



Google Slides

Quick Reference Guide

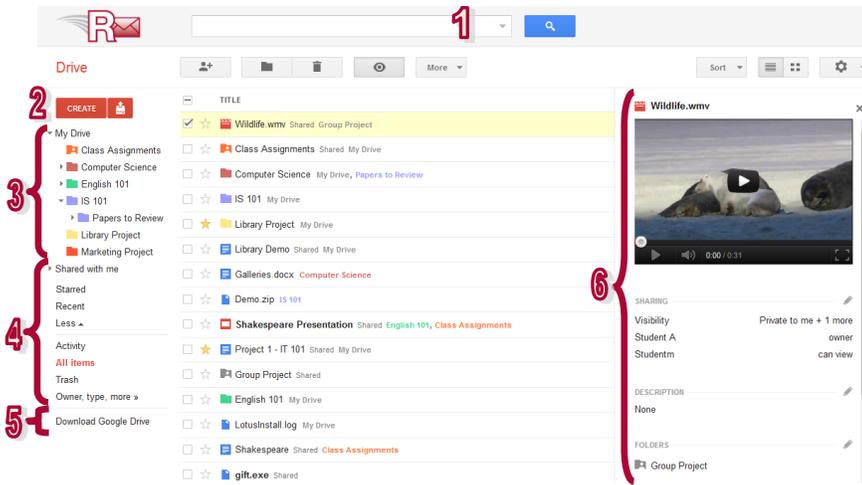
Supported browsers - The two most recent version of:

- Internet Explorer Safari
- Firefox Google Chrome

<http://rebelmail.unlv.edu/drive>

<http://drive.google.com/a/unlv.nevada.edu>

Google Drive Homepage Overview



1. **Search Drive:** Enter your search text and click on the **Search** icon to find your files. Select the folder first if you would like to search within a specific folder.
2. **Create & Upload:** Click **Create** and choose from the list of documents, presentations, or spreadsheets you can create using Google Drive. Click the **Upload** icon to upload and store up to 5 GB of files.
3. **My Drive:** The section of Google Drive on the web that syncs to your computer. Any time you modify a file or folder in *My Drive*, these changes will be mirrored in the local version of your Google Drive folder.
4. **Navigation Panel:** Links to your starred items and trash. *Shared with me* lets you view files, folders, and Google Docs that others have shared with you.
5. **Download Google Drive:** Download and install the Google Drive Client for your Mac/PC to sync files from your computer to Google Drive on the web.
6. **Details Pane:** Here you can see a preview of the selected file, when it was last modified and by whom, update the file's sharing settings, and organize it into folders.

Upload Files and Folders into Google Drive

You can upload and convert existing Microsoft PowerPoint presentations into Google Drive for online editing and sharing. Presentations converted into the Google Presentations format cannot exceed 50MB in size.

To Upload Files:

1. From your Google Drive homepage, click the **Upload** button at the top sidebar and select **Files** from the drop-down menu.
2. Select one or more files to upload and click **Open**.
3. If you wish to convert your presentations into Google Docs format so that you can edit them online, make sure to check **Convert presentations, presentations, spreadsheets, and drawings to the corresponding Google Docs format**.
4. Click **Start Upload**. The uploaded files appear under *My Drive*.

To Upload Folders: (Google Chrome users can skip to step 3)

1. From your Google Drive homepage, click the **Upload** button at the top sidebar and select **Enable folder upload** from the drop-down menu.
2. Click **Install applet**. When the applet is installed successfully, you will see the message Java Applet installed at the top of the page.
3. From your Google Drive homepage, click the **Upload** button at the top sidebar and select **Folder** from the drop-down menu.
4. Select a folder and click **Open**.
5. If you wish to convert your presentations into Google Docs format so that you can edit them online, make sure to check **Convert presentations, presentations, spreadsheets, and drawings to the corresponding Google Docs format**.
6. Click **Start Upload**. All sub-folders and files within that folder will be uploaded to *My Drive*.

Download a Local Copy to Your Computer

Google Drive is an application that requires you to be online and signed-in, but you can download a local copy of your presentations to your computer and work on them offline. To do this, open your presentation, click **File** and select **Download as** from the drop down menu. Select from one of these file types: PowerPoint, PDF, or plain text and click **OK** to download the presentation to your computer.

AutoSave

Presentations edited in Google Drive are automatically saved when changes are made. See when your presentation was last saved by looking at the save status at the upper right corner of the screen.

Last edit was made 13 minutes ago by studenta

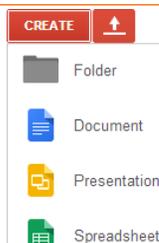
Revision History

Every time Google Drive saves a presentation, a revision history is kept so that you can revert to an earlier version. To revert a presentation to an earlier version, do the following:

1. Open your presentation, click **File** and select **See revision history**.
2. A list of your presentation's revisions is displayed on the right. Changes are color-coded based on each collaborator.
3. Locate the version you'd like to revert to and click **Restore this revision**. Now when you or your collaborators open it, they will see the version that you have restored.

Create New Presentation

1. From your Drive homepage, click **Create** and select **Presentation**.
2. A new untitled presentation will appear in your browser. Click **Untitled presentation** at the top to rename the presentation. Now it is ready for editing.



Organize Your Files

Folders acts similar to folders on your computer. Folders allow you to organize your files and presentations in a meaningful way. To create a Folder, do the following:

1. From your Google Drive homepage, click **Create** and select **Folder** from the drop-down menu.
2. Enter a name for your folder and click **OK**. The folder you created now appears under the *My Drive* section.

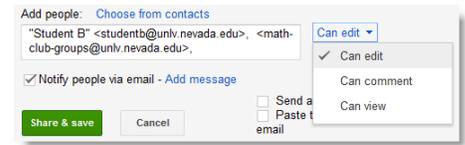
Share Your Presentations

One of the best features offered by Google Drive is the ability to share your presentations with others. Collaborators can then edit the same presentation at the same time. To share your presentations, open the presentation you wish to share and click the **Share button** in the top right corner of the presentation to bring up the *Sharing settings* window. From here, you have the following options:

Share with Individuals or Google Groups:

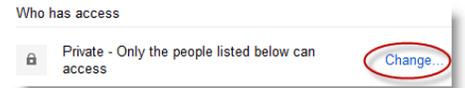
Under Add people, enter the Rebelmail or Google Groups addresses of the people you want to share the presentation with and choose their level of access. An e-mail invitation will be sent out to new invitees inviting them to view or edit your presentation. Here are the settings:

- **Can edit:** Invitees can add and edit content in your presentation.
- **Can comment:** Invitees can view and add comments without being able to edit the content.
- **Can view:** People can access a read-only version of the presentation. They can print the presentation but cannot make any changes.



Share with Everyone:

You can share your presentations with a large group of people by changing their visibility settings. Click on the **Change** link under Permissions and select from one of five visibility options (see left screenshot) that best suits your need. Make sure the checkbox is checked under **Edit access** if you would like to grant editing access.



Visibility options:

- Public on the web**
Anyone on the Internet can find and access. No sign-in required.
- Anyone with the link**
Anyone who has the link can access. No sign-in required.
- University of Nevada, Las Vegas**
People at University of Nevada, Las Vegas can find and access.
- People at University of Nevada, Las Vegas with the link**
People at University of Nevada, Las Vegas who have the link can access.
- Private**
Only people explicitly granted permission can access. Sign-in required.

Access: Anyone within University of Nevada, Las Vegas [Can edit](#)

Once you have shared your presentation, you will see a URL at the top of window that you can share with others. Depending on the visibility option you have selected, people accessing the presentation may need to sign-in to their Rebelmail account.

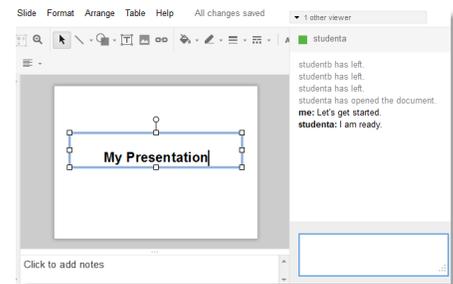
Collaborate on Your Presentations

Google Drive enables multiple people in different locations to work on the same presentation simultaneously. All changes made to the presentation are in real-time, so all of the collaborators can see them and respond to them immediately. Before collaborators can work on a presentation together, all collaborators need to have editing access to the presentation.

To start collaborating on a presentation together, just open the same presentation from each individual's Google Drive. During your collaborative session, keep these tips in mind:

- When you and another collaborator are viewing or editing the same presentation at the same time, a box with the name of the collaborators appears at the top of the screen.
- You will receive a conflict notification if you and your collaborators are editing the same item.

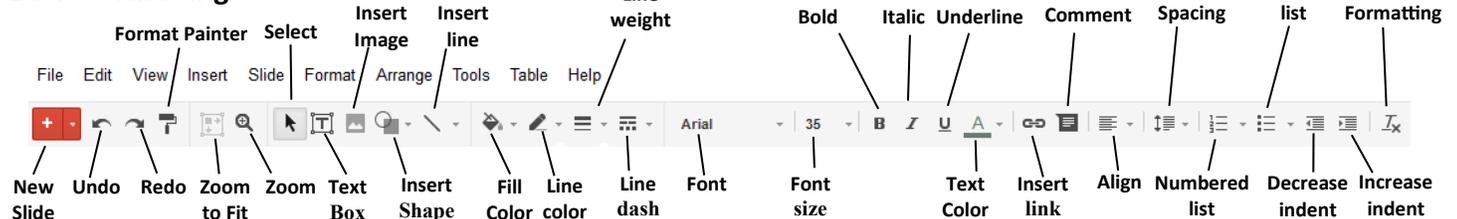
Note: You can share a presentation with up to 200 people. A maximum of 50 people can edit a presentation at the same time.



Start Your Presentation

To start your presentation, click **Start presentation** at the upper-right corner. Use the arrow keys on your keyboard to move between slides.

Basic Formatting



Insert a Theme:

1. Click **Slide > Change theme**.
2. Click on the theme of your choice to insert it into your presentation.

Insert Your Own Background Image:

1. Click **Slide > Background**.
2. Click on the **Choose** button.
3. Click **Choose an image to upload** to browse for an image.
4. Click **Done** to insert the image into your presentation.

Insert Images:

1. Click **Insert** and select **Image** from the drop-down menu.
2. Upload an image from your computer or enter the URL of an image you found on the web. Click **Select** to insert the image.

Insert Tables:

1. Click on the slide where you want the table to appear.
2. Click **Tables** and select **Insert Table** from the drop-down menu.
3. Select the number of rows and columns to insert the table.

Insert Video:

1. Click **Insert** and select **Video** from the drop-down menu.
2. Search for a YouTube video and click **Select** to insert it.

Add Transitions

1. Click **Slide > Change transition**.
2. Select the type of transitions that you would like to add to the your objects from the right sidebar.
3. Click **Apply to all slides** to add the transition to all your slides.

Add Animations:

1. Click **Insert** and select **Animation** from the drop-down menu.
2. From the right sidebar, select how you'd like your object to appear, set the timing, and adjust the speed of each object's animation.
3. Click **Play** to see a live preview of the animations.

Printing:

1. Click **File** and select **Print**.
2. Select the print layout and settings and click **Print**.