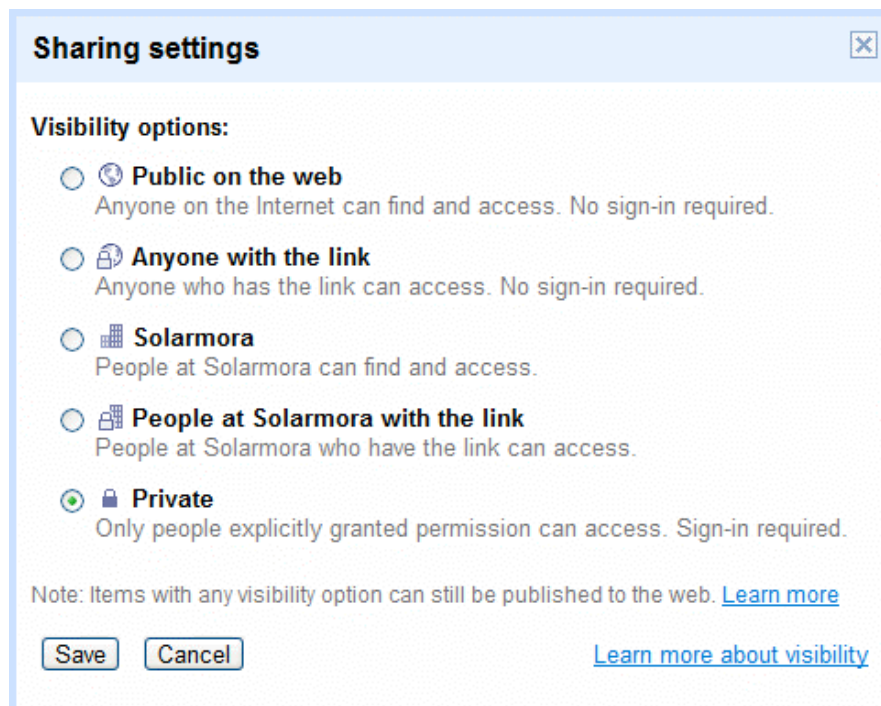
To get started, click the **Share** button at the top right of the page to open this dialog:



You then have the following options:

Get the link to share

One way to share your presentation is to choose how to share its link. Click **Change** under **Permissions**. Then choose one of the following sharing settings:



Invite individuals to view or edit

Or, you can share your presentation with specific people and determine their level of access.

- **Can edit:** Collaborators can add and edit content in your presentation.
- **Can view:** People can access a read-only version of your presentation. They won't be able to edit any content in your presentation.

Sharing settings [X]

Permissions:

Private - Only the people listed below can access [Change](#)

Patricia Rowan (you) Is owner

Add people: [Choose from contacts](#)

"Margot Ramsey" <margot@solarmora.com>, **Can edit** ▾

Optional: include a personal message...

Send a copy to myself

Paste the item itself into the email

Send email notifications (recommended)

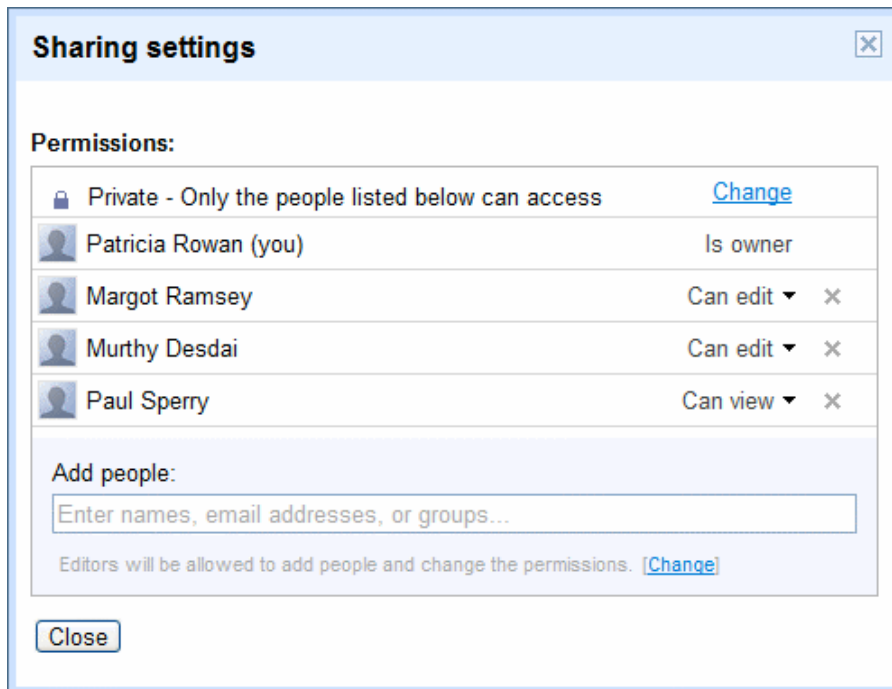
Share **Cancel**

Editors will be allowed to add people and change the permissions. [Change](#)

You can also select the option to send an invitation (in email message format) to view or edit your presentation.

See who has access

To see who has access to your presentation, including their permission levels, click the **Share** button. Notice you can also change permission levels here.



Publish on the web

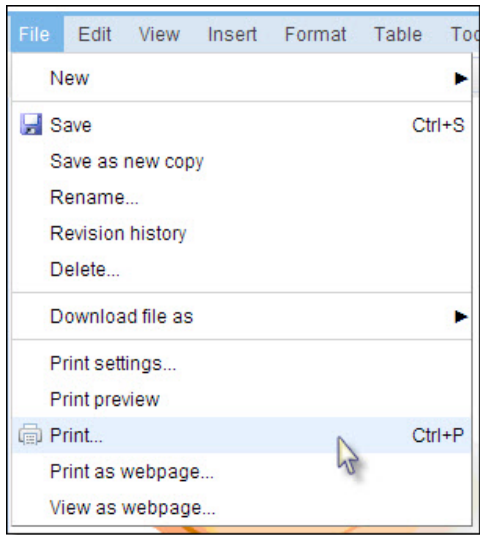
Publish your presentation as a web page and others can access and view it online. Your presentation will be assigned a unique address (URL) that you can send to friends and colleagues.

Click the down arrow to the right of the **Share** button, and then choose **Publish to the Web**.



Print

To print your presentation, select **File > Print**



A PDF version of your presentation appears along with the print dialog box.