**Using Google Docs Presentations**

**Setting Up Google Docs**

1. Open up **Google** on your internet browser.
2. In the top right hand corner, click on the **Sign** **In**.
3. Sign in using your **Gmail account** and **password**.
4. Once logged in, at the top, click on **Drive.**
5. You are now on Google Docs. From here, you can create anything from a Word Document to a Spreadsheet to a Presentation.
6. To the left, click on the **Create** button. Choose which kind of file you would like to create. For our purposes, click on **Presentation.**
7. Now that you have created a presentation, select what **theme** you wish to use in your presentation. This will affect the appearance (colors, background, etc.) of the slides you create. You can always change the theme later.
8. In the upper left hand corner you will see the default title of the presentation –*Untitled presentation.* Click on it to enter a new title for the presentation.
9. You will then be presented with a single slide. This is your **title slide**. In order to create more slides, you can click on the **Slide** drop down menu and click on **New slide** or use the Ctrl+M keyboard shortcut. The **Slide** menu will also allow you to create duplicate slides, delete slides, alter the layout, change the theme, and more. There is also an orange **+** button at the top left that will also let you create a new slide; its drop down menu lets you select other types of slides, including titles, multiple columns, etc.
10. To add text, simply click on the area of the slide you wish and type or paste the text you have selected.
11. To add images, open another internet browser window and find an image. Then, click on the image, drag it to the slide and drop it. Once the image is on the slide, use the arrow keys to move the image into the proper position. You can also drag it around with the mouse, but be careful not to accidentally resize it.
12. Once you have finished your slides, you can change the way they are presented by clicking on **View**  and selecting **Animations**. This pop-up menu will allow you to change the way slides **Transition** to each other (fading in, for example)or the way elements are **Animated**. Experiment with the choices to give your presentation visual interest.
13. To watch your presentation, click **View** and then **Present**. You can also press to **Ctrl+F5**. Once the presentation begins, use the space bar to progress through the slides. The arrow keys will allow you to move forward and backward through your presentation as well.

**Sharing Your Presentation**

1. In the top right of the screen, click on the blue box titled **Share**.
2. At the bottom of the new screen, under **Add**, list the students who will be editing your piece using their email. In addition, add mcleanj@peabody.k12.ma.us
   1. *NOTE: If you’d like to receive an email when your document is commented or edited, leave that box checked. If not, uncheck that box.*
3. Now, those individuals can see your document and edit.

**Finishing and Emailing Your Document**

1. Once you are finished editing and are ready to submit the presentation, click **File**.
2. From the File Menu, click on **Email as attachment**.
3. Once that box has opened, make sure you change **Attach as** from **PDF** to **Microsoft** **PowerPoint**.
4. In the **To** box, type in mcleanj@peabody.k12.ma.us
5. Click **Send** and you’re done!