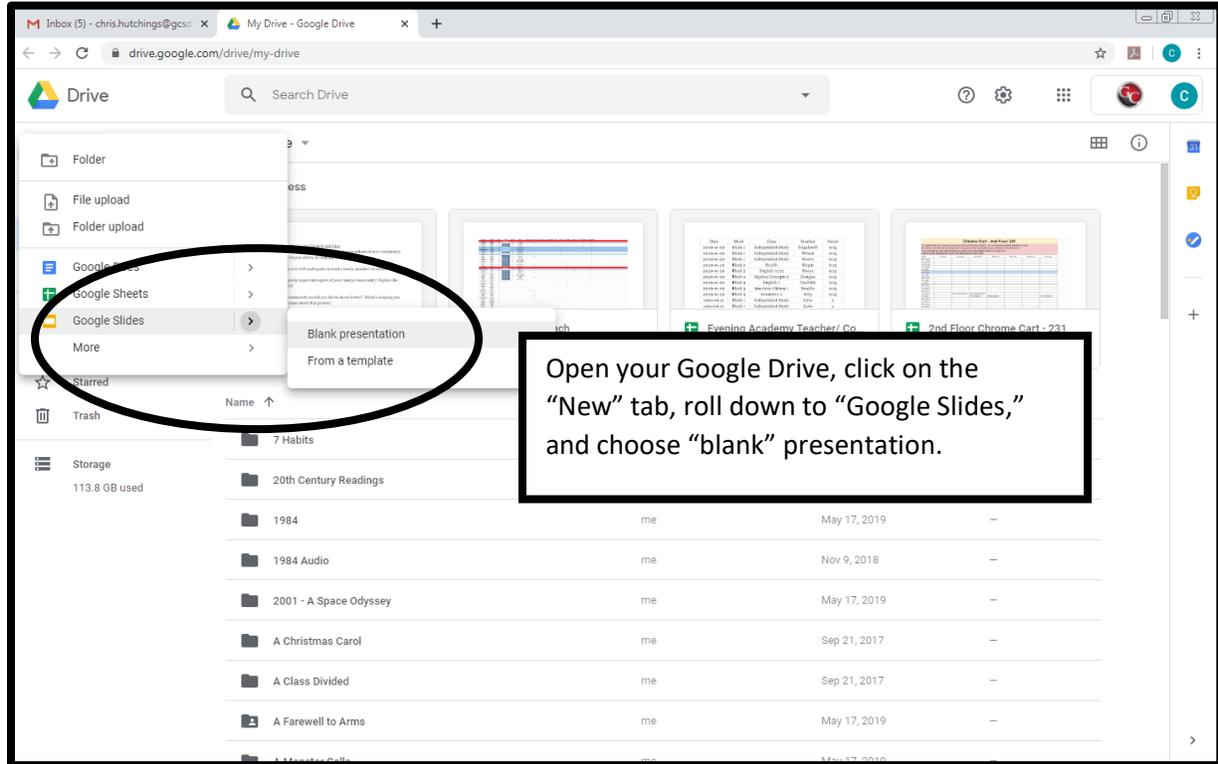
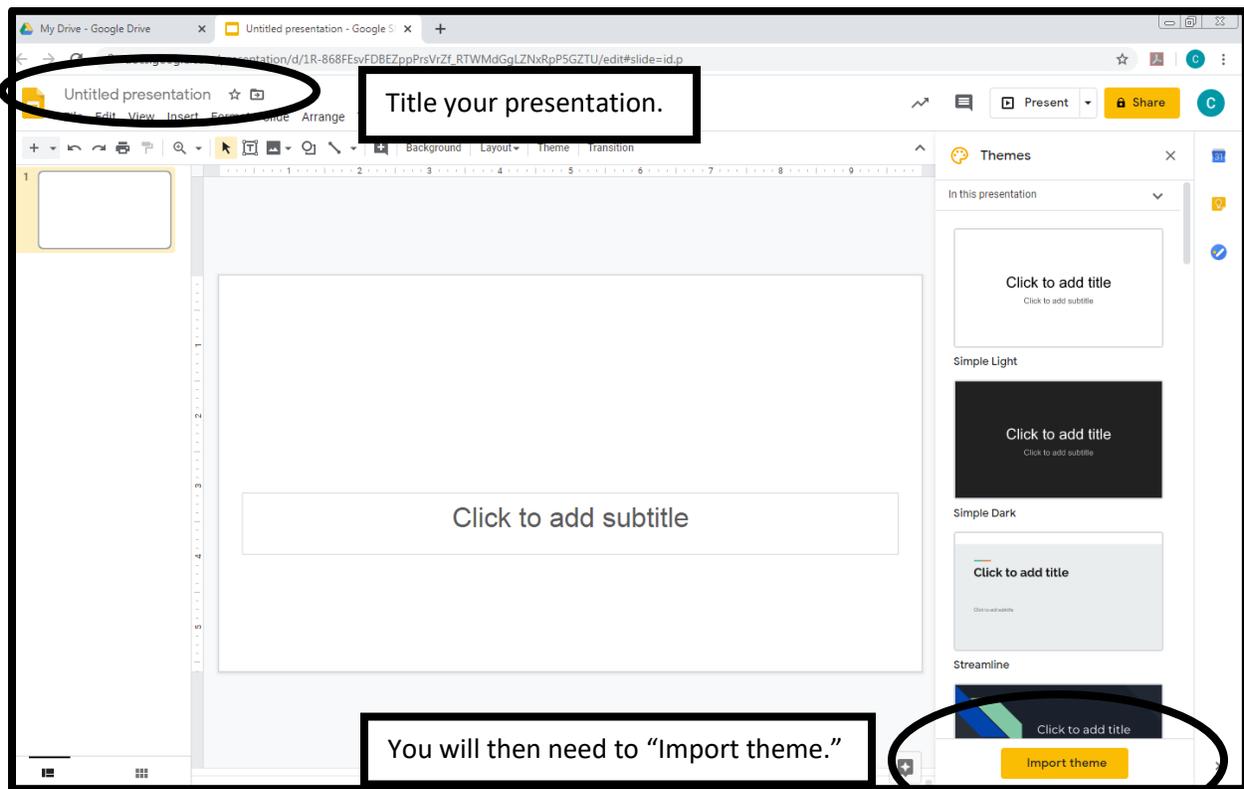


Using Google Slides

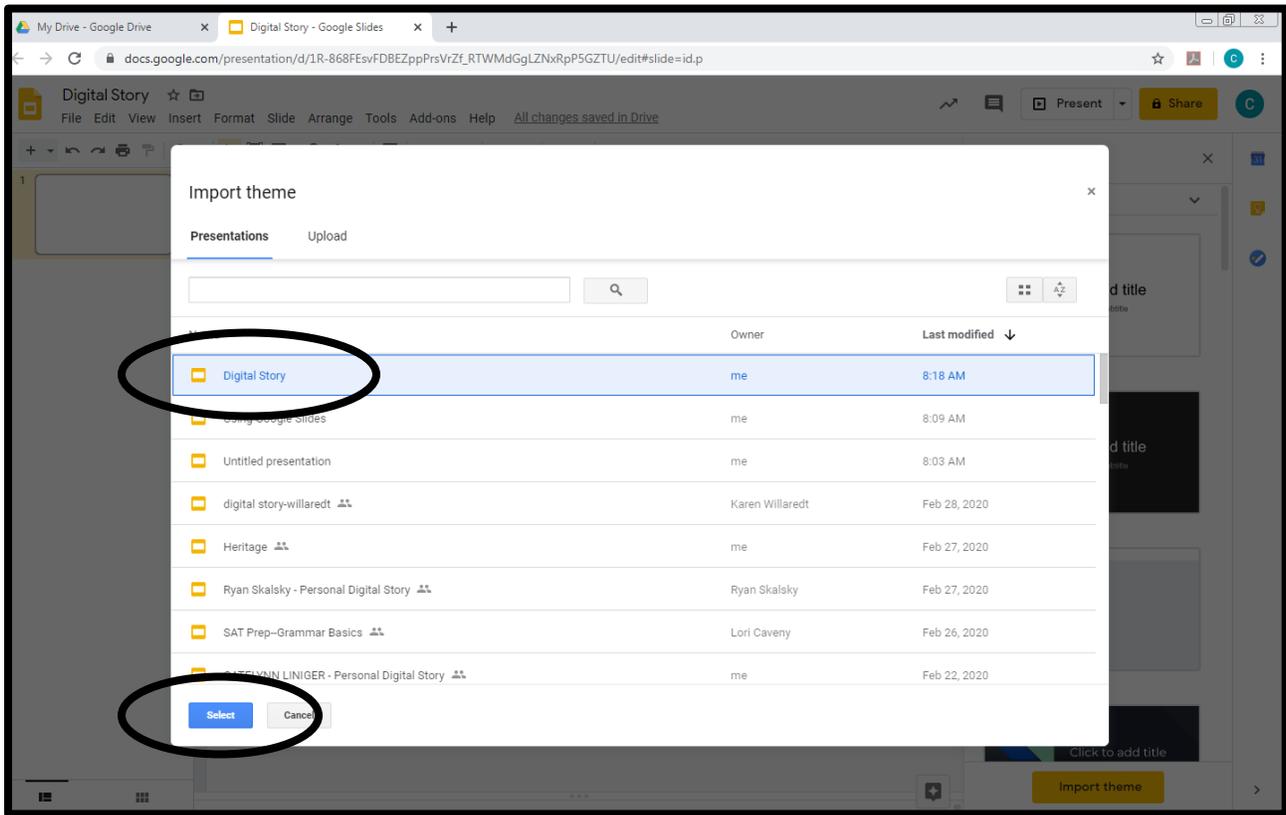
To begin, you first need to create a Google Slide presentation.



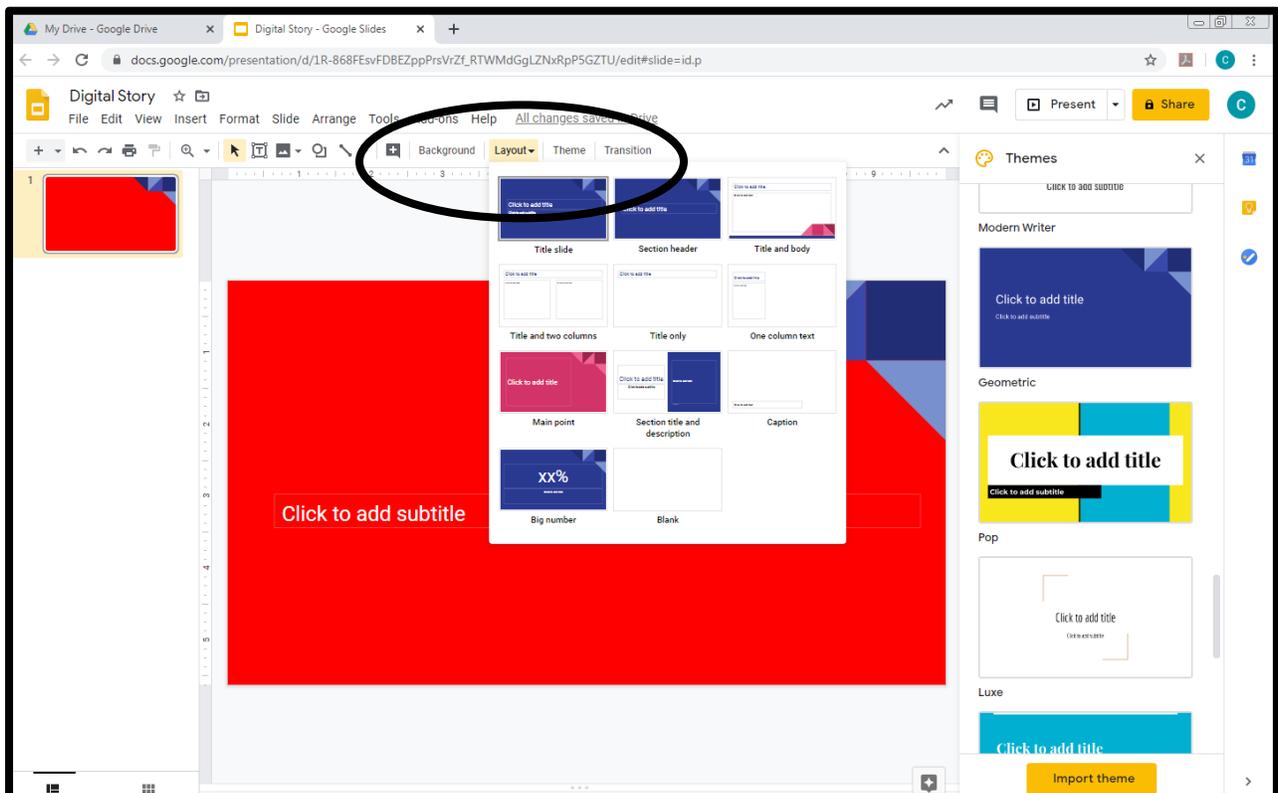
Next, you will need to name your presentation.



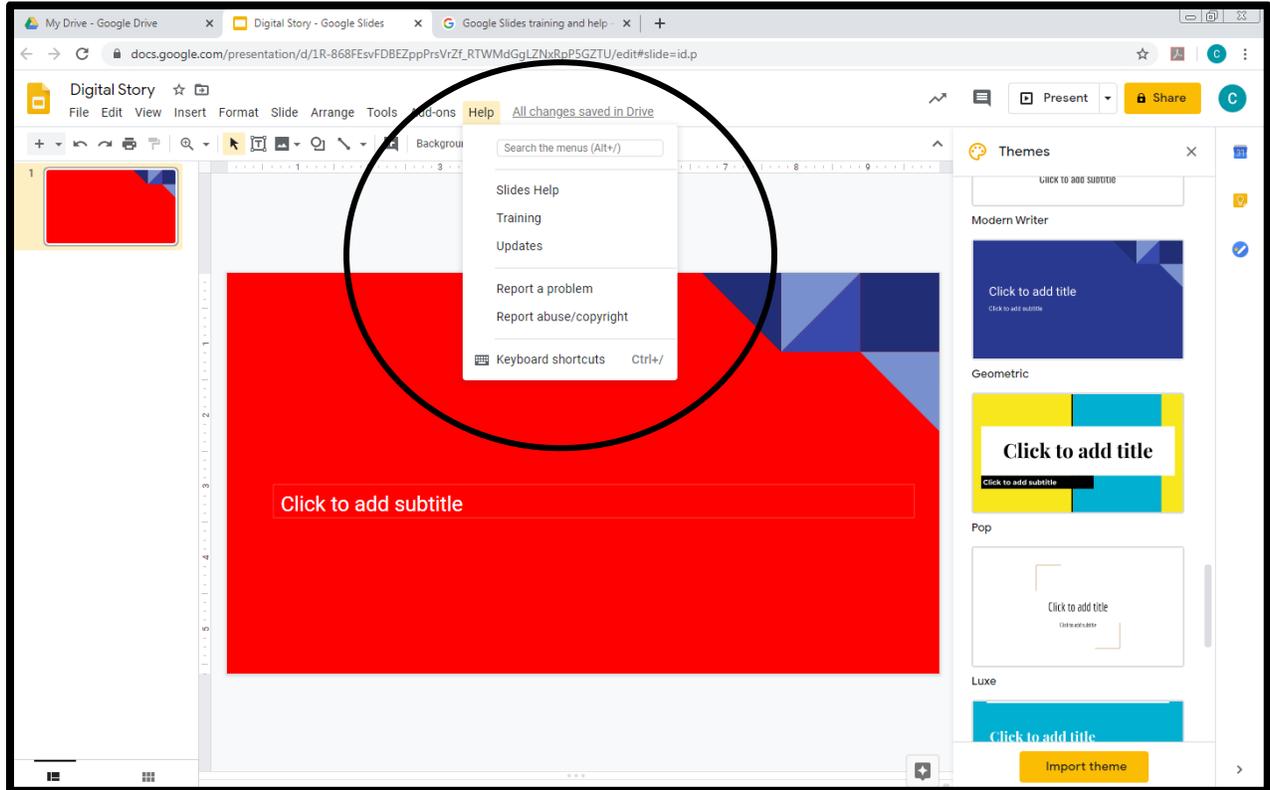
You now need to save the theme to your slides. I have named my slides “Digital Story.”



You can then choose from the themes on the right side of the screen for your background. Once you have chosen a theme, you can manipulate that in different ways. You can change the color of the background by clicking “Background,” and then choosing a color. You can also change the layout by clicking on “Layout.”

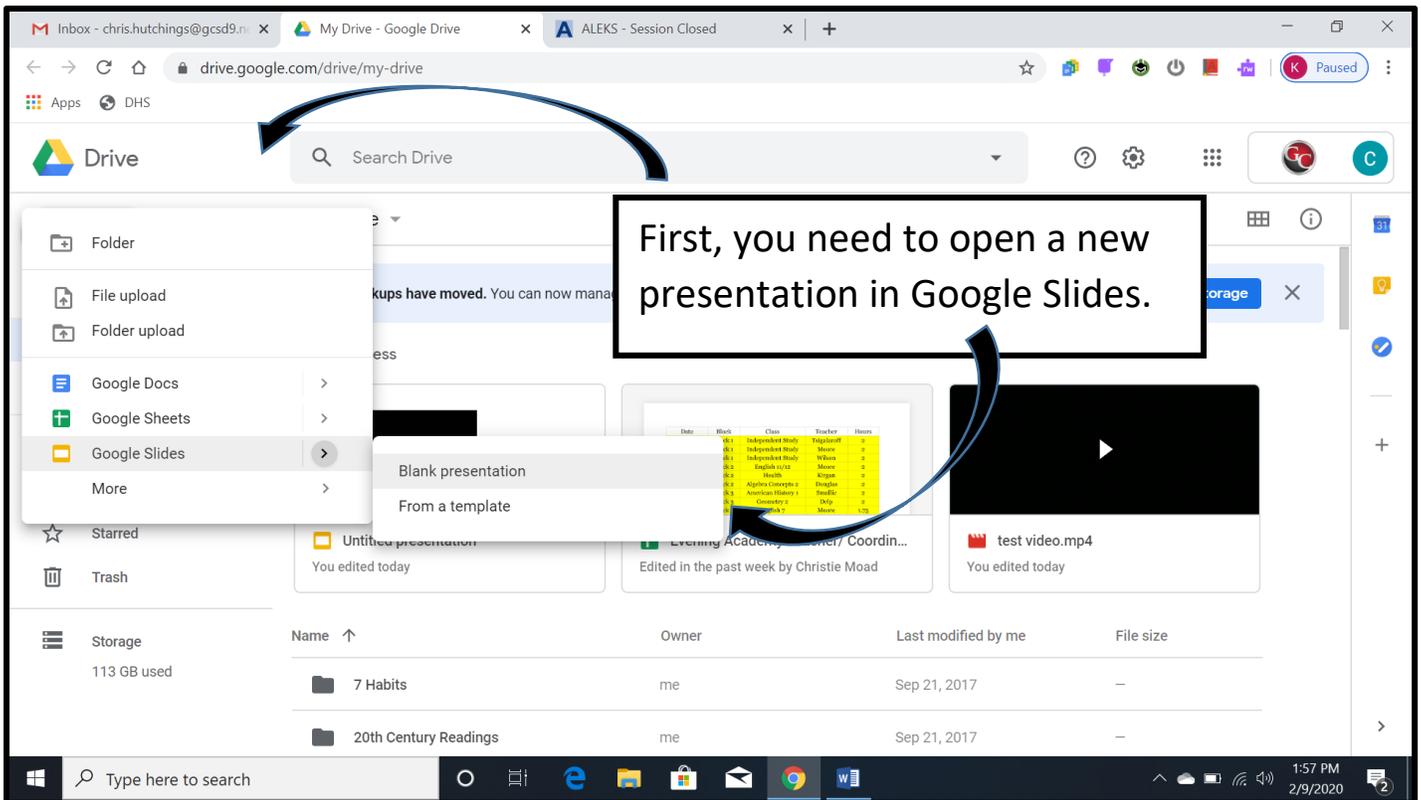


These are the basics for building a Google Slide. If you need more help, or if you would like to take it a step further, you can click on the “Help” tab. Then click “Training.” This will give you many different supports.



Creating Your Digital Video Using Google Slides

Google has recently added the capability to add audio to its presentations. The following will guide you through the process to add audio to your presentation. I would recommend you time your digital story before creating the slide presentation. After you set your transitions, I would then recommend recording your audio while watching your presentation transition to ensure the transitions fit the events in your story.



Inbox - chris.hutchings@gcsd9.n... x My Drive - Google Drive x Untitled presentation - Google Slides x ALEKS - Session Closed x +

docs.google.com/presentation/d/1xkNFcM_6oNeOZSVL8JLMYpHcjw-WjslCiuW133ax14/edit#slide=id.p

Apps DHS

Untitled presentation

File Edit View Insert Format Slide Arrange Tools Add-ons Help

Present Share

Next, choose your presentation theme.

Themes

In this presentation

Click to add title
Click to add subtitle

Simple Light

Click to add title
Click to add subtitle

Simple Dark

Import theme

Click to add speaker notes

Type here to search

1:57 PM 2/9/2020

Inbox - chris.hutchings@gcsd9.n... x My Drive - Google Drive x Untitled presentation - Google Slides x ALEKS - Session Closed x +

docs.google.com/presentation/d/1xkNFcM_6oNeOZSVL8JLMYpHcjw-WjslCiuW133ax14/edit#slide=id.p

Apps DHS

Untitled presentation

File Edit View Insert Format Slide Arrange Tools Add-ons Help

Present Share

+

Background Layout Theme Transition

Click to add title
Click to add subtitle

Title slide Section header Title and body

Click to add title
Click to add subtitle

Title and two columns Title only One column text

Click to add title
Click to add subtitle

Main point Section title and description Caption

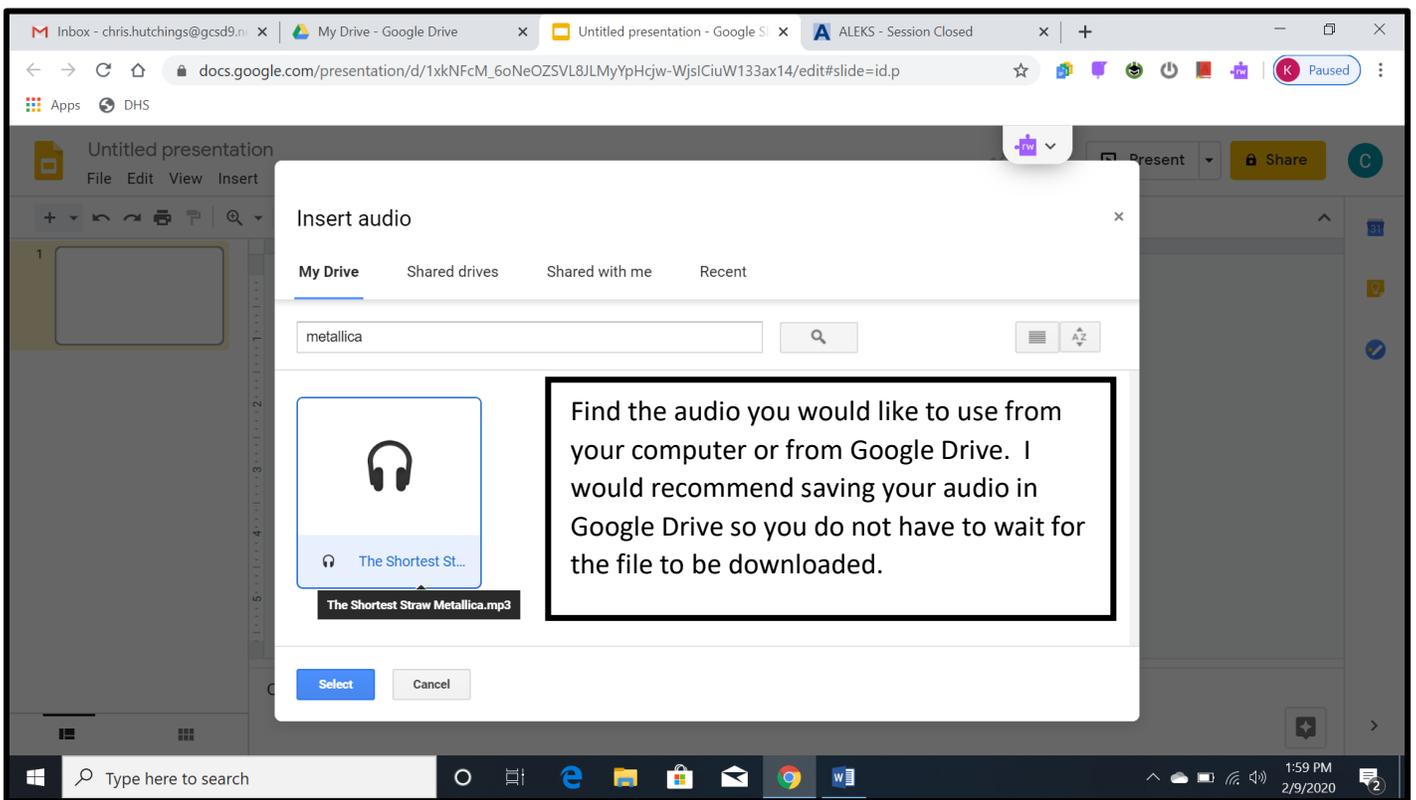
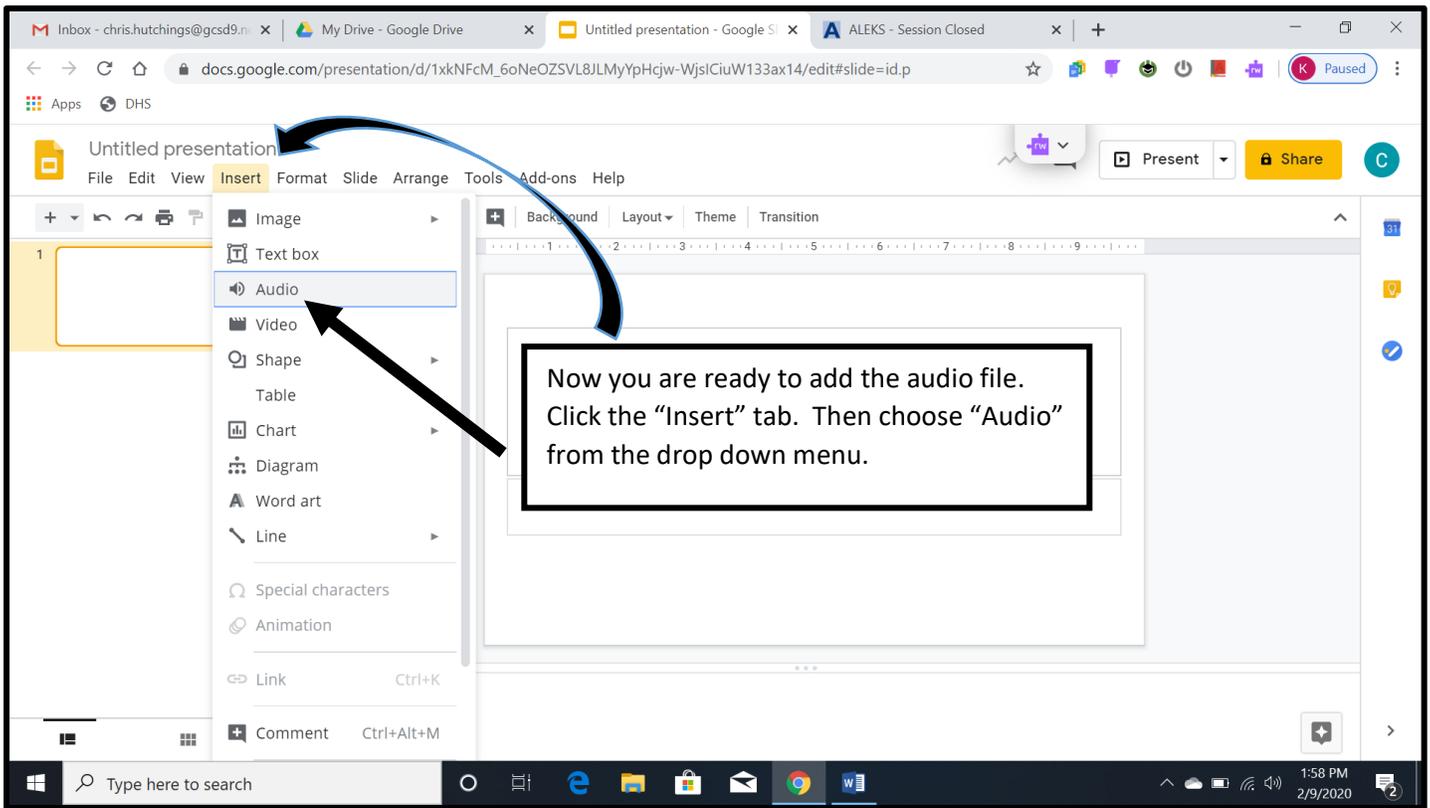
XX%

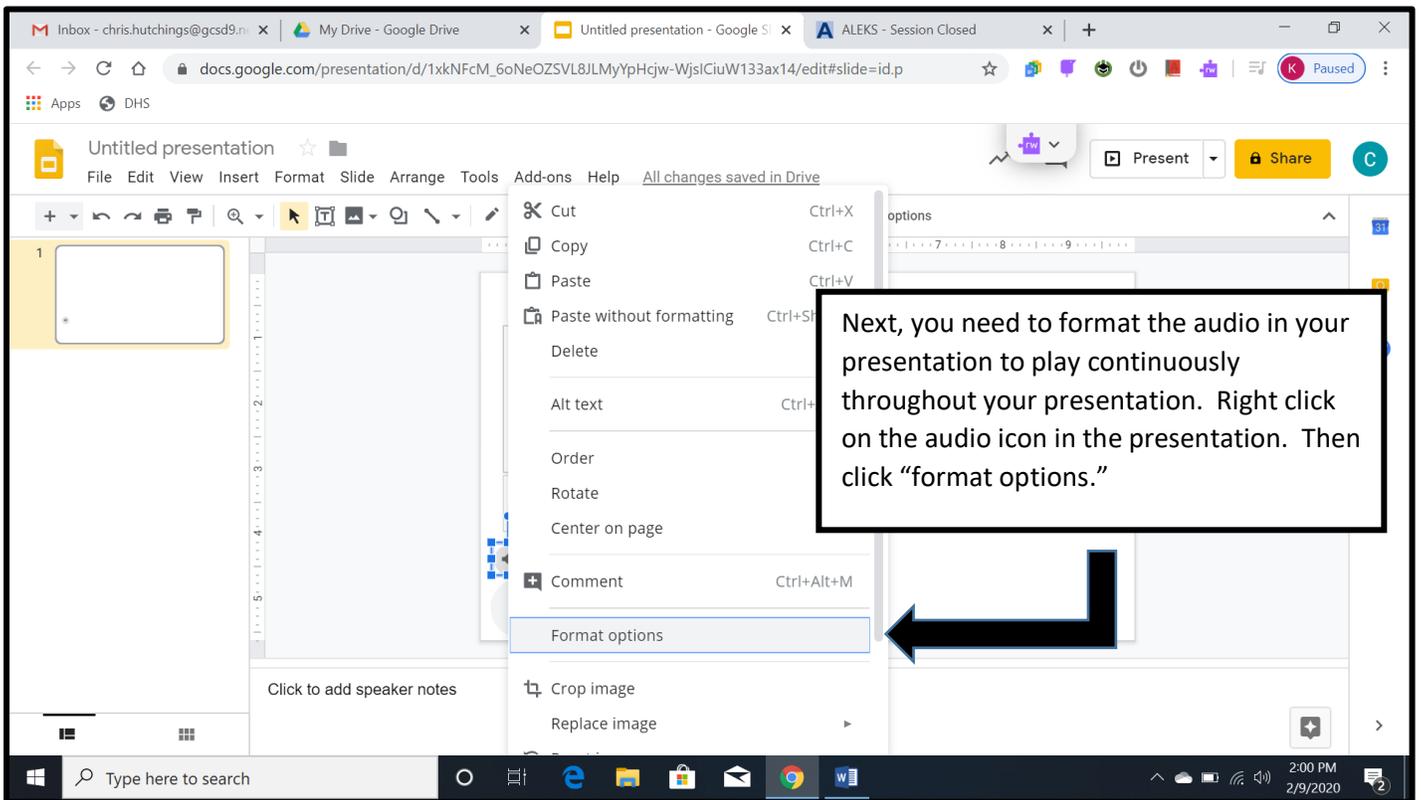
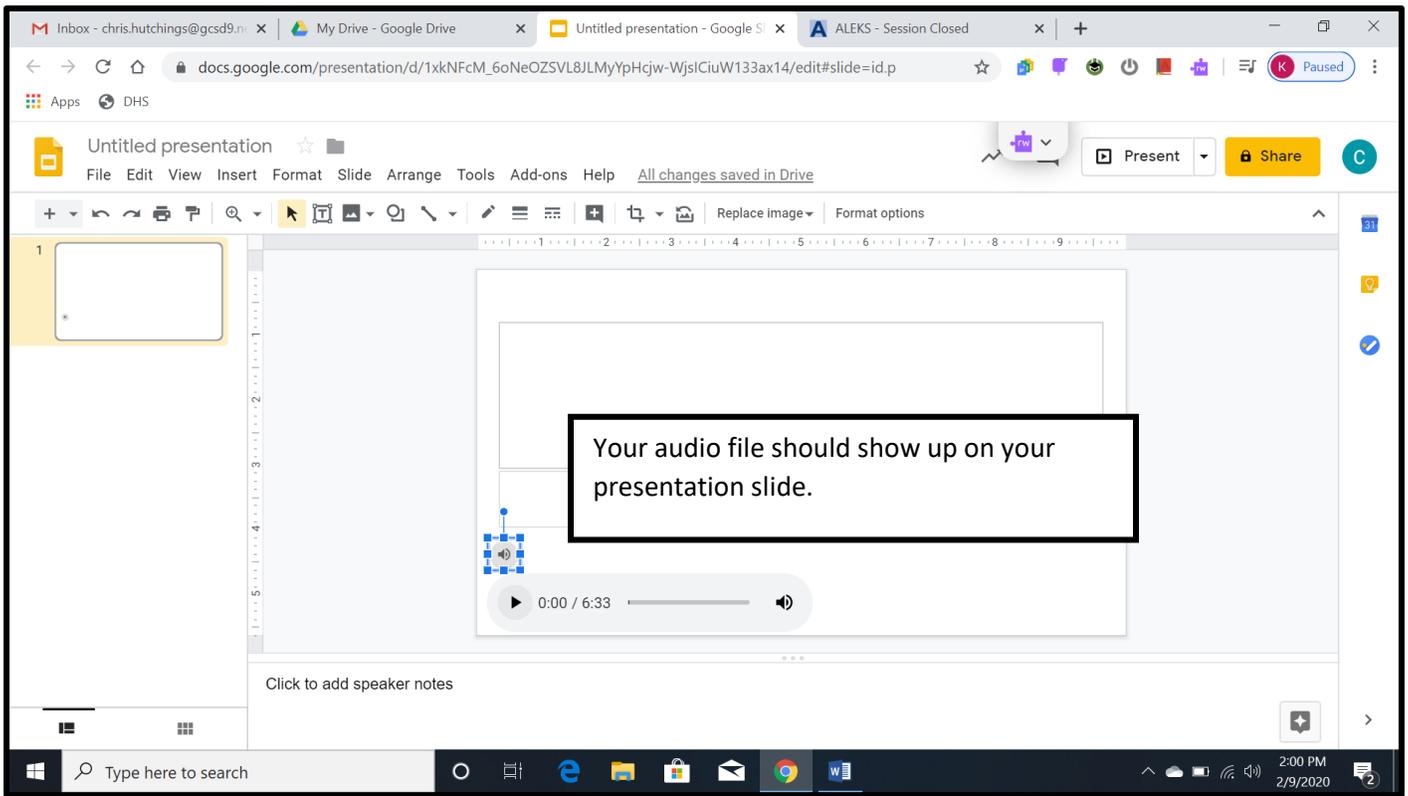
Click to add speaker notes

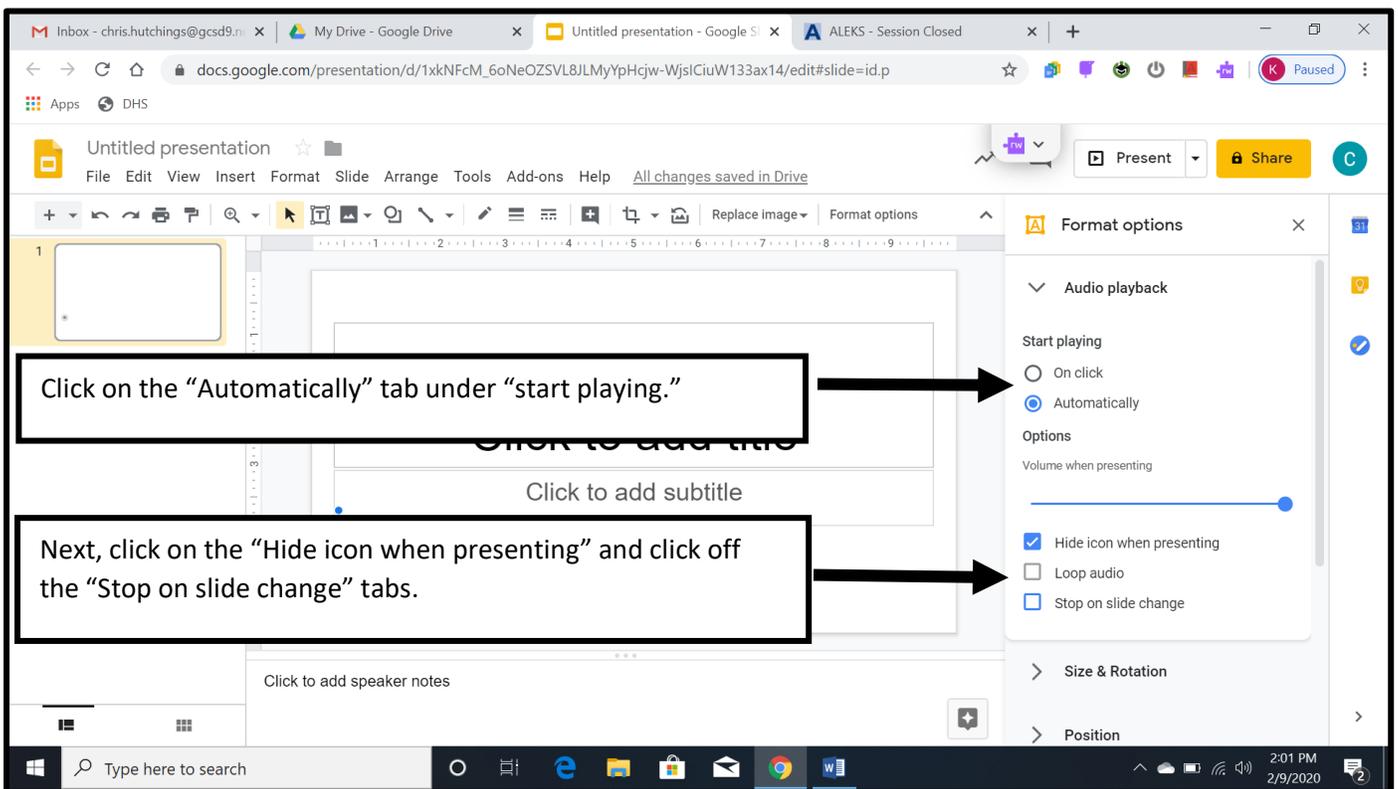
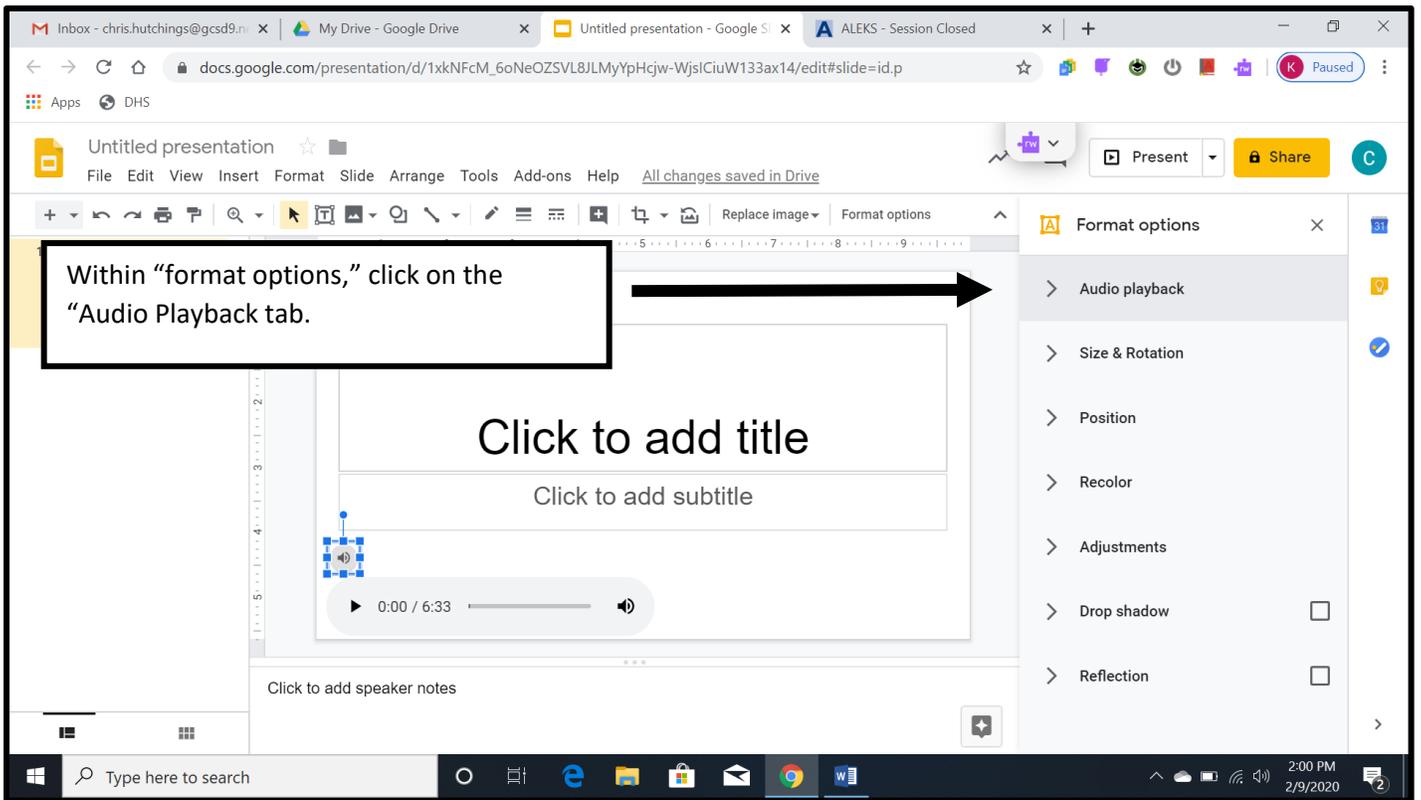
To add slides, hit the "+" symbol on the left side. If you click on the down arrow, you can choose what type of slide you would like to use.

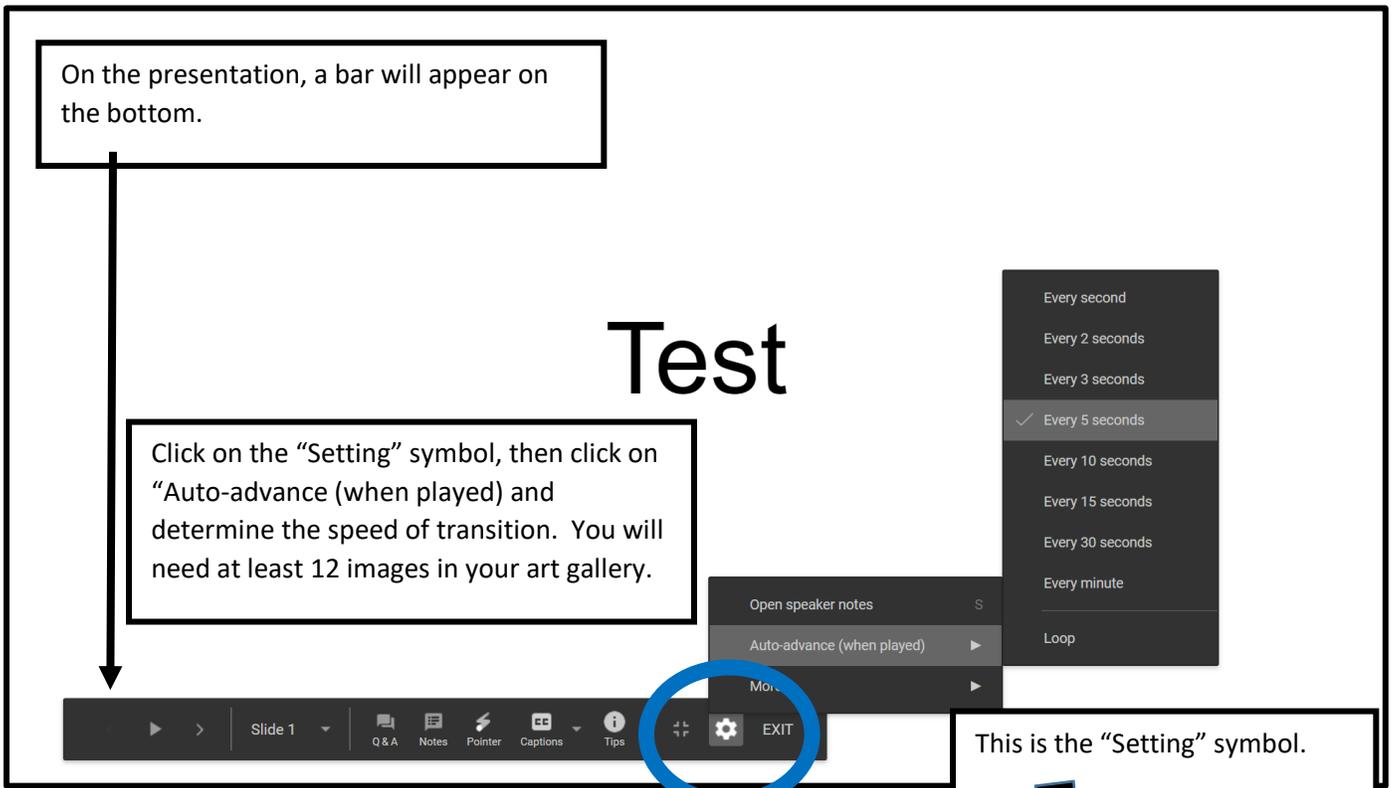
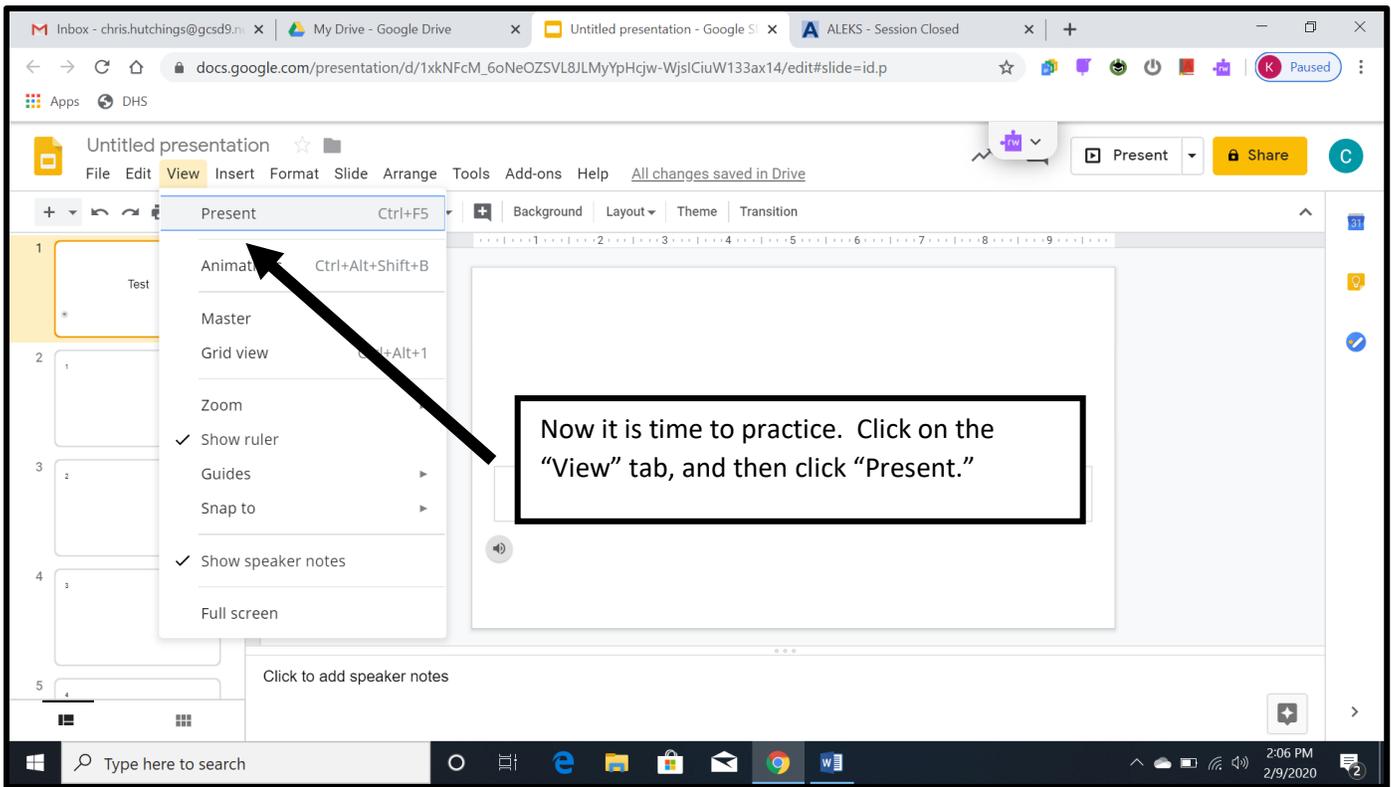
Type here to search

1:58 PM 2/9/2020







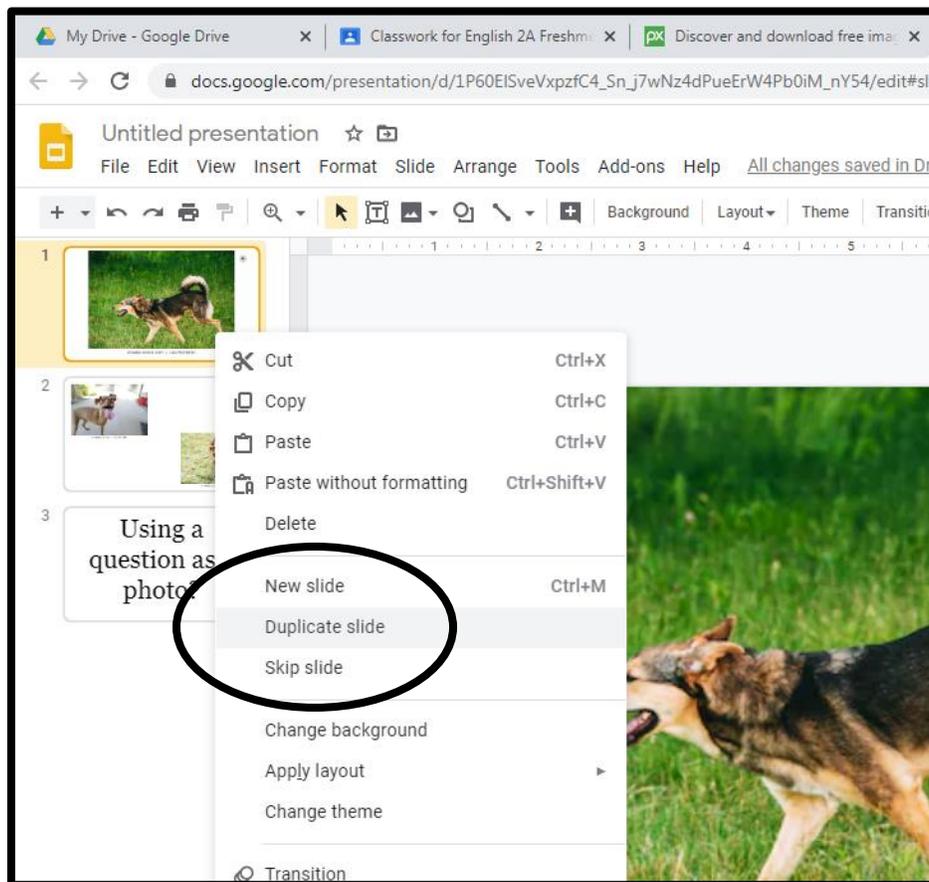


If you only have 12 images, you will need to set the transitions to 5 seconds. If you have more pictures, you may need to set the transitions to every 2 or 3 seconds. If you have a longer audio, you will need to increase the transition time.

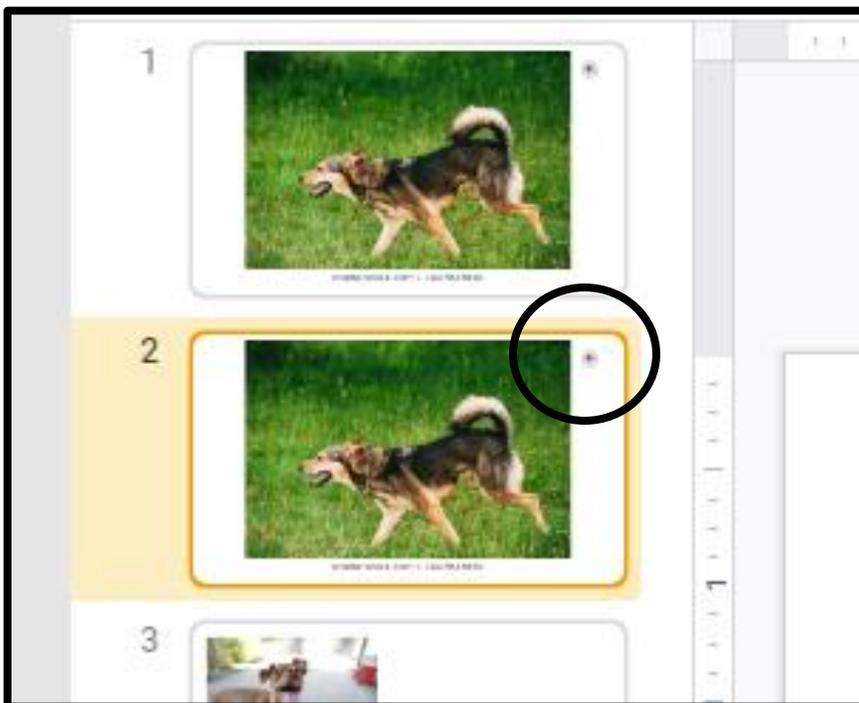
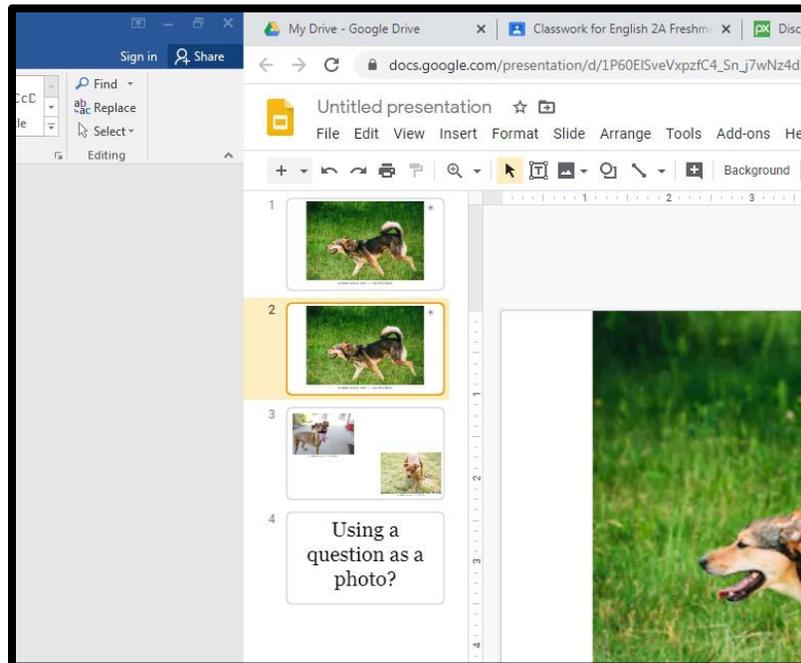
To Create Transitions...

You will need to copy each slide for the number of seconds the slide will show. For example, if the slide is presented for 5 seconds, then you will need to copy it 5 times.

To copy a slide, right click on the slide you want copied, and choose “Duplicate Slide.”



This will duplicate the slide. Repeat this for the number of seconds the slide is to be presented.



Be Aware! If you duplicate your first slide with the audio, the audio will also be duplicated. You will need to delete the audio on the first copy before making more copies.