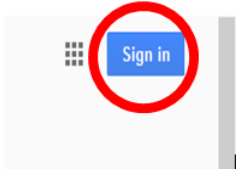


# How to Create a Google Slide

## [G Suite Learning Center Instructions:](#)

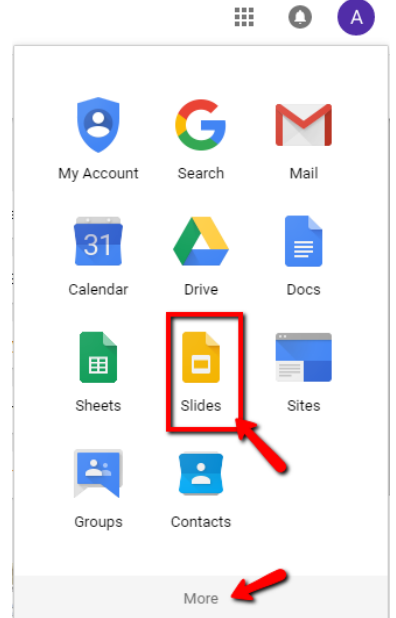
1. Log into your Google account at the top right corner of google.com



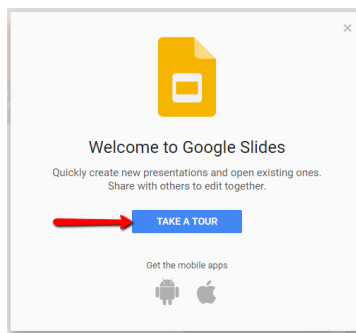
2. Select the waffle at the top right corner of the page.



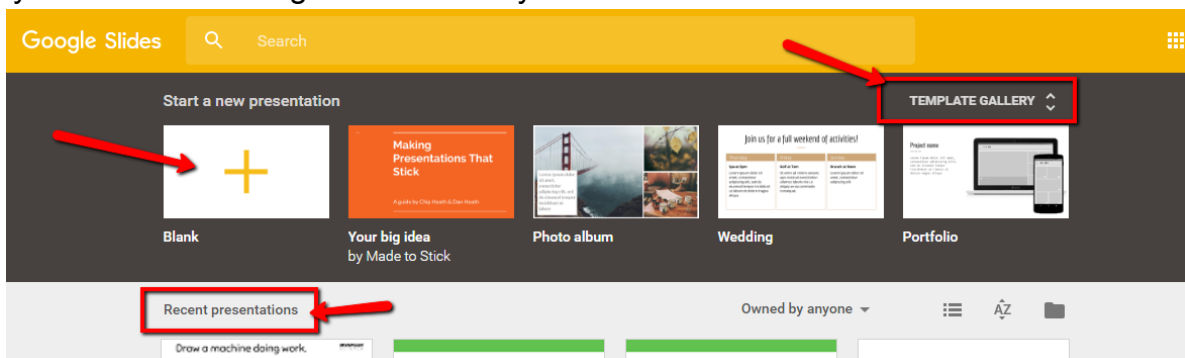
3. Select the "Slides" icon. If you do not see this icon select more at the bottom (next to red arrow) until you find it.



4. If you have never used Google Slides on this google account you will have an option to take a tour.



5. If you have used Google docs before you will see a screen like this.

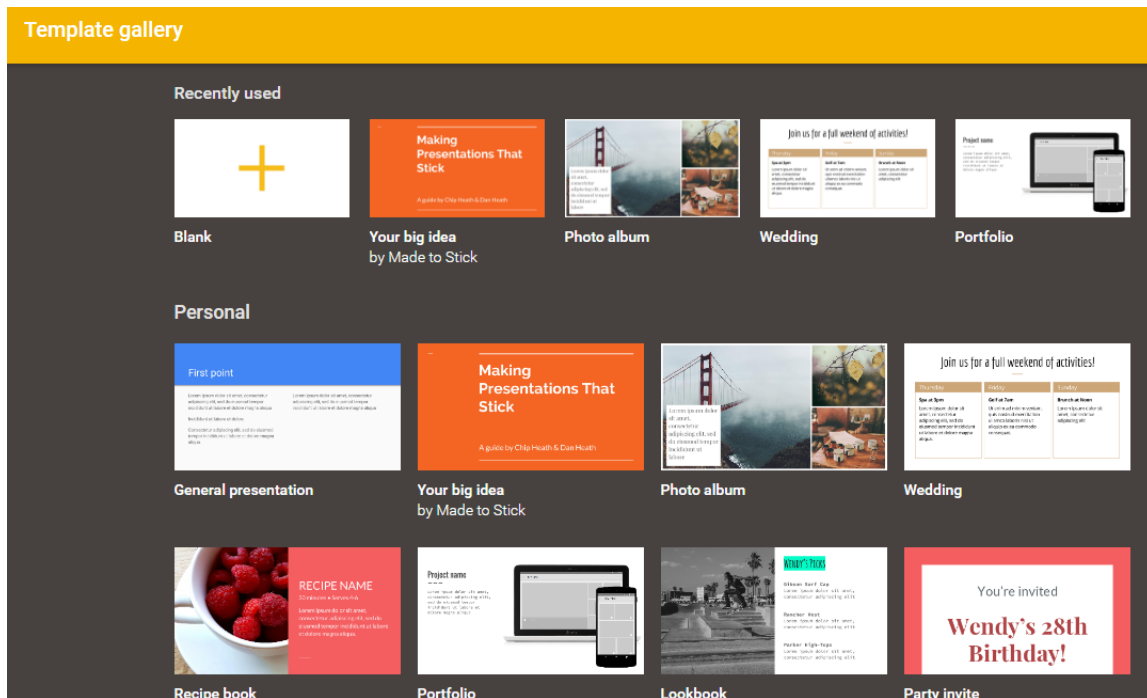


At this point you have several choices: you may...

- select a blank presentation to work with
- select a template (you can see a few here in this picture below or you can click more on the top right corner of the screen to find more templates)
- upload or convert old presentations to slides
- access recent presentations

# How to Create a Google Slide

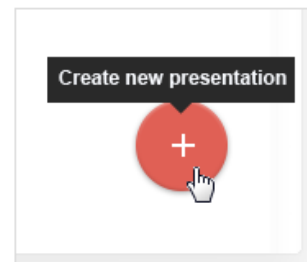
6. Once you select the template you are interested in using, you will be able to edit it to fit your needs.



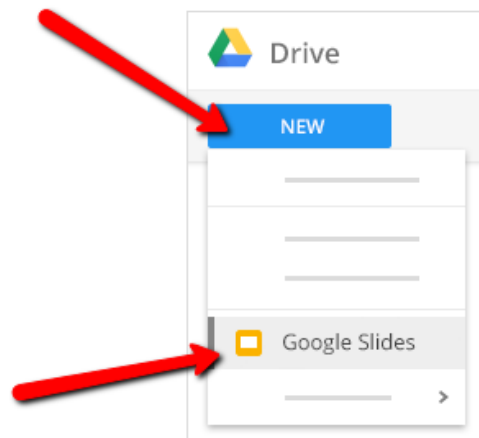
7. To create a new presentation from either Slides homepage or Google Drive:

## Create a new presentation

From [Slides homepage](#): Click Create new presentation



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



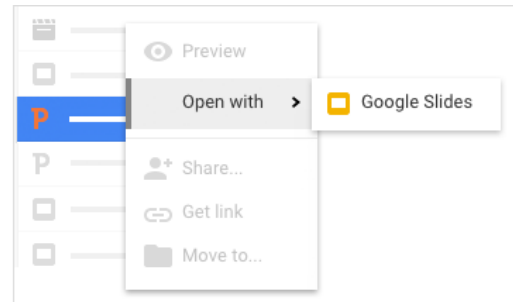
# How to Create a Google Slide

8. To import and convert an existing presentation that you've already made using PowerPoint (or another program):

## Import and convert old presentations to Slides

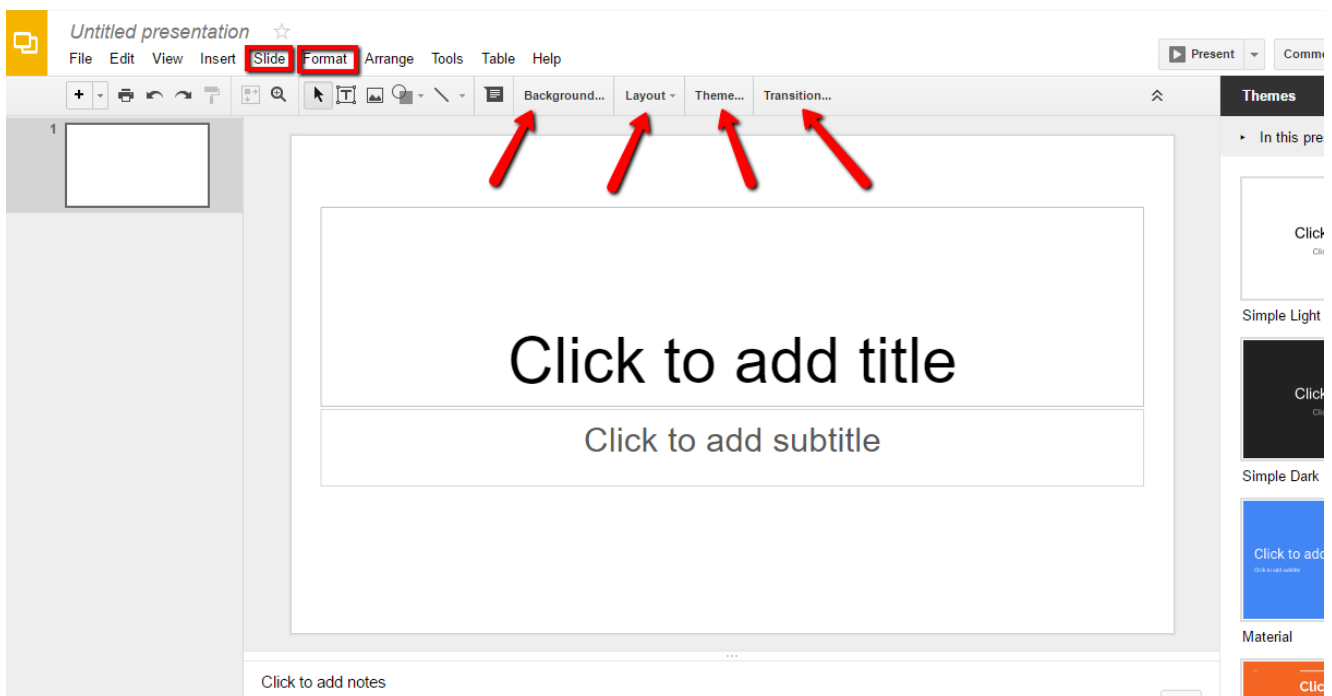
If you have existing presentations that you created in another program, you can import and convert them to Slides to collaborate with your team.

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**.



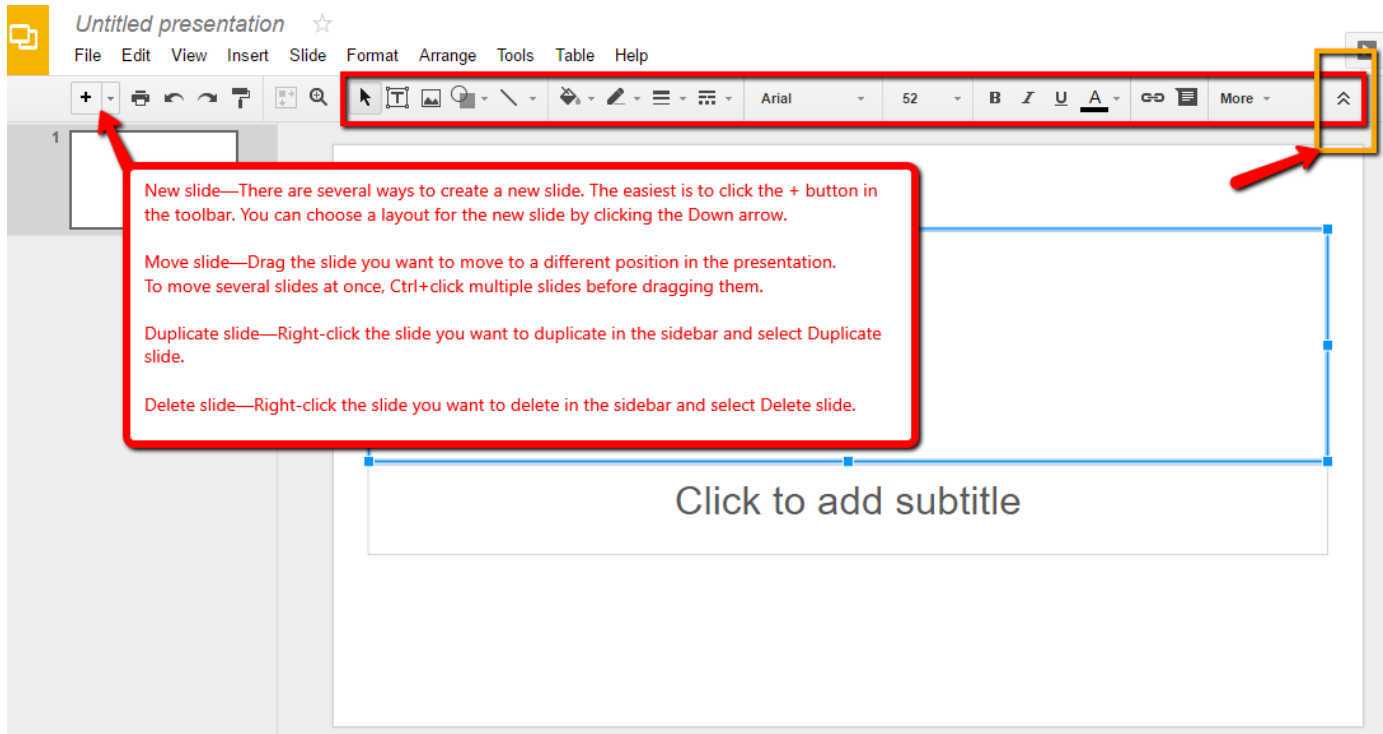
Converting a presentation from another program creates a copy of your original file in Slides format. You can then edit it in your browser like any other Slides presentation.

9. Once you have your slide presentation open, you can add content to change the look and feel of your presentation. **Remember: Slides automatically saves every change you make!** You can: rename your presentation, choose a theme, add and edit content, customize your slides, and create/arrange slides.



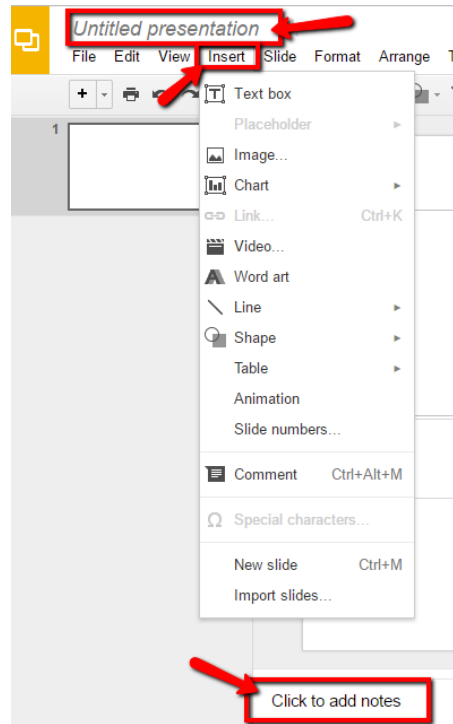
# How to Create a Google Slide

Take the time to familiarize yourself with all of the tools. Keep in mind that there is sometimes an arrow on the right-hand side with more tool options (the size of your slide window may shorten your tool list).

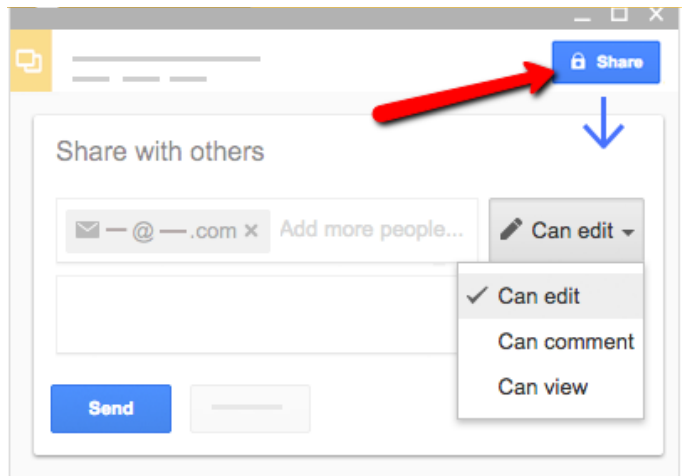


10. Always make sure to give your presentation a name! Select “*Untitled Presentation*” and a box will pop up prompting you to type in the title.

# How to Create a Google Slide



11. You can share your document with others if needed. Enter the email addresses or Google Groups you want to share with.



12. Once complete, you can present, print, and download your presentation.

- To present, click on the “Present” box on the top right-hand corner.



- You can download your presentation in any of the following formats:
  - Microsoft PowerPoint (.pptx)
  - Adobe PDF
  - Scalable Vector Graphics (.svg)
  - PNG

# How to Create a Google Slide

- JPEG
- Text file

