

QUICK NOTES

Google Slides



1 Menus

2 Toolbar

[This changes when you click on a text box or image.]

3 Thumbnails

4 Editing Area

Start a New Presentation

From Drive, click [New](#) and select [Google Slides](#). Click [Untitled presentation](#) in the top left corner and change the name of your file to something you will remember.

Add a New Slide

From the [Insert](#) menu or the [Slide](#) menu, click [New Slide](#).

Change a Slide's Layout

Right-click* on the thumbnail of the slide you want to change, select [Apply layout](#), then choose the layout you want. OR...just select the thumbnail of the slide you want to change, then click [Layout](#) in the toolbar to choose a new layout.

*Right-click on a PC. On a Mac, use command-click.

Reorder Slides

Click on the thumbnail of the slide you want to move, then drag it to wherever you want it to appear in the slide sequence.

Change the Theme

Click on any of the thumbnails along the left side. Then choose [Theme](#) from the toolbar and select your new theme from the options that appear. OR...from the [Slide](#) menu, choose [Change theme](#).

Duplicate a Slide

[Right-click](#) on the thumbnail of the slide you want to copy and choose [Duplicate slide](#). OR...after selecting the slide you want to duplicate, open the [Slide](#) menu and choose [Duplicate slide](#).

Google Slides

Present Your Slideshow

Click Present (top right of screen). The slideshow will begin from the slide you're on. To start from the beginning, click the drop-down menu and choose Present from beginning. To leave slideshow mode, press the Esc key (top left corner of keyboard).

To **PUBLISH TO THE WEB**, which allows others to view the slideshow without you, go to File→Publish to the web. Choose from the options given, click Publish, then copy the link provided. That link can then be pasted into a new browser window or sent directly to someone.

Insert an Image

Click Insert→Image. A new window will open with options for getting an image. When you've found one, click Select and it will be placed in your document, where you can move and resize it.

Add New Fonts

To add fonts not already included in your Google Drive, click the down arrow on the box on the toolbar that says the name of your current font. At the very bottom of the window that opens, click More fonts, and you'll be able to add lots of new fonts.

Check Spelling

When you misspell a word, a red line will appear under it. Right-click the word (or in Mac, command-click) and choose another option from the list. To check the whole file, click Tools, then Spelling, and a box will appear in the top right corner to go through each misspelled word.

Add a Slide-to-Slide Transition

Click on the thumbnail for any slide you want to add a transition to. In the toolbar, click Transition. A new window will open up: Click the drop-down menu to select your transition. If you want to use that same transition for all slides, click the box that says Apply to all slides.

Add Animation to a Single Item

To have an individual text box or image enter the slide on its own, click on the item until a box appears around it, then go to the Insert menu and choose Animation. Choose the animation you want from the window that appears on the right.

Save to PDF

Under the File menu, select Download as and choose PDF Document. The PDF file will download automatically. Look for it in the Downloads file on your computer.

Insert Hyperlinks

Highlight the text you want to turn into a hyperlink, then click the link icon. 

In the box that opens, paste the URL of the website you want to link to. Or, if you want to link to another page in your presentation, choose Slides in this presentation, then select the slide you want to link to.