



# Apps Learning Center

## Get started with Slides

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Present, print, and download

## What can you do with Slides?

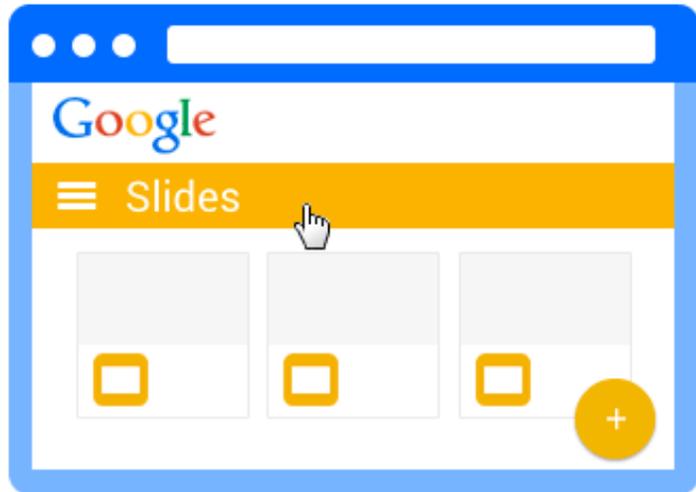
Create and present professional pitch decks, project presentations, training modules, and much more.

With Google Slides, you can build presentations right in your web browser—no special software is required. Even better, multiple people can work on slides at the same time, you can see people's changes as they make them, and every change is automatically saved.

### What you'll need:

Google Apps account

10 minutes



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1

# Create or import

To start, we'll need a presentation to work with.

**In this section:**

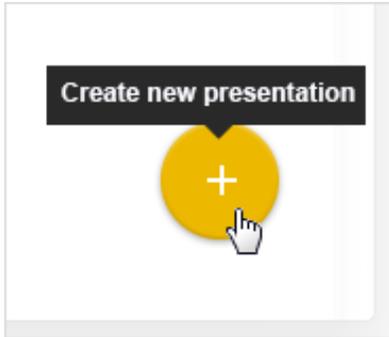
- [Create a new presentation](#)

- [Import and convert old presentations to Slides](#)
- 

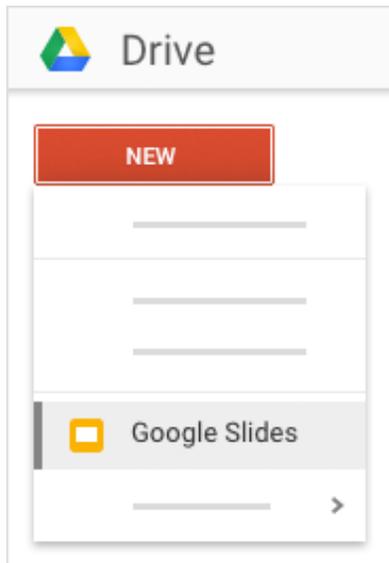
1.1

## Create a new presentation

From [Slides homepage](#): Click



From [Google Drive](#): Click **New** > **Google Slides**.



## 1.2

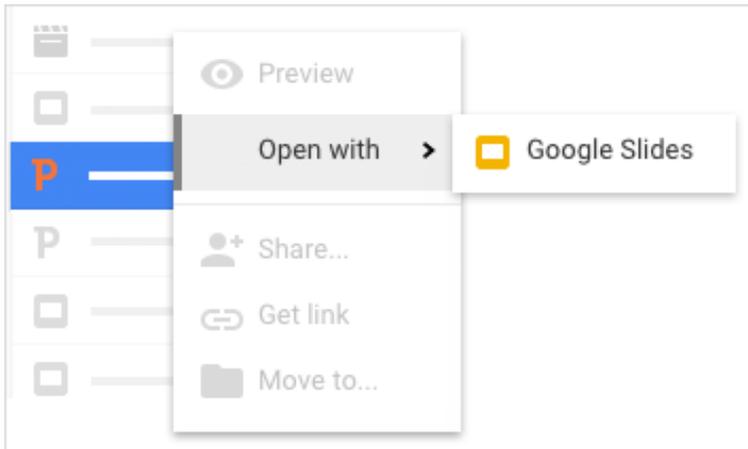
# Import and convert old presentations to Slides

If you have existing presentations that you created in another program, you can import and convert them to Slides to collaborate with your team.

1. Go to [Drive](#).
2. Click **New** > **File Upload** and choose a presentation from your computer. Supported files include .ppt (if newer than Microsoft® Office® 95), .pps, and .pptx.
3. Right-click the file you want to convert.
4. Select **Open with** and choose **Google Slides**.

Converting a presentation from another program creates a copy of your original file in Slides format. You can then edit it in your browser like any other Slides presentation.

Have a Microsoft® PowerPoint® presentation? You can edit PowerPoint presentations directly from Slides, *without* having to convert them.



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2

## Add content

Now that you have Slides open, you can change the look and feel of your presentation and its contents. Slides automatically saves every change you make.

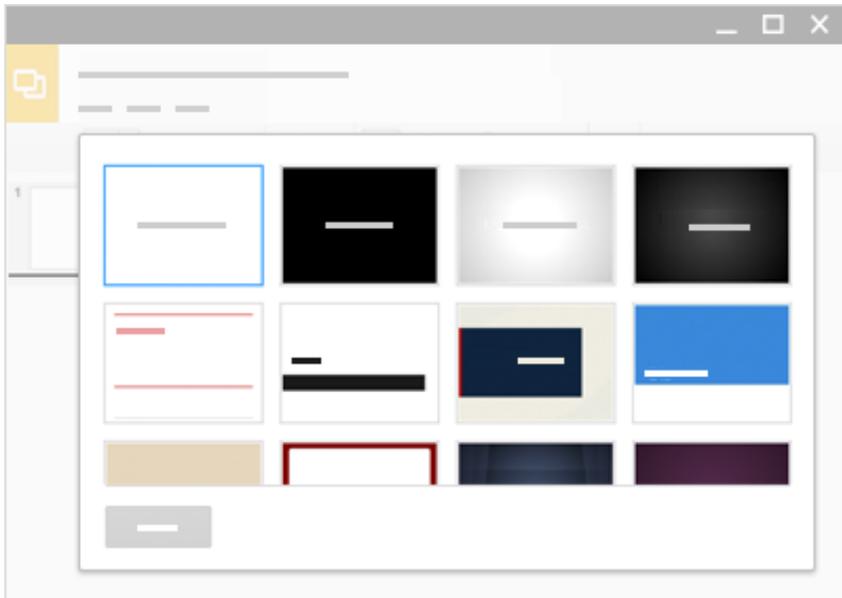
**In this section:**

- [Choose a theme](#)
  - [Add and edit content](#)
  - [Customize your slides](#)
  - [Create and arrange slides](#)
-

## 2.1

# Choose a theme

When you first create a presentation, you can choose a theme to give all your slides the same background and text styles for a consistent look and feel.



## 2.2

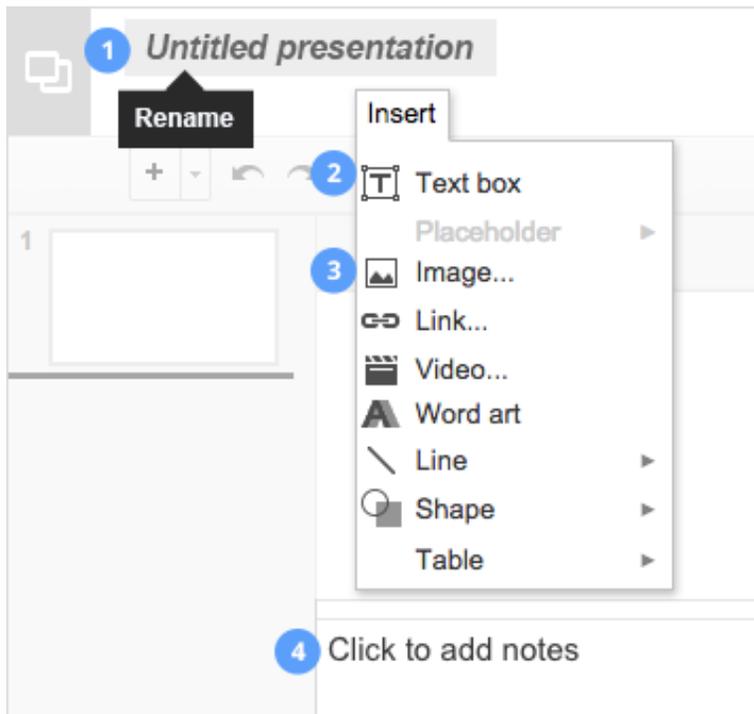
# Add and edit content

**Rename your presentation:** Click **Untitled presentation** and type a new name.

**Add text:** Click **Insert > Text box** to add new text boxes, then click text boxes to type in them. You can also move, delete, or re-size text boxes.

**Add images, videos, and more:** Click **Insert** to add images, videos, shapes, slide numbers, and other features to your presentation. You can also move, delete, or re-size these inserted features.

**Add notes:** Use speaker notes to keep track of your talking points for each slide. In the presentation editor, notes appear beneath the current slide. When you present your slides, your speaker notes show in a separate window.



## 2.3

# Customize your slides

To change the size of your slides, click **File > Page setup**.

Use the toolbar to customize your presentation even more. Here are the highlights:

Create new slide.

Undo or Redo your last changes.

Copy formatting from one section of text and apply it to another section.

Zoom in or out.

Select an item on your slide.

Add a text box, image, shape, or line.

Change your slide's layout.

Change your presentation's theme.

Add transitions between your slides.

Change font or font size.

Add bold, italics, underline, and font color.

Insert a link for selected text.

Insert a comment.

Choose text alignment

More: Choose line spacing, bulleted and numbered lists, indents, background colors, and other tools



**Note:** Text-related controls only appear on your toolbar when you're typing in a text box. Just start typing and you'll see these controls.

## 2.4

# Create and arrange slides

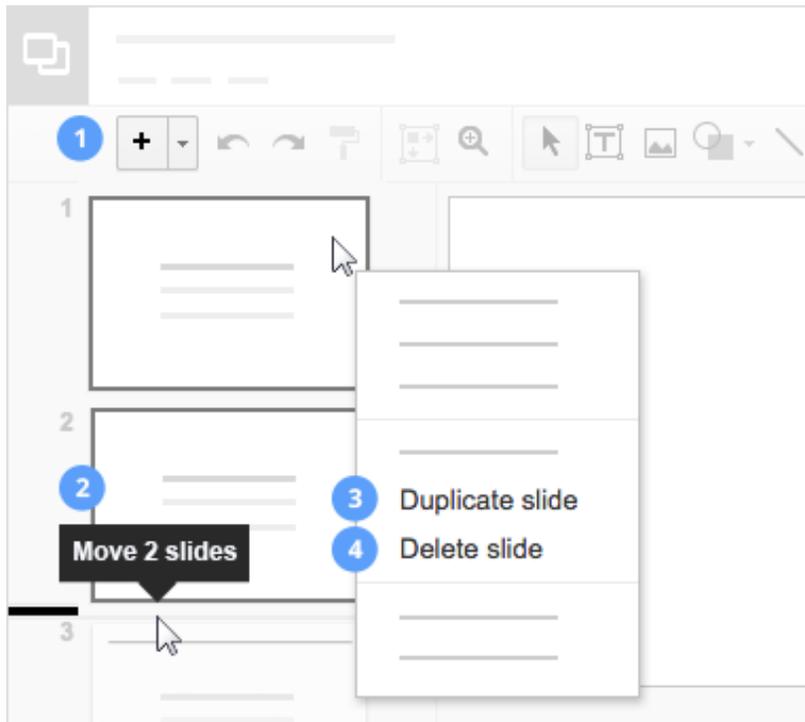
**New slide**—There are several ways to create a new slide. The easiest is to click the **+** button in the toolbar. You can choose a layout for the new slide by clicking .

**Move slide**—Drag the slide you want to move to a different position in the presentation.

To move several slides at once, **Ctrl+click** multiple slides before dragging them.

**Duplicate slide**—Right-click the slide you want to duplicate in the sidebar and select **Duplicate slide**.

**Delete slide**—Right-click the slide you want to delete in the sidebar and select **Delete slide**.



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# Share and collaborate

To work on your presentation with teammates or even people outside your company, just share it. People can make changes at the same time, and you'll see their changes as they happen.

## In this section:

- [Share with your team](#)
- [Add comments and replies](#)

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## 3.1

# Share with your team

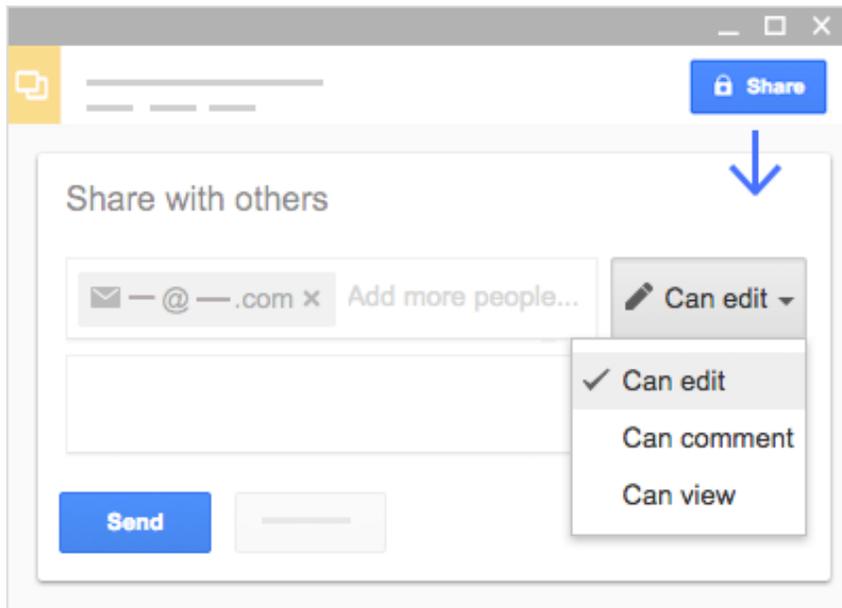
To share a file you own or can edit:

1. Open the file you want to share.
2. Click . The button is a rectangular box with a blue border and the word "Share" in the center.
3. Enter the email addresses or Google Groups you want to share with.
4. Choose what kind of access you want to grant people:
  - **Can edit**—Collaborators can add and edit content, or add comments.
  - **Can comment**—Collaborators can add comments, but not edit content.

- o **Can view**—People can view the file, but not edit or add comments.

5. Click .

Everyone you shared with will receive an email with a link to the presentation.



### 3.2

## Add comments and replies

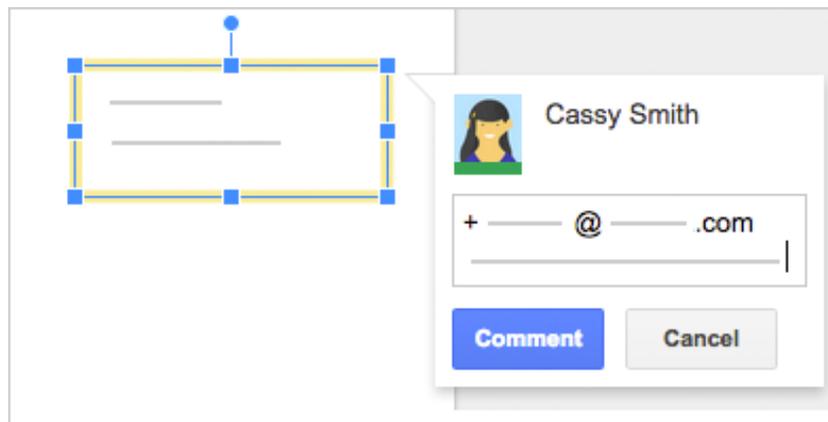
If you can't collaborate in real time, you can leave feedback and questions on the side for team members to look at when they open the presentation.

1. Select a section of the slide.
2. In the toolbar, click .

3. Add your notes and click .

If a comment is important for a specific collaborator to see, enter + followed by their address. They'll get an email with your comment, along with a link to the presentation. They can then reply to your comments to answer questions or start a discussion.

When you're done with a comment, click .



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4

## Present, print, and download

When you're done editing your presentation, it's time to get your work out in the world. If you need copies of the presentation in other formats, Slides can do that, too.

**In this section:**

- [Present your slides](#)
- [Print your presentation](#)
- [Download versions in other formats](#)

- [Make a copy in Slides](#)
  - [Email a copy as attachment](#)
- 

## 4.1

# Present your slides

When you're ready to preview or present your slides, click  at the top of the page. Click  to see more options.

When you move your mouse on your slideshow, a bar temporarily appears with controls to:

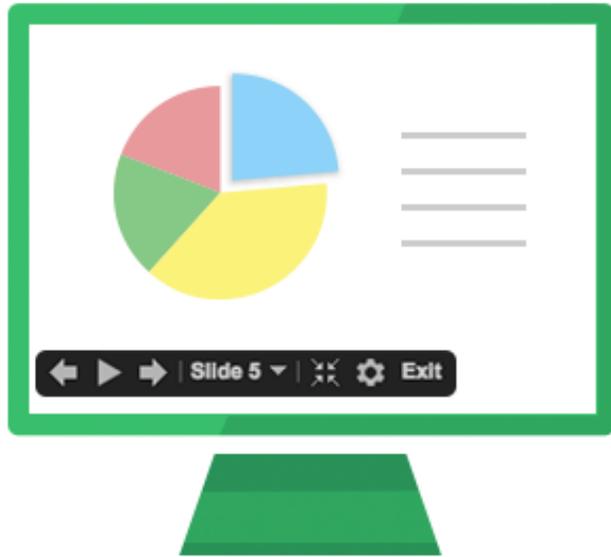
Move between slides.

Play, pause, or resume the slideshow.

Switch to and from full-screen mode.

See more Settings options.

**Exit** Exit the slideshow.

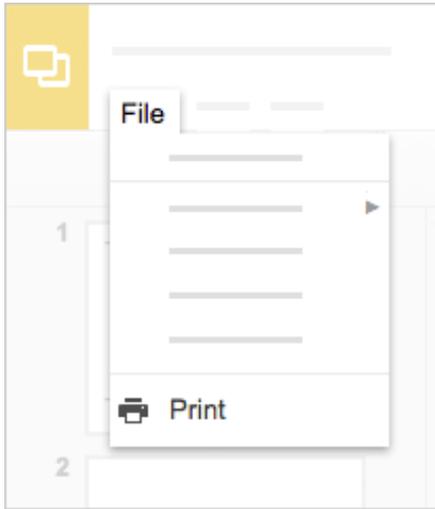


4.2

## Print your presentation

To print your presentation from the editor, click **File > Print** or click .

In the preview that appears, you can scroll through your document on the right, or choose print options on the left.

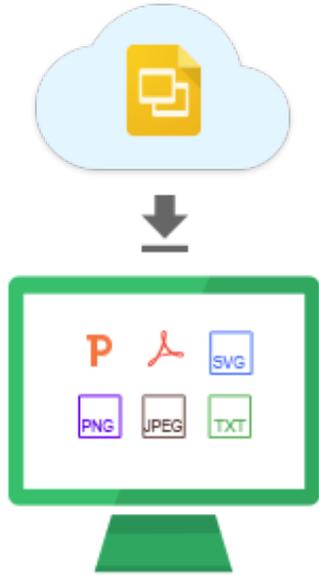


### 4.3

## Download versions in other formats

To download your presentation so it can be opened by other programs, click **File** > **Download as** and choose one of the following formats:

- Microsoft PowerPoint (.pptx)
- Adobe® PDF
- Scalable Vector Graphics (.svg)
- PNG
- JPEG
- Text file

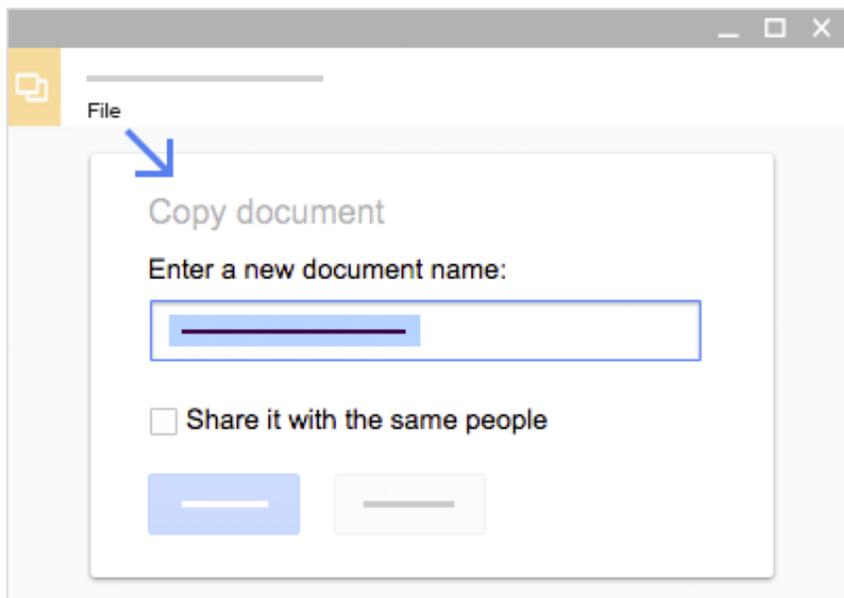


#### 4.4

## Make a copy in Slides

Copying a Slide is useful for creating templates. For example, if you create a lot of pitch decks, make copies of one pitch deck. Then, update each copy for a new pitch without having to format it again!

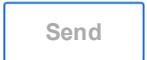
To make a copy of your presentation, click **File > Make a copy**. You can rename this copy and optionally share it with the same collaborators.



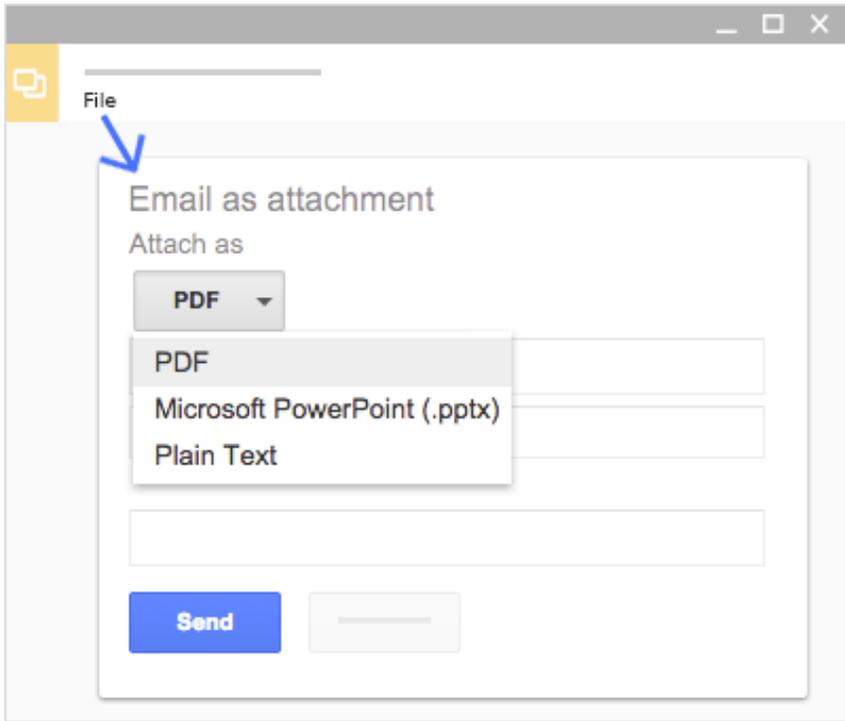
## 4.5

# Email a copy as attachment

If you need to collaborate with someone on your presentation in your old program or format, such as PowerPoint or PDF, you can email it as an attachment.

1. Click **File > Email as attachment**.
2. Select a format.
3. Enter the email addresses or Groups you want to send copies to.
4. (Optional) Enter a message.
5. Click .

**Note:** This sends a copy of the presentation instead of sharing the original, so you won't be able to use Slides' collaboration tools.



## Next steps

### Try it now

Make a copy of this presentation template to give Slides a try.

[Open Slides template](#)

## Get more training

Edit PowerPoint presentations without installing Office, illustrate concepts with flowcharts and diagrams, copy styles from other slide decks, and more.

[See Slides tips](#)