

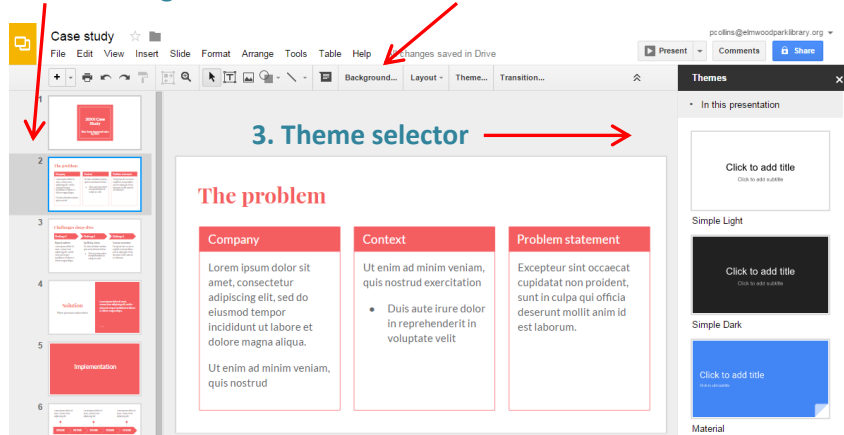
## Presentations Without PowerPoint: Google Slides and Prezi



Google Slides is part of Google Drive, which offers free online space to create and store documents, presentations, spreadsheets, and more. If you have a Google account, you are ready to begin using Google Drive. Go to [www.google.com/slides](http://www.google.com/slides) to get started. Google gives you 15 GB of free space to store your files online. When your files are saved online, they are accessible from anywhere you have an Internet connection. You also have the option to download your files to a computer or flash drive. Start a new presentation by clicking on the blank presentation or one of the presentation templates on the Google Slides homepage. Let's look at the Google Slides layout.

### 1. Slide manager

### 2. Toolbar



Google Slides' layout is fairly similar to PowerPoint's layout. The **Slide Manager** along the left side of the screen allows you to easily jump between slides throughout the presentation. Right click on a slide to delete it, insert a new slide after it, move it, duplicate it, and more. To make changes to the content of a slide, click within the slide itself in the

center of the screen. Use the **Toolbar** to change formatting, insert an image or text box, add a comment and more. In the File menu, hover over Download As to download your presentation as a PowerPoint file or PDF; click on Print Settings and Preview to print out the presentation with lines for notes next to each slide; or click on Share to invite others to view or collaborate on the presentation. Several people can contribute to the same file at the same time without needing to be in the same place. To upload a PowerPoint file, start a new presentation, click on File, and then click on Open. Click on Upload to choose a PowerPoint file from your computer.

The **Theme Selector** offers an easy way to change the look of your presentation. Clicking on a theme applies it to your entire presentation, but changing it back is just as easy. Click on Transition in the toolbar to change the theme selector to a transition selector. Use the dropdown menu to select a type of transition and the speed slider to decide how fast the transition will complete. Click on Apply to all slides, then click on Present at the top right corner of the screen to get a good look at the transitions. Clicking on Present will take you into full-screen mode. Use the arrow keys to advance or go back a slide.



# Elmwood Park

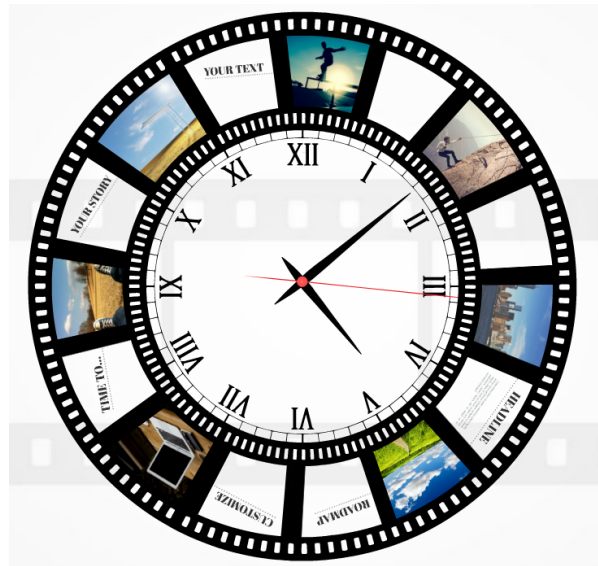
PUBLIC LIBRARY

explore. connect. create.



Prezi provides a platform to create presentations without using the standard slide format. Instead, Prezi's templates are structured as one large image. The presenter zooms in on sections of the image in sequence, rather than using slides. For instance, your presentation can be designed like the page of a newspaper. You would zoom from headline to headline throughout your presentation.

To create a free account, visit [www.prezi.com](http://www.prezi.com). Click on Get Started, then click on Continue Free on the right side of the page. Note that presentations created with a free account are publicly viewable, searchable, and reusable. Let's look at an example of a reusable prezi.



The presentation begins with the entire clock and reel in view. When the presenter moves on to the first segment, the prezi zooms in to the area above the XII. If you use this template, you can change the text in the whitespace. You can also change the pictures to suit your topic. The presenter then zooms from section to section until the presentation is complete, at which point the entire clock is visible again. Zooming from section to section works the same way moving from slide to slide works when presenting with PowerPoint or Google Slides.

When you create a new prezi, you can choose a pre-existing template like this or you can start from scratch. Using a template means you only need to make edits to the content

and adjustments to the number of sections in the Prezi. You can also make subsections, in which you would zoom further into a section. To change the zoom order, click on Edit Path.

Prezi also allows you to share presentations so that multiple people can collaborate on the same prezi. To share from the My Prezis menu, click on the three dots next to the prezi's name. Then click on Privacy and Sharing. Click on Collaborators and enter the email address of the person with whom you want to share.



**Questions? Contact Adult Services at [askref@elmwoodparklibrary.org](mailto:askref@elmwoodparklibrary.org) or 708-395-1217.**

