# Google Slides

Google Slides is an online presentations app similar to Microsoft Powerpoint that allows you to show off your work in a visual way. Here's what you can do with Google Slides:

- Create and edit presentations
- Edit a presentation with friends or coworkers, and share it with others effortlessly
- Import .pptx and .pps files and convert them to Google presentations
- Download your presentations as a PDF, a PPT, or a .txt file
- Insert images and videos into your presentation
- Publish and embed your presentations in a website

Read this guide to familiarize yourself with the main features of Google Slides and get started creating your own.
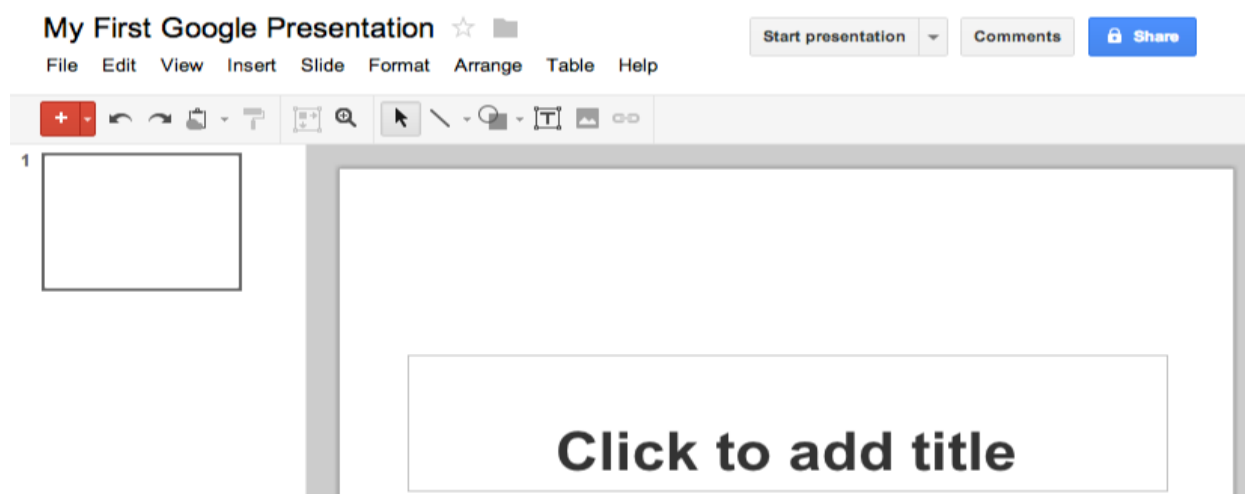
Create and save a presentation

To create a new presentation, go to your Documents List, click the red **Create** button, and select **Presentation** from the drop-down menu.

As soon as you name the document or start typing, Google Docs will automatically save your work every few seconds. At the top of the document, you'll see text that indicates when your document was last saved.

To save a copy of a presentation to your computer, you can download it. In your document, go to the **File** menu and point your mouse to the **Download as** option. Select one of the following file types: PNG, JPEG, SVG, PPTX, PDF, or TXT. Your presentation will download to your computer.

Upload a presentation

You can upload existing presentations to Google Docs at any time. When you're uploading, you can either keep your document in its original file type or convert it to Google Docs format. Converting your document to Google Docs format allows you to edit and collaborate online from any computer.

You can upload the following file types:

.ppt .pptx .pps

Follow these steps to upload a presentation:

1. Click the **Upload** icon in the top left of your Documents List.
2. Click **Files...**, and select the document you'd like to upload.
3. Click **Open**.
4. Check the box next to 'Convert documents, presentations, spreadsheets, and drawings to the corresponding Google Docs format' if you'd like to be able to edit and collaborate on the presentation online. Uploaded document files that are converted to Google documents format can't be larger than 1 MB.
5. Click **Start upload**. The uploaded file will appear in your Documents List.

Insert an image

Images are a good way to make your presentations more colorful. Here are five ways to insert an image into your presentation:

- **Drag-and-drop** an image from your computer directly into a slide.
- Enter the **URL** of a publicly available image from the Internet.
- Find an image through **Google Image Search**.
- Choose an image that's in one of your **Picasa Web Albums**.

Before using an image from the Internet, make sure that you have the rights to use that image. Inserted images must be in .PNG, .JPEG, .WMF or .GIF (no animated GIFs) file formats. They can have a maximum of 2000 pixels in dimension and a maximum of 2MB in size.

Here's how to insert an image in your presentation:

1. Click the **Insert image** icon in your presentation toolbar, to the right of the **T** text icon. Alternatively, you can go to the **Insert** menu, and select **Image**.
2. Choose one of the four options to insert an image, and choose a file, enter a URL, or do a search.
3. Once you've selected an image, click **Upload** or **Select**.
4. The image will be inserted into the selected slide.

To move the image to another place on the slide, just drag-and-drop it. To resize the image, use the white resize handles surrounding the image.

Insert a video

You can add a video from YouTube into your presentation. Here's how:

1. Go to the **Insert** menu and select **Video**.
2. Then, search for a video you'd like to insert or enter a URL from YouTube.
3. After you've selected a video, check the box next to the video's thumbnail and click**Insert Video**.

The video will appear in your presentation. Once you've started playing a video, you can maximize it to the full size of a slide by clicking the full screen icon at the bottom right of the video.

View a completed presentation

To show a finished presentation, select **Start presentation** in the top right of the screen.