


Google Slides Bible for creating static images:

First things first: Open a blank presentation in Google slides

Format your background:

- a. Right click on the background of the slide somewhere (away from any text boxes) and then left click on "change background"
- b. Click on "colour" select the colour you want
- c. Leave it on "solid" if you want the whole background to be the same
- d. Click "done"
- e. *If you want the background to change across your static image, click "gradient" instead of solid.*
- f. Click on "custom" and change the type to "linear" and angle to "180"
- g. Under "gradient stops" you need to click "add"
- h. You can then change the colour and then slide the middle gradient stop along until you are happy with the look. You can add in extra gradient stops if you wish to be more precise. You can also "remove" these if it doesn't look right.
- i. When you are happy, click on "ok"

Creating text boxes:

- a. Left click on "insert" in the toolbar
- b. Left click on "text box"
- c. Click and drag on slide to create a text box
- d. Type in quote (capital letters is preferable), centre it and make it bigger to stand out, click on "home" to play around with font and size etc.
- e. To move your text box around, hover your mouse over the edge of the text box until you see a 4 way arrow  then hold a left click and drag to where you want to move it and then left click again to let it go

Removing background from copied and pasted images:

- a. Copy and paste image from source e.g. Google
- b. Right click on image and then left click on "format image"
- c. Left click on format on the top toolbar
- d. Left click on "remove background"
- e. The image will go purple, drag the purple box created out to the edges of your pasted image
- f. Left click on the background away from the image

- g. NOTE: some pictures this may not work as well for, best to go for some images that have no or a plain background

Editing/drawing on images:

- a. Copy and paste picture into "Paint" or another editing program
- b. Make the changes necessary e.g. use the draw tool
- c. Save picture
- d. Copy and paste it onto slide
- e. Remove background if necessary
- f. NOTE: To shift images to the front or make them the background of your static image, right click on the image, left click "order" and play around with "bring forward" and "send back" options in the menu

Flipping Images to face the opposite way:

- a. Copy and paste picture onto your slide
- b. Right click on your picture and click "format options"
- c. Click on the "size and rotation"
- d. Click on the first icon under "flip"

Level Three Visual essay extras:

Adding Music to a slideshow:

- a. Find and save appropriate music to your computer
- b. Upload the audio file to your Google Drive
- c. Make sure you are on the slide you want to add the music to. Click on "insert" and then left click on "audio"
- d. Click on "my drive", select the file you want and click "select"
- e. A toolbar will open for you to adjust when the audio starts playing etc.
- f. NOTE: You CAN put different music to each slide or for a few different slides, just repeat the process for each slide or time your animations so the music changes for the few slides that you want it to

Adding animations to your slideshow:

- a. Select a slide and go to "insert" and then "animation"
- b. Here it shows you where you can change transitions and timing etc.
- c. NOTE: ALWAYS play your slideshow through to check your animations are smooth, remember to click play on the music before it starts to ensure that's timed well