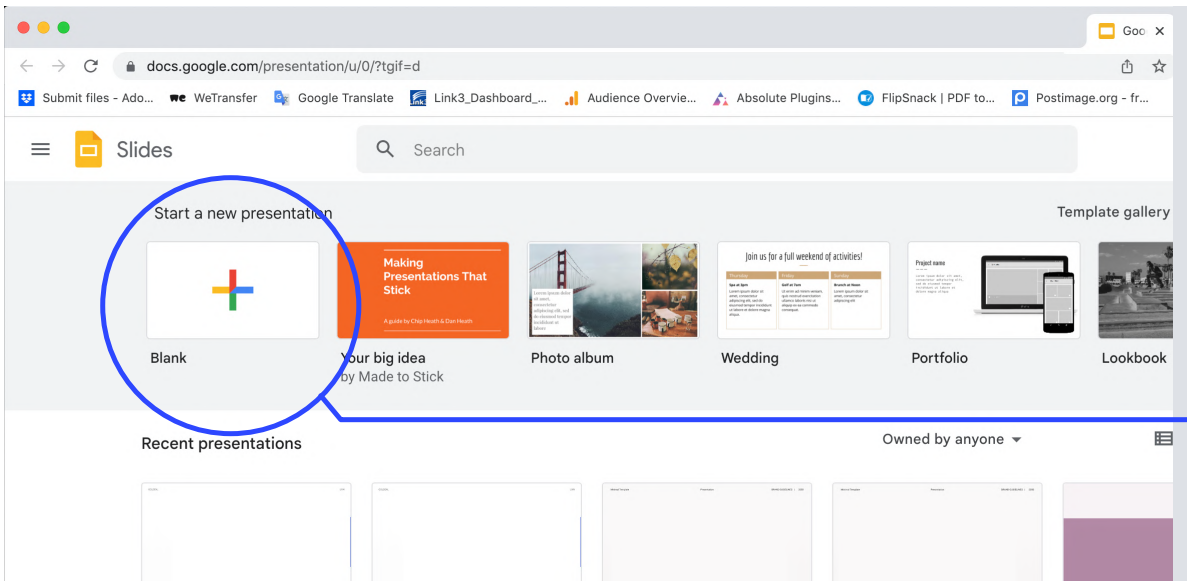
GoogleSlide

How to Edit

Step by step tutorial

Go to GoogleSlide on your web Browser

https://docs.google.com/presentation



1 NEW DOCUMENT

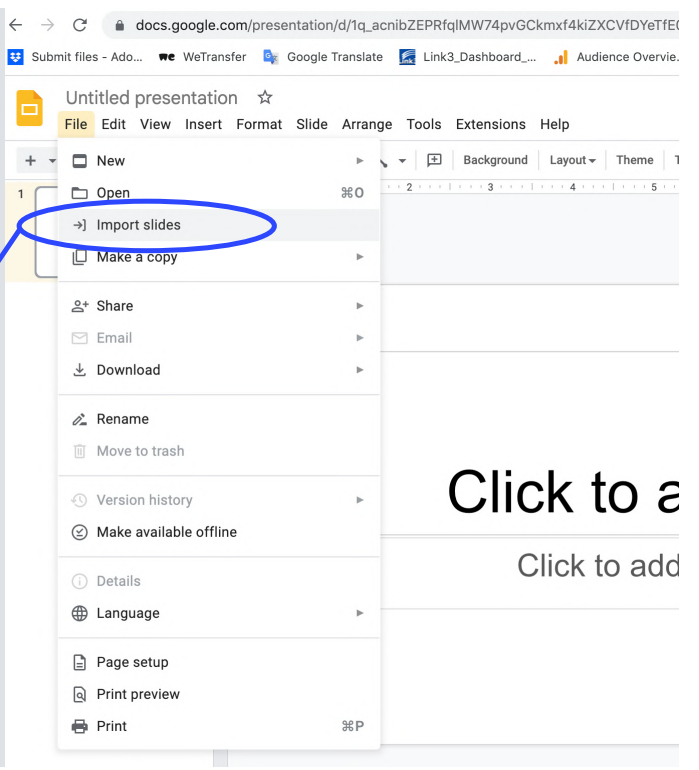
Take a black document.

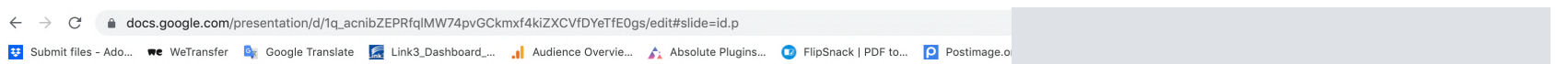
Click on “Blank”

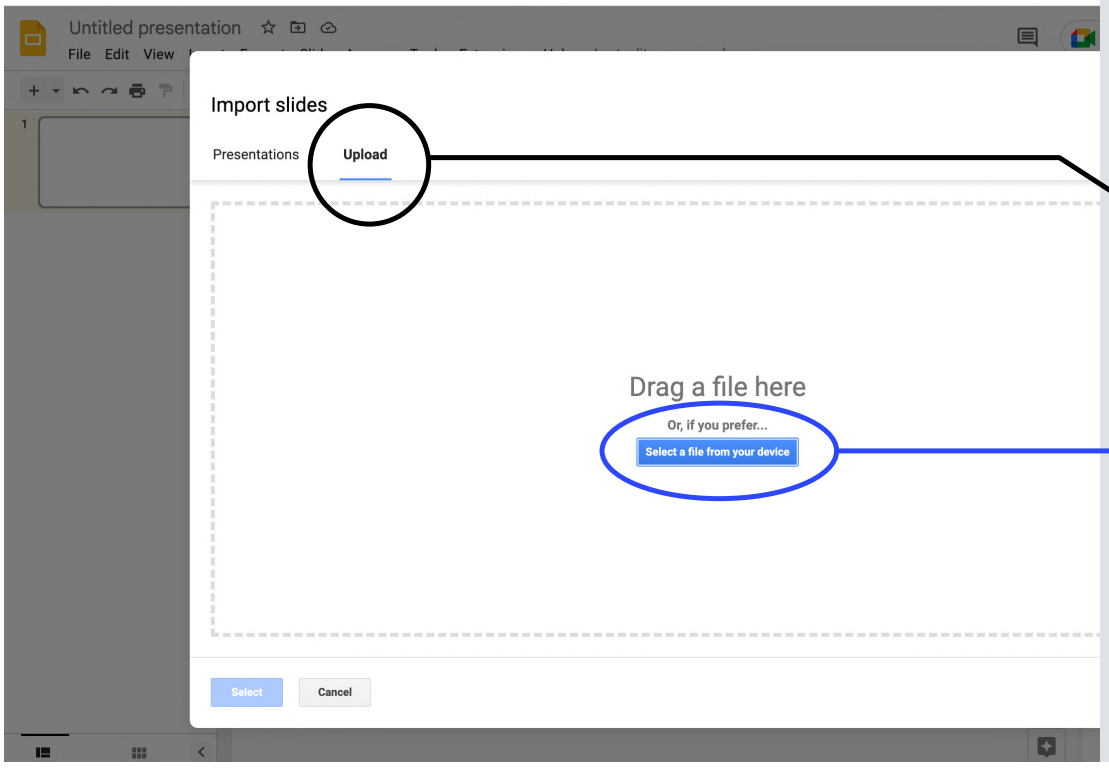
2 IMPORT FILE

Import Slides, from File menu.

>File >Import slides







3 UPLOAD FILE

Go to “Upload” tab.

Then

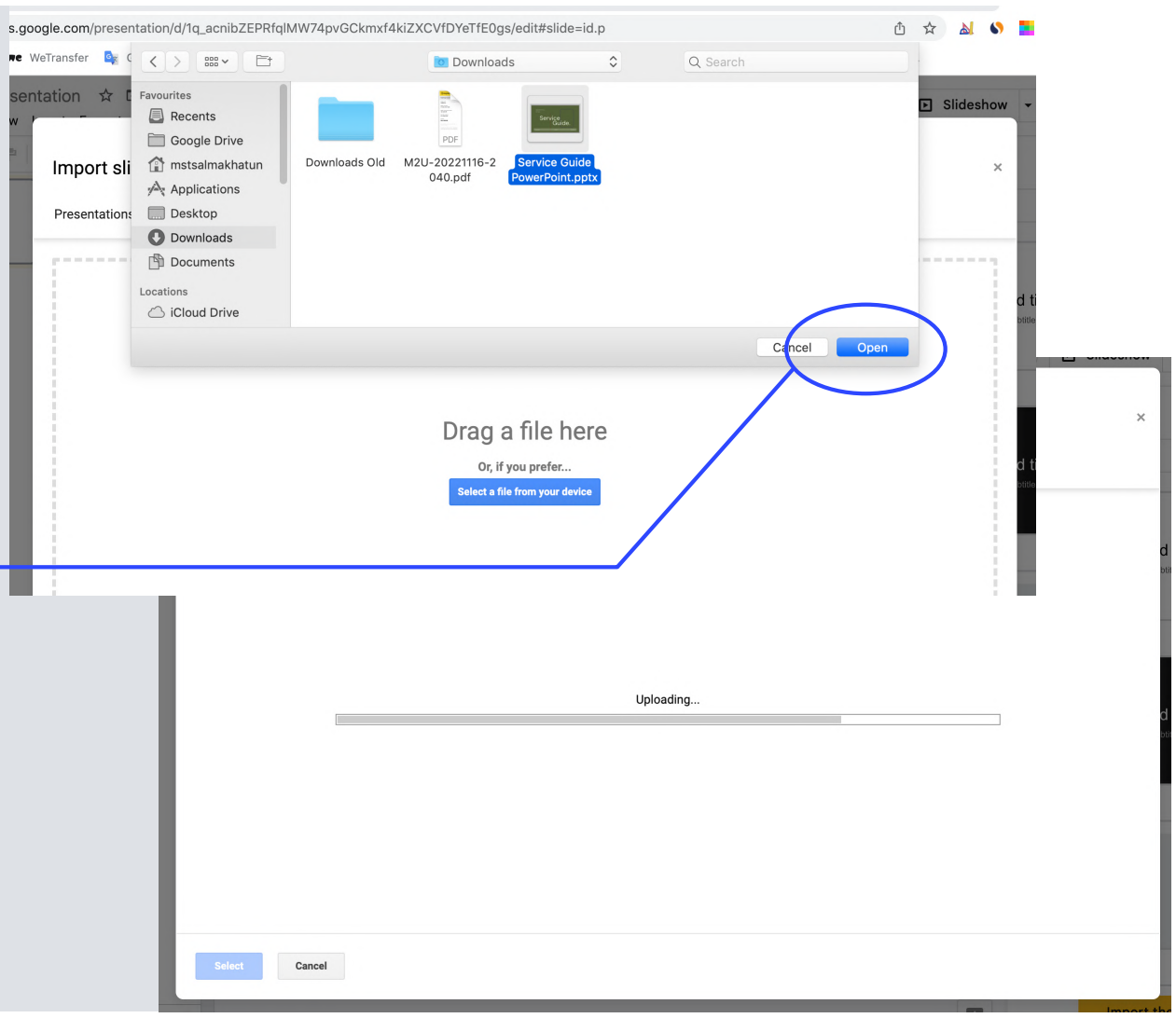
Click on “Select a file from your device” button.

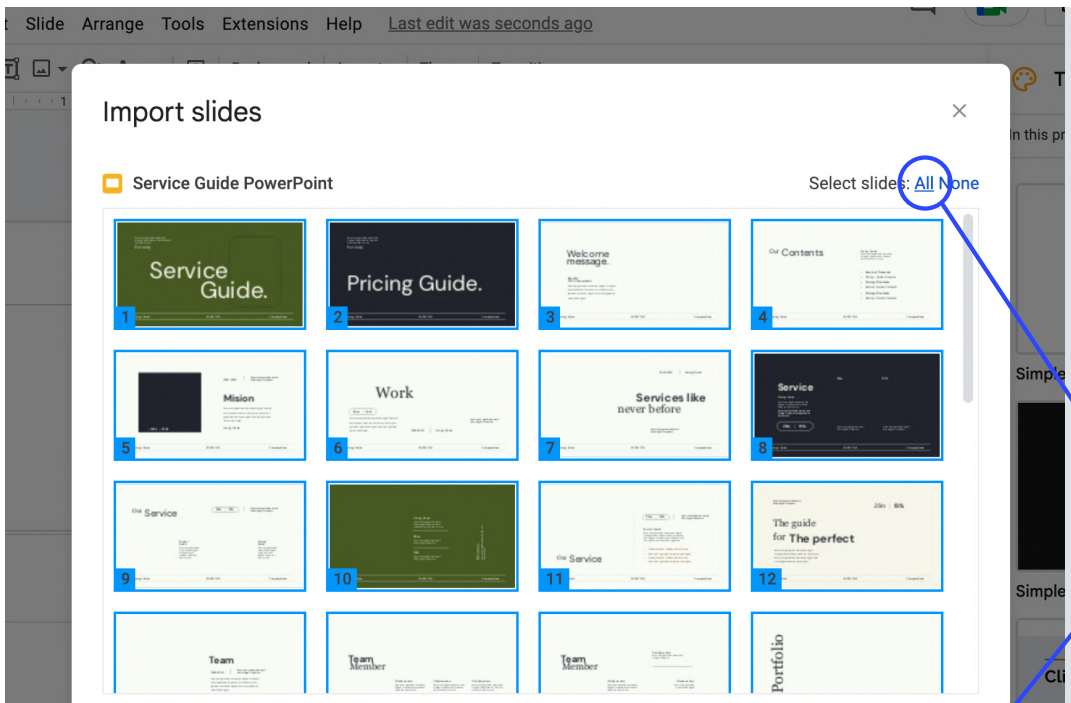
4 BROWS FILE

Brows your file location and select it.

Then

Click on “Open” button





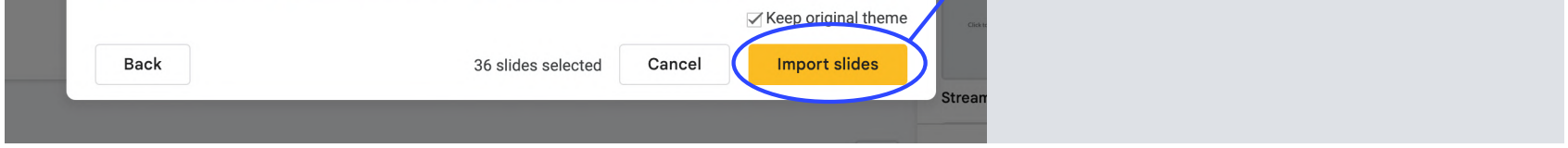
5 FINISH IMPORT

Imprt all slides.

Select All

Then

Click on “Import slides” button



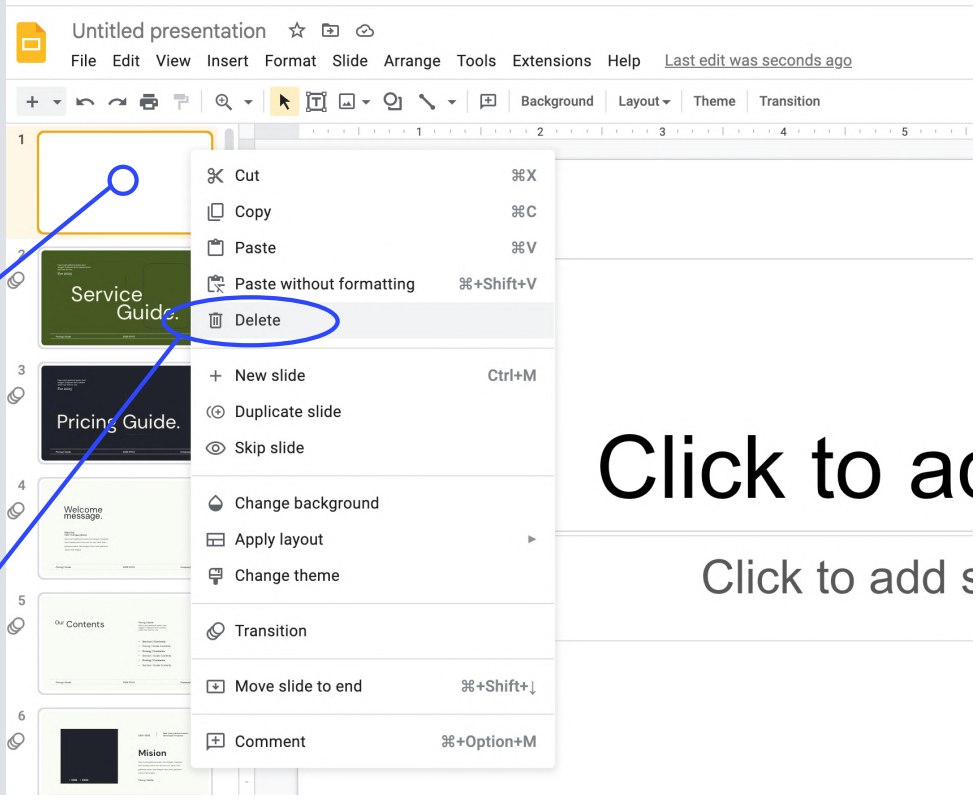
6 DELETE BLANK

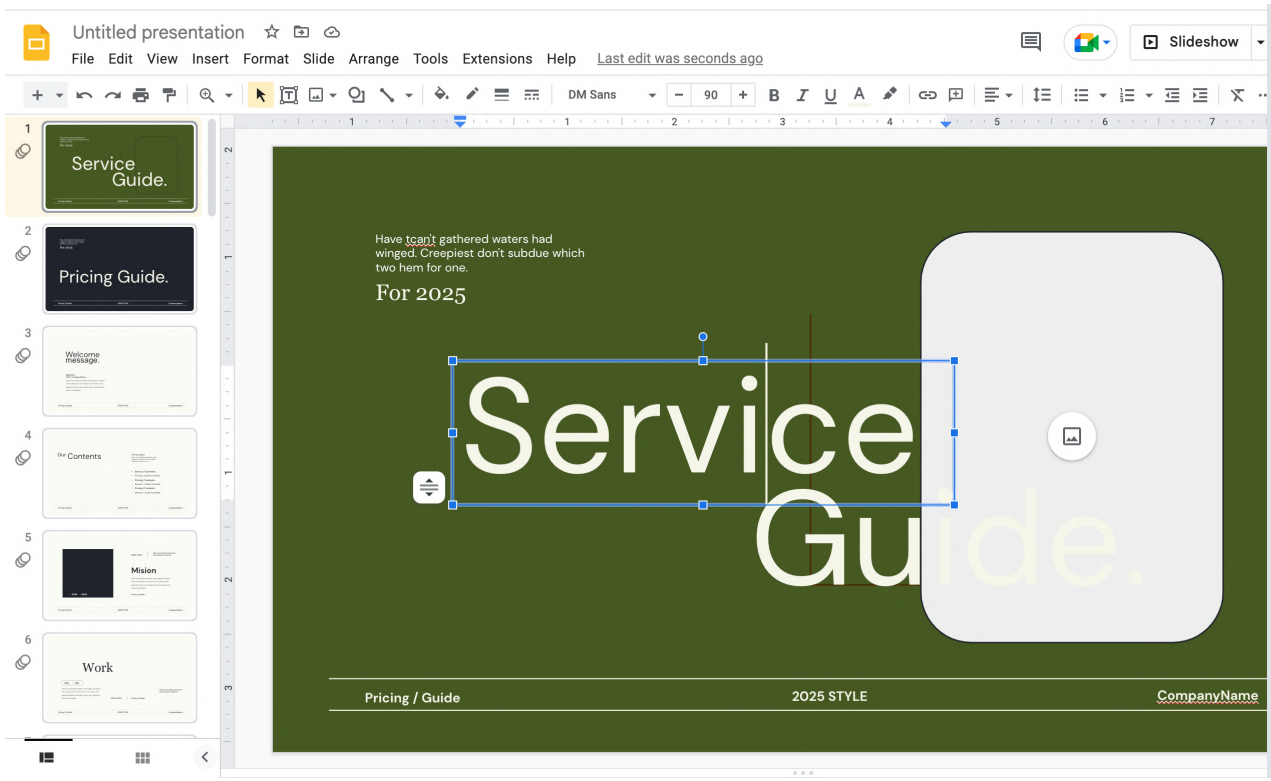
Delete default blank slides.

Select the blank slide.

Then

Press right-button of mouse
Click on “Delete”.

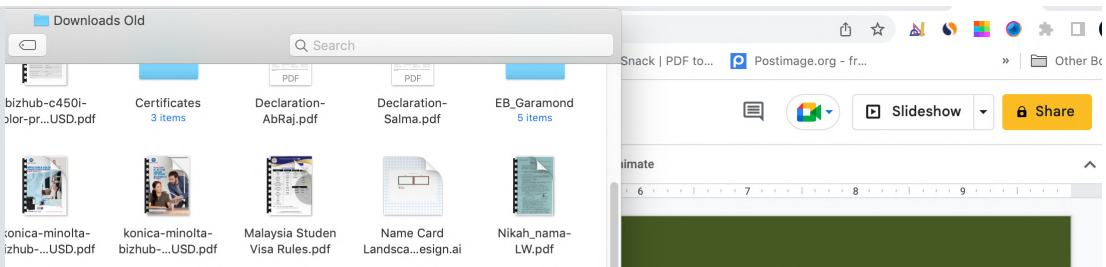




7 EDIT TEXT

Double click
on any text and
start to edit.

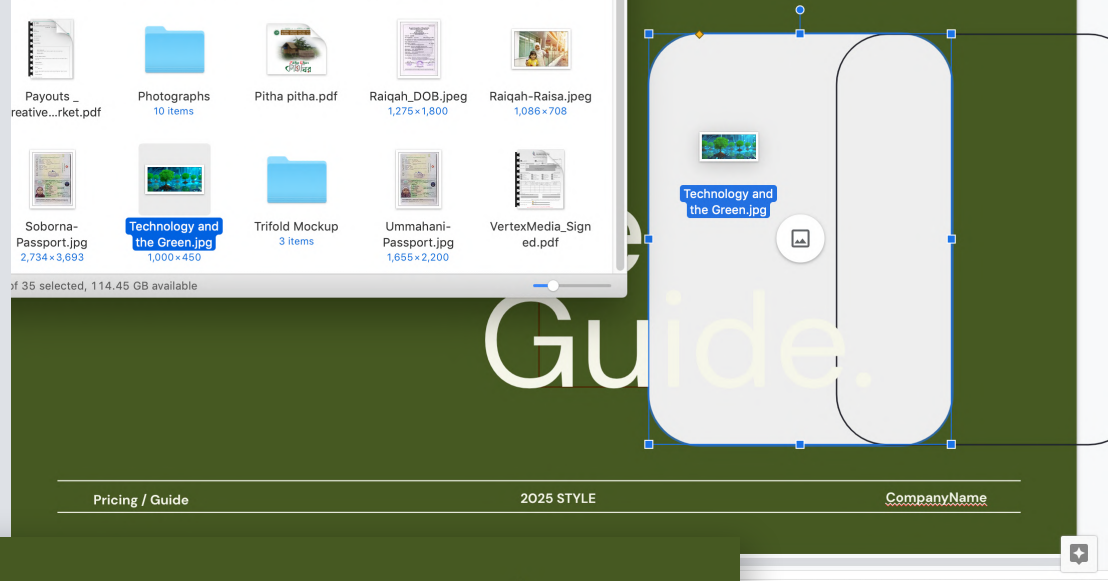
8 PLACE PHOTOS

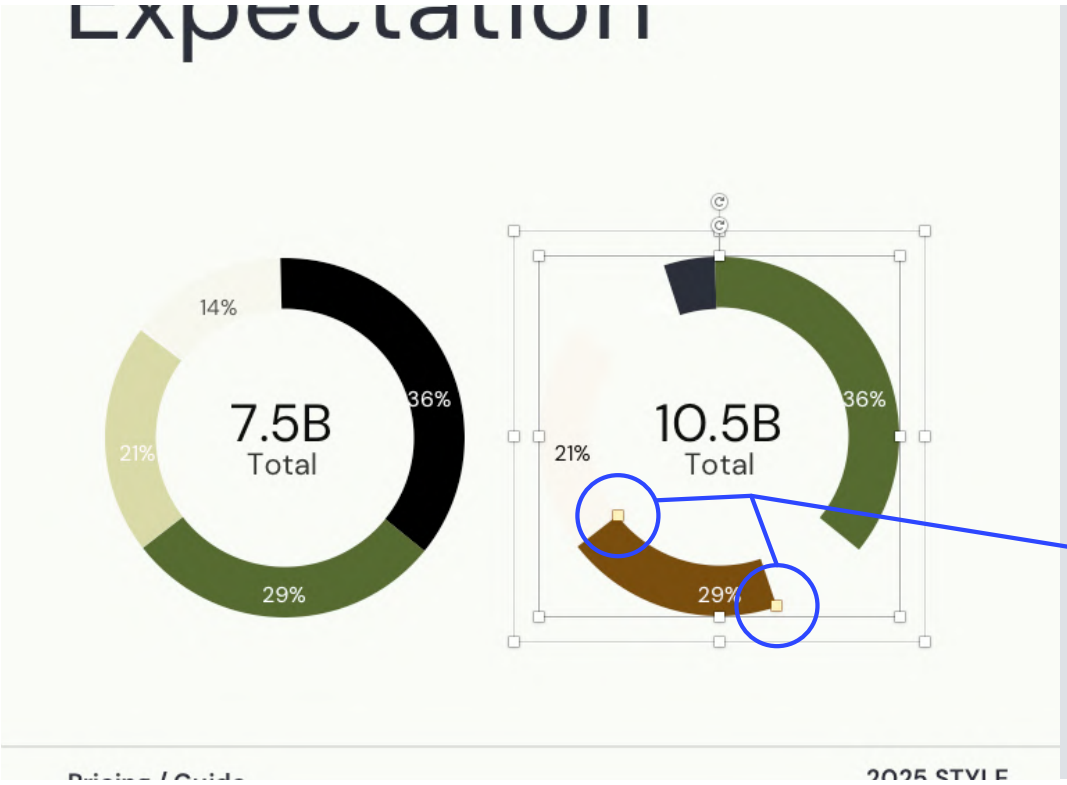


Open your picture folder, select your photo, then Drag and drop it on the placeholder.

Note:

If any shape or elements existing over the placeholder, you must move away it from the placeholder before drag and drop your photos.





9 EDIT DATA CHARTS

Double click on the Data-Chart, then you will see yellow anchors.

Click on the Anchor and hold, then move to increase or decrease the chart unit.

We hope, you have enjoyed your customisation.
Thank your for purchasing.