

Looking at the Google Docs Suite – this week... Presentation!



“Tech Tools with Tine” Webinar Series Presents:

Presentation

Part of Google Docs

Tine Walczyk – February 11th, 2011

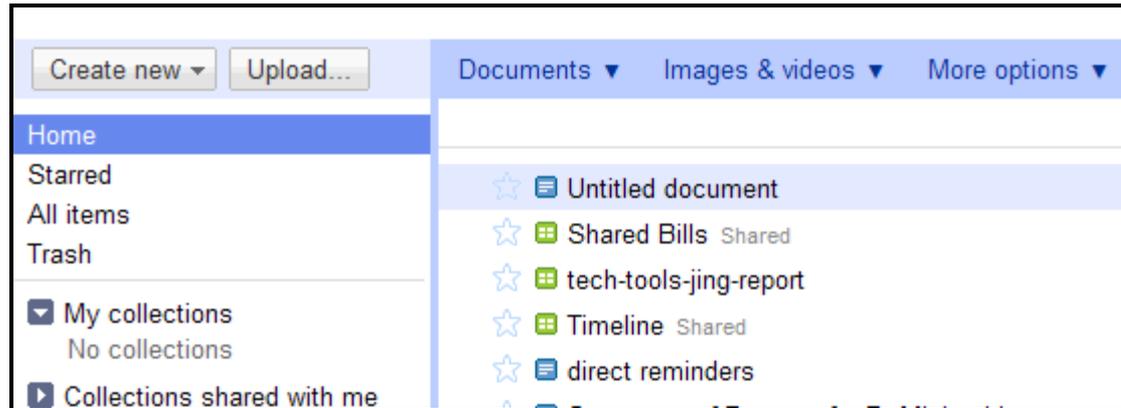
tine@trainers-r-us.com



Trainers-R-Us

Knowledge + Technology = Success

What is Google Docs?



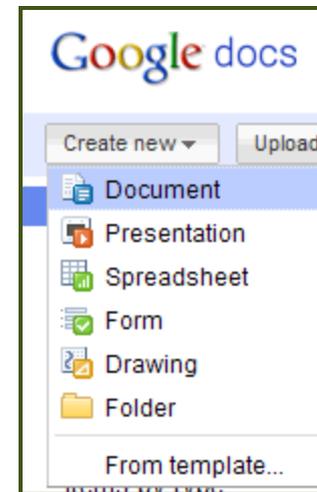
A set of office productivity applications

Work from anywhere

Share with anyone

And then, what is Presentation?

- Presentation can be used to create online presentations / slide shows.
- File is stored online – available from anywhere!
- Updates are live for all authorized users

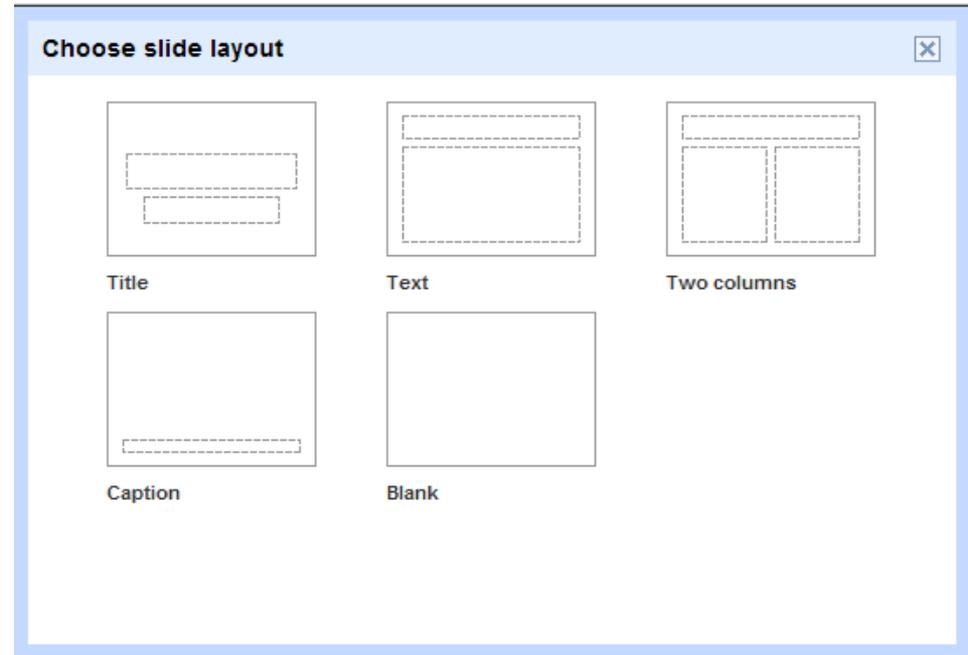


User Interface

The image shows the Google Docs presentation editor interface. At the top, the Google Docs logo is on the left, followed by the document title "Untitled Presentation" and a lock icon with the text "Private to only me". On the right, it says "Saved seconds ago" and has buttons for "Start presentation", "Saved", and "Share". Below this is a menu bar with "File", "Edit", "View", "Insert", "Format", "Slide", "Table", and "Help". The main editing area is divided into a left sidebar and a central workspace. The sidebar shows "Slide 1 of 1" with a thumbnail of the slide and a small orange box with the number "1". The central workspace contains a large white rectangle with the text "Click to add title" and "Click to add subtitle" in a light gray font. Above the workspace is a rich text editor toolbar with options for "Normal", bold, italic, underline, text color, background color, link, bulleted list, numbered list, indent, outdent, decrease indent, increase indent, text size, and text color. A small icon with a plus sign is in the bottom right corner of the workspace.

Creating Slides

- Slide, New slide
- Choose a layout
- Click in the area and type



Working with Existing Presentations

Upload Files

Select files

You are currently using 0 MB (0%) of your 1024 MB. [Add storage](#)

You can upload files up to 1024 MB. Files converted to Google Docs have smaller limits.

Drag and drop files here.

 [Select files to upload](#)

Select conversion options

Only converted files can be edited online. [File types and size limits](#)

- Convert documents, presentations, spreadsheets, and drawings to the corresponding Google Docs formats
- Convert text from PDF or image files to Google Docs documents. [How does this work?](#)

When uploading files, you agree to abide by the Google Docs Terms of Service and Privacy Policy. Do not upload or share any content that infringes copyrights or that you otherwise do not have the legal right to upload or share. [Learn more](#)

 Destination collection ▾  Private ▾ [Start upload](#)

Import Slides

Step 1.

Choose the file you'd like to import slides from.

Tip: You can always copy and paste slides from other Google presentations.

Step 2.

Select the slides you want to import.

Google Docs

[A Lot Can Happen in Seven M...](#)

Your Computer

[Browse...](#)

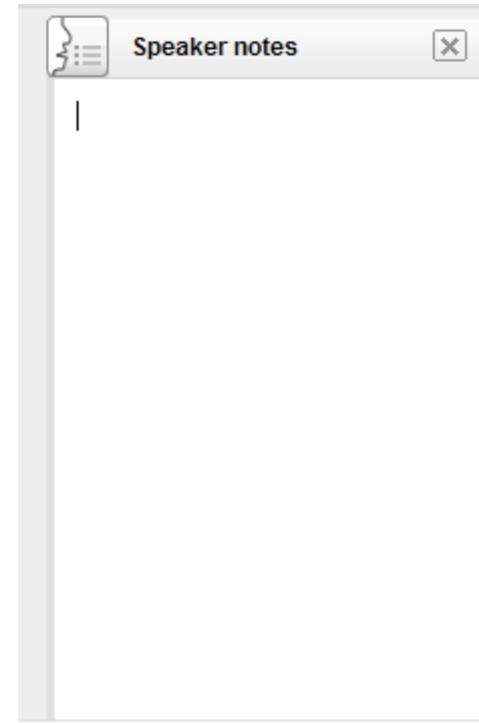
[Upload](#)

Incorporating slides from another presentation

Bring in a complete file and convert for editing

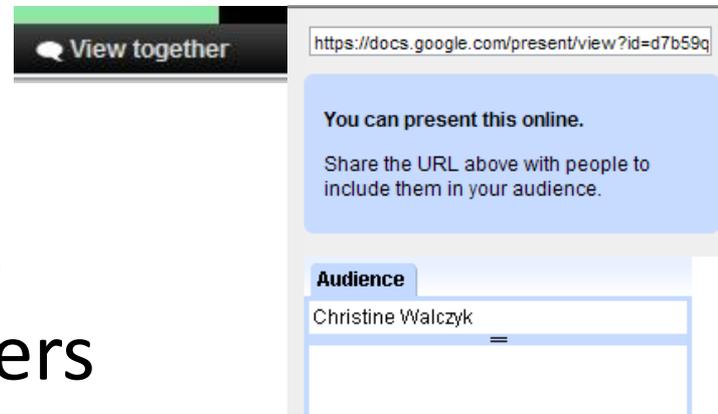
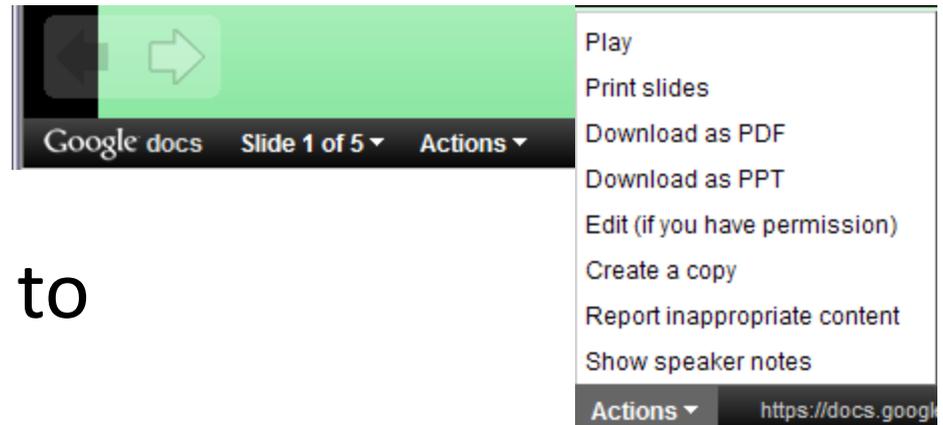
Speakers Notes

- Talking head icon in lower right
- Helpful for narrating your presentation
- Available during slide show
- Printable



Presenting Your Slide Show Live

- Start Presentation button
- Arrows in bottom left to advance
- Slide Navigator
- Actions Menu
- View together creates URL to share with others



Publishing Your Presentation

Google docs

Untitled F Saved 8 minutes

Start presentation

Saved

Share

« Back to editor

Publish this presentation

X

This document is not yet published.

You can publish your document to the Internet, where anyone will be able to access and view it online. They will also be able to join the presentation online and chat with others also viewing the presentation. Your document will be assigned a unique address (URL) on google.com that you can send to your friends and colleagues.

Publish document

This document is published on the web.

Your document is publicly viewable at:

https://docs.google.com/presentview?id=d7b59qz_20gt976ghk&interval=1&autoStart=true&loop=true

Published on February 8, 2011 8:49 PM

Stop publishing

Presentation Player

You can post your presentation online for others to view.

Player size: medium (555 x 451 px)

Automatically advance presentation to the next slide every second

Start slideshow as soon as the player loads

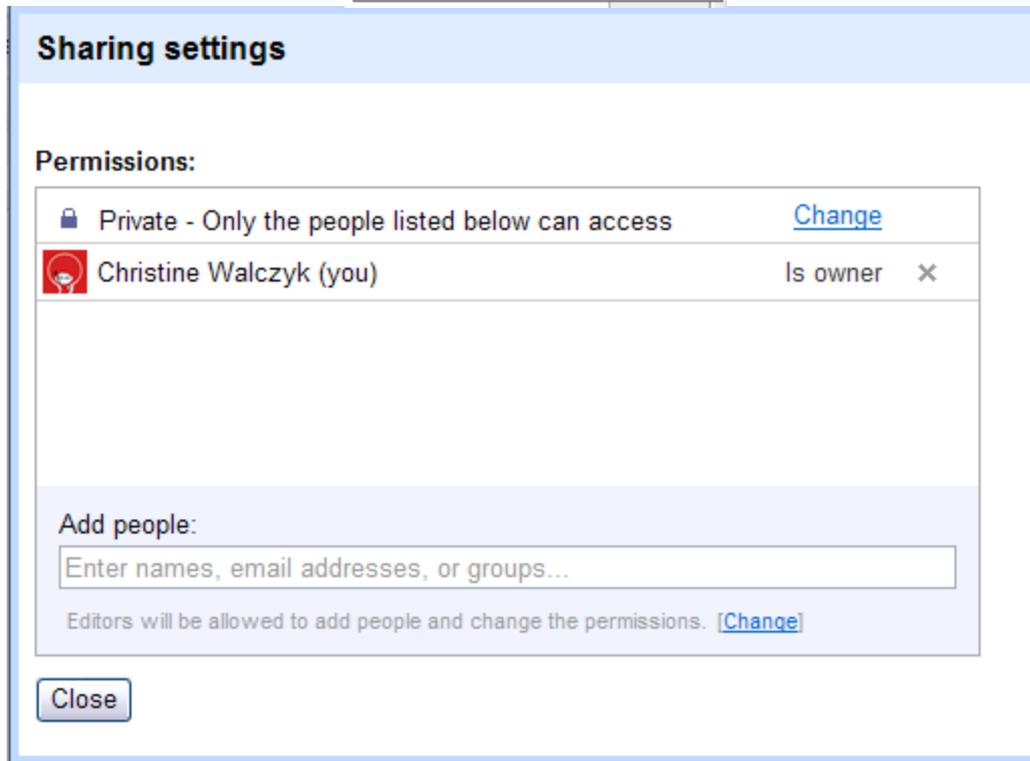
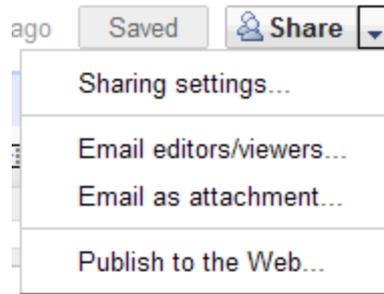
Restart slideshow after the last slide

Copy the code below and paste it into the HTML of any website or blog.

```
<iframe src="https://docs.google.com/present/embed?id=d7b59qz_20gt976ghk&interval=1&autoStart=true&loop=true&size=m"
frameborder="0" width="555" height="451"></iframe>
```

- Choose Share, Publish/Embed
- Choose Options
- Embed or email the URL

How to Share



- Private
 - Others must login to share your documents
- Link
 - Anyone who has a link to your doc can work with your doc
- Public
 - Anyone can work with your document
- 2 levels
 - Editor
 - Viewer

Setting up your account

- Google Account required
- Gmail Account not required

Google accounts

Create an Account

Your Google Account gives you access to Google Docs and [other Google services](#). If you already have a Google Account you can [sign in here](#).

Required information for Google account

Your current email address:
e.g. myname@example.com. This will be used to sign-in to your account.

Choose a password: [Password strength:](#) _____
Minimum of 8 characters in length.

Re-enter password:

Stay signed in

Creating a Google Account will enable Web History. Web History is a feature that will provide you with a more personalized experience on Google that includes more relevant search results and recommendations. [Learn](#)

[More](#)

Enable Web History.



Trainers-R-Us
Knowledge + Technology = Success

Size limits

- **From Google Docs Help:** Presentations created in Google Docs can be up to 10MB -- which is about 200 slides. Uploaded presentation files that are converted into Google presentations format can also be up to 10MB.
- Total FREE storage space: 1GB



What about Privacy

- Default – everything is private
- Privacy is controlled by how you share your files
- Terms of Service – “right to reproduce”



Helpful Information

- Google Presentation Help Files --
<http://docs.google.com/support/bin/topic.py?hl=en&topic=15116>
- Getting Started Guide in Help –
<http://docs.google.com/support/bin/static.py?hl=en&page=guide.cs&guide=19431>
- Google's explanation of Terms of Service --
<http://docs.google.com/support/bin/answer.py?hl=en&answer=82366>



Next week...

Spreadsheet!!

Tech Tools with Tine Webinar presented on February 11th 2011.

