



Google Slides

Quick Reference Guide

Overview:

Create and simultaneously edit presentations with your team, right in your browser.

Collaborate on professional pitch decks, project presentations, training modules, and much more. All changes are saved automatically.

Add and edit content in your slides:



Work with different copies and versions of your presentation:

- **Import slides**—Add slides from another presentation to your current slide deck.
- **Make a copy**—Create a duplicate of your presentation. This is a great way to create templates.
- **Download as**—Download your presentation in other formats such as Microsoft® PowerPoint® or Adobe®PDF.
- **Email as attachment**—Email a copy of your presentation..
- **Version history**—See all the changes you and others have made to the presentation, or revert to earlier versions.
- **Publish to the web**—Publish a copy of your presentation as a webpage, or embed your presentation in a website.

Share your presentation:

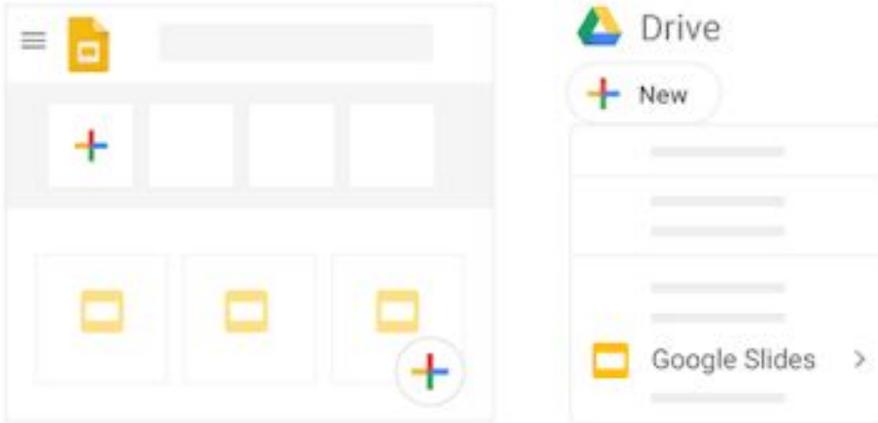
	Share or unshare	Edit content directly	Add comments
Can edit	✓	✓	✓
Can comment	✗	✗	✓
Can view	✗	✗	✗

1. Create or import a presentation

1.1 Create a new presentation:

Choose an option:

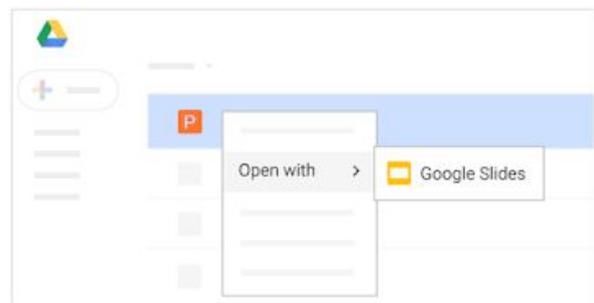
- From the [Slides homepage](#): Click  Create.
- From [Google Drive](#): Click New > Google Slides > Blank presentation or From a template.



1.2 Import and convert old presentations to Slides:

To collaborate with your team, you can import and convert existing presentations that you created in other programs to Slides.

1. Go to [Drive](#).
2. Click **New**  **File upload** and upload 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 PowerPoint presentation?

If you've already stored Microsoft® PowerPoint® presentations in Drive, you can also [update them](#) *without converting to Slides*.

2. Add content to your presentation

2.1 Choose a theme and layout

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.

To add a different theme to your presentation, click Import theme.

To change your presentation's layout, click Layout and select an option. Or, at the bottom, click Explore  and choose a suggested layout.



2.2 Add and edit content:

- 1) **Rename your presentation**—Click Untitled presentation and enter a new name.
- 2) **Add images**—Click InsertImage to add images from your computer, the web, Google Drive, and more. You can also move, delete, or resize images.
- 3) **Add text**—Click **Insert** **Text box** to add new text boxes, then click on a text box to enter text. You can also move, delete, or re-size text boxes.
- 4) **Add videos, shapes, charts, and more**—Click **Insert** to add videos, shapes, charts, slide numbers, and other features to your presentation. You can also move, delete, or re-size these inserted features.
- 5) **Add speaker notes**—Use speaker notes to keep track of your talking points for each slide. In the presentation editor, speaker notes appear beneath the current slide. When you present your slides, your speaker notes show in a separate window.

2. Add content to your presentation cont'd

2.3 Customize your slides:

Depending on what you want to change, choose an option:

- To change the size of your slides, click File > Page setup.
- To customize slides, text, images, and more, use the toolbar options.

Note: Some options only appear for certain types of content, such as text, images, or slides.

	Create a new slide.
	Undo or redo your last changes or print your slides.
	Copy formatting from any text and apply it to another selection of text.
	Zoom in or out.
	Select an item on your slide.
	Add a text box, image, shape, or line.
	Add or change the color of an area.
	Change the color, weight, or style of a border.
Arial ▼ 10 ▼	Change the font or font size.
	Make text bold, in italics, or underlined or change the font color or text highlight color.
	Insert links or comments.
	Change the text alignment.
	Change the line spacing or add numbers or bullets.
	Change the text indentation.
	Remove text formatting.
Image options	
	Crop an image.
	Reset an image to its original format.
Replace image	Replace an existing image with a new one.



3. Share and collaborate on files

3.1 Share files in Drive, Docs, Sheets, and Slides:

1. In [Drive](#), right-click the file or folder you want to share and select Share .
In [Docs](#), [Sheets](#), or [Slides](#), at the top, click **Share** .
Note: You can only share files that you own or have edit access to.
2. Under People, enter the email address of the person or group you want to share with.
Note: If you can't add people outside of your company or organization, contact your [G Suite administrator](#).
3. Click Edit  and choose the access level:
 - **Can edit**—Collaborators can add and edit content as well as add comments.
 - **Can comment** (Select files only)—Collaborators can add comments, but can't edit content.
 - **Can view**—People can view the file, but not edit or add comments.
4. Everyone you share with receives an email with a link to the file or folder.
5. (Optional) To add a note to the email, enter your note. To skip sending an email, uncheck the **Notify people** box.
6. Click **Send**.

Share a link to a file or folder:

1. In [Drive](#), right-click the file or folder you want to share and select Share .
In [Docs](#), [Sheets](#), or [Slides](#), at the top, click **Share**.
Note: You can only share files that you own or have edit access to.
2. At the top right, click **Get shareable link**.
3. Click **Anyone at your organization with the link can view** and choose an access level:
 - **Can edit**—Collaborators can add and edit content as well as add comments.
 - **Can comment** (Select files only)—Collaborators can add comments, but can't edit content.
 - **Can view**—People can view the file, but not edit or add comments.
4. Click **Copy link**.
5. Click **Done**.
6. Paste the link in an email or any place you want to share it.

3. Share and collaborate on files cont'd

3.2 Unshare files in Drive, Docs, Sheets, or Slides:

Stop sharing a file or folder you own:

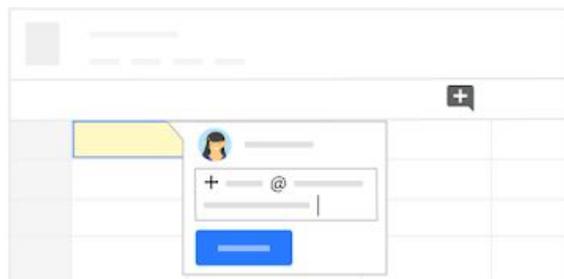
1. In [Drive](#), select the shared file or folder and click .
In [Docs](#), [Sheets](#), or [Slides](#), at the top, click **Share**.
Note: You can only share files that you own or have edit access to.
2. At the bottom, click **Advanced**.
3. Next to the person you want to stop sharing the file or folder with, click Remove .
4. Click **Save changes**.

Delete a link to a file or folder you own:

1. In [Drive](#), select the linked file or folder.
2. Click Share .
3. Click **Anyone at your organization** with the link  **Off - only specific people can access**.
4. Click **Done**.

3.3 Add comments and replies in Docs, Sheets, or Slides:

1. In [Docs](#), [Sheets](#), or [Slides](#), select the text you'd like to comment on.
2. Click Add comment .
3. Enter your comment in the box.
4. (Optional) To direct your task or comment to a specific person, enter a plus sign (+) followed by their email address. You can add as many people as you want. Each person will get an email with your comment and a link to the file.
5. (Optional) To assign the comment to a specific person, check the **Assign to** box.
6. Click **Comment** or **Assign**.



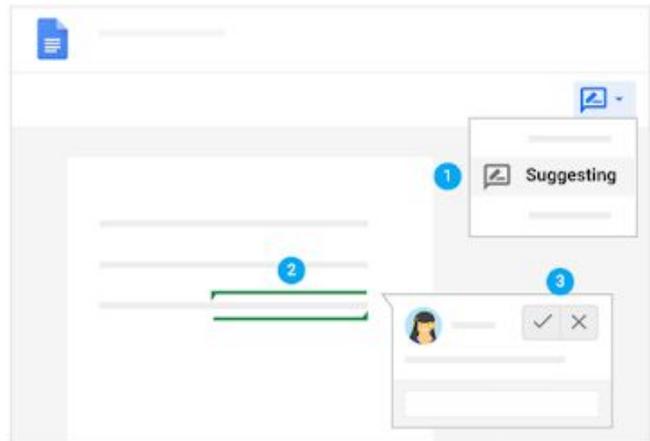
3. Share and collaborate on files cont'd

3.4 Suggest edits in Docs:

1. In the top corner, make sure you're in **Suggesting** mode, which may also appear as .
2. To suggest an edit, simply begin typing where you think the edit should be made in the document. Your suggestions appear in a new color, and text you mark to delete or replace is crossed out (but not actually deleted until the document owner approves the suggestion).
3. The document's owner will receive an email with your suggestions. When they click any suggestion, they can Accept  or Reject  it.

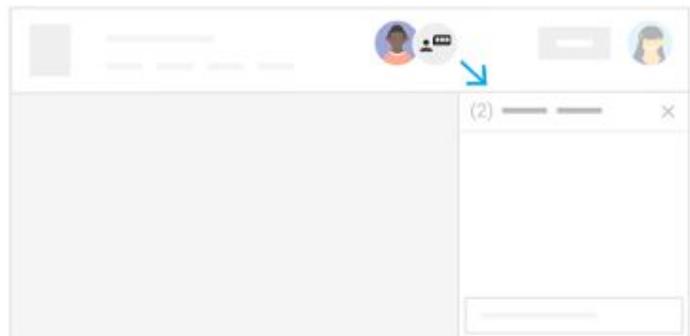
Note: This feature is only available in Google Docs.

In Docs, you can also propose changes directly in the document without editing the text by suggesting an edit. Your suggestions won't change the original text until the document owner approves them. You must have edit or comment access to the document to suggest changes.



3.5 Chat with people directly in Docs, Sheets, or Slides:

You can collaborate within documents, spreadsheets, or presentations over chat, too. If more than one person has your file open, just click Show chat  to open a group chat. You can get instant feedback without ever leaving your file.



4. Print and download files

4.1 Present your slides:

When you're ready to preview or present your slides, click Present at the top of the page.

To see your speaker notes, click the Down arrow next to Present and select Presenter view.

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

	Move between slides.
	Play, pause, or resume the slideshow.
	Start a Q&A session with your audience.
	Open the speaker notes window.
	Turn the laser pointer on or off.
	Switch to and from full-screen mode.
	See more Settings options.
Exit	Exit the slideshow.

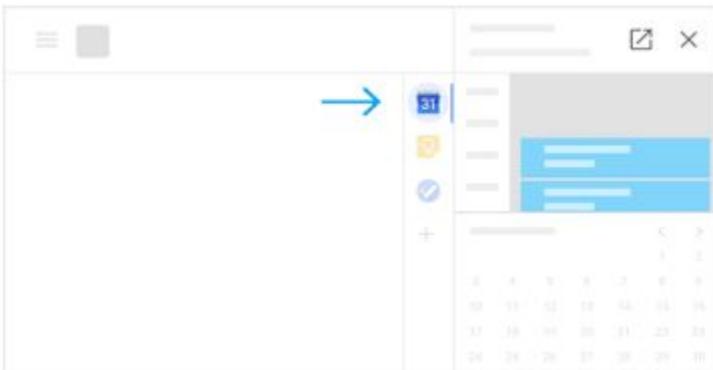


5. Access your calendar, notes, and tasks

5. Access your calendar, notes, and tasks:

- **Open Calendar:** On the right, click Calendar .
- Your daily events and a mini monthly calendar appear.
- **See event details:** Click an event to open it and see details.
- **Reply to an event:** Open an event. At the bottom, next to Going?, click a reply.

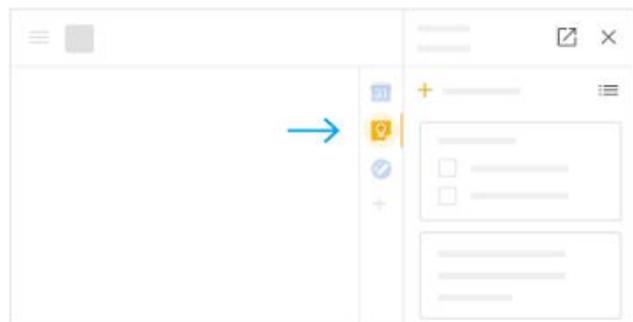
To do more with Calendar, see [Get started with Calendar](#).



5.2 Open notes in Google Keep:

- **Open Google Keep:** On the right, click Keep .
- **Add a note or list:** Click + Take a note or New list .
- **Edit a note:** Click a note and enter a message. Click **Done**.

To do more with Keep, see [Get started with Keep](#).



5. Access your calendar, notes, and tasks cont'd

5.3 Open your to-do lists in Google Tasks:

- **Open Google Tasks:** On the right, click Tasks  .
The current list appears at the top, with any tasks below it.
- **Add a new list:** Click the Down arrow  **Create a new list.**
- **Change lists:** Click the Down arrow  and select a list.
- **Add a new task:** Click + Add a task. To add a new task from an email, drag the email into a task list.
- **Edit or delete a task:** Point to a task and click Edit  . From the Edit window, click Delete  to delete a task.

To do more with Tasks, see [Get started with Tasks](#).

