

Create a Google Slide Presentation for your CCA Web Page

About Google Slides

There's a cool new way to deliver multimedia content on your CCA web page. It's called **Google Slides**, and it's one of Google's acclaimed cloud apps.

Google **Slides** is similar to Microsoft PowerPoint®. It enables you to create individual slides and organize them into a presentation that can be embedded on your CCA web page. Google Slides includes a subset of the functionality of Microsoft Powerpoint. It's simpler than PowerPoint and easier to learn and use. If you are comfortable with PowerPoint, then you're already a whiz at Google Slides. If you are a beginner, CCA offers basic training to get you started.

Our Athletics Department uses Slides to showcase the variety of sports and teams offered at CCA. The Fine Arts Department uses Slides to showcase our Arts programs and upcoming Arts events. Other interesting uses of Slides at CCA are now in the works.

Slides may include custom backgrounds, photos, graphics, lines and shapes, text and fonts, tables and word art. You can apply custom slide transitions and animations, and even provide background music to your Slides. Viewers can easily share links to your Slide presentation via Facebook, Twitter and email.

CCA has also made special arrangements with our professional photography partners at [Memory Makers Photography](#) to include selected sports action photographs in your Google Slide presentations.

When your Slide presentation is ready to be published, the CCA Webmaster will embed it on your webpage. Thereafter, your presentation will start automatically each time someone visits your web page. Viewers can sit back and watch your presentation, or take control and manually browse through your slides. They can even view your it full-screen.

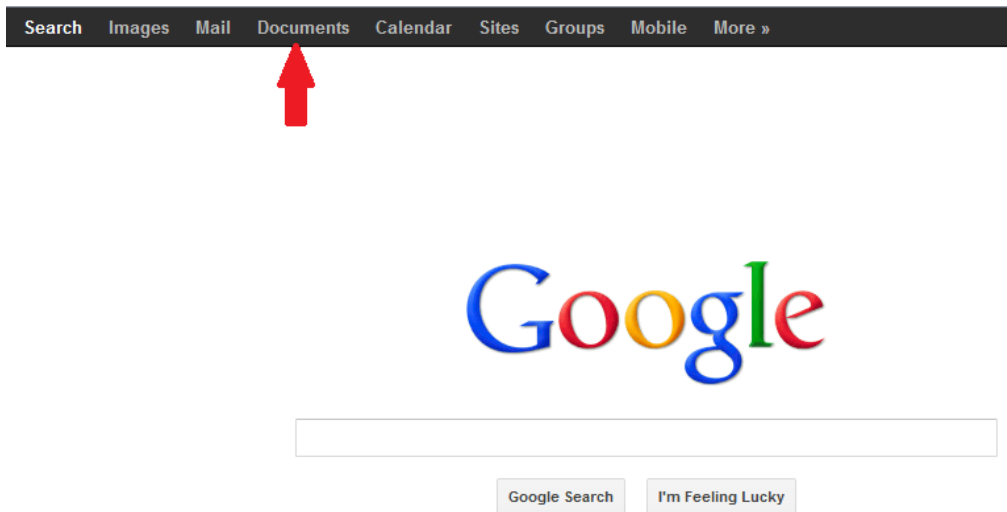
A team can work together to develop a Slide presentation. In fact, several team members can be working on the same presentation all at once. Changes made to your Slides are immediately visible on your web page.

Getting Started

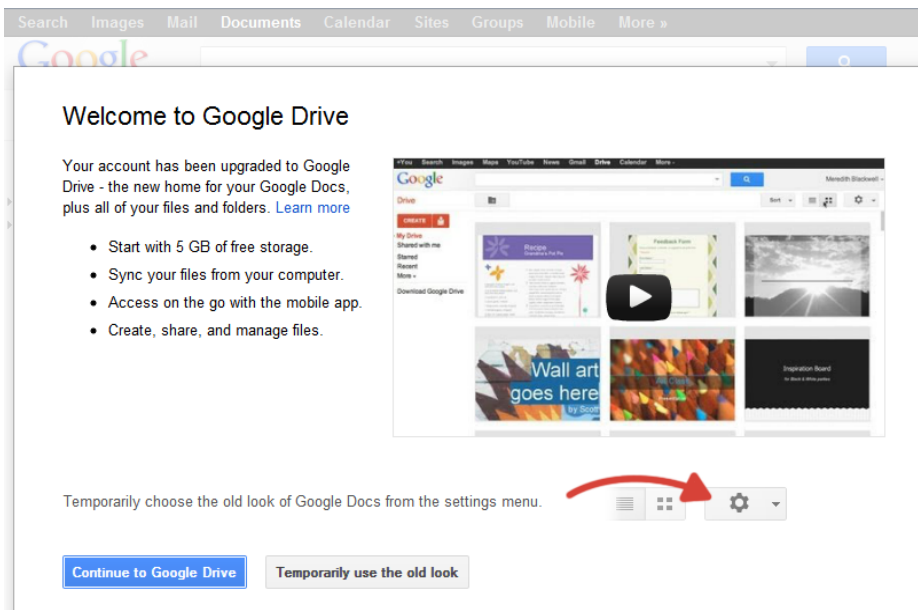
Getting started is easy. In fact, you don't have to start from scratch. We provide a starter presentation with over 20 sample slides that you can easily modify to make your own. If that's not enough, you can import as many slides as you wish from any other CCA slide presentations and repurpose them as you wish.

The only requirement on your end is a *Google Account*. You don't need to sign up for *Google Mail* in order to create a Google account. You can create a Google Account using your current email address. If you don't have a Google account, create one [here](#).

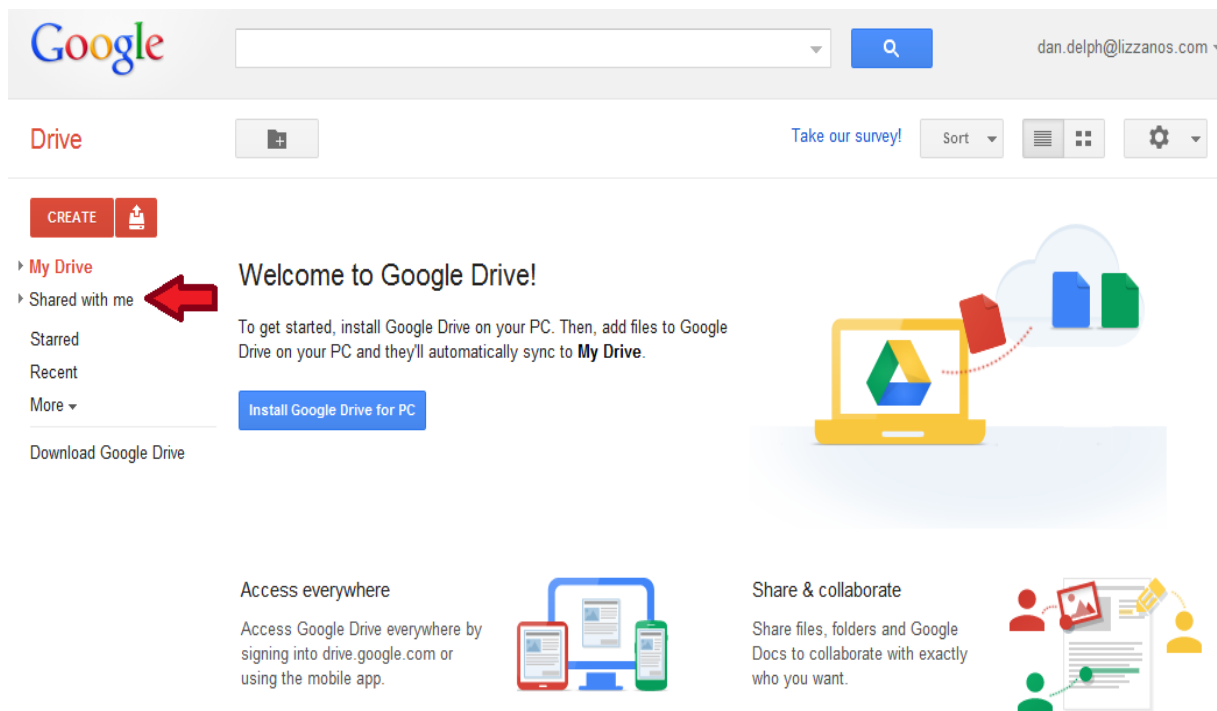
Once you sign in to your Google Account for the first time, click **Documents** in the black Google menu.



On the following screen, click the blue button to **Continue to Google Drive**.



Once you have enabled *Google Drive for the Web*, your screen should look like this:



Important: All you need to do is enable *Google Drive on the Web*, which is a one-click process. Once enabled, your screen should look like the image above.

Do not follow the instructions to download and install Google Drive for PC. Downloading *Google Drive for your PC* is not necessary (nor recommended) in order to proceed.

Request an Embedded Slide Presentation

The CCA Webmaster manages embedded Slides on the CCA website and will create a Slide presentation file for you to get started with. Simply email a request to: webmaster@covenantchristian.net and include the following:

- your name and Google Account email address
- a brief description of the type of presentation(s) you plan to create (e.g., Varsity Volleyball and JV Volleyball)
- which page on the CCA web site you wish your presentation to appear on
- whether you want to begin with a set of sample slides or a copy of an existing presentation (or both).

You will receive a confirmation email that includes links to your startup presentation file(s) on Google Drive and the other useful resources described below. Thereafter, everything will be accessible in Google Drive. Click the label **Shared with me** and look for the folder titled **CCA Slide Resources**.

Editing Your Slide Presentation

It doesn't take long to build a great Google Slides presentation — about the same amount of time it takes to watch a couple movies. Most people spend about 3 hours on their first version. If you work with a team, it'll take even less time. Simply sketch out a storyboard for your presentation, assign specific slides to each team member, then divide and conquer. Each person can develop their slides online simultaneously with other team members. Your killer presentation will be up and running faster than you think.

Once the first version of your presentation is published, the hard part is over. Maintaining your presentation over time is simple and easy.

CCA Slide Resources

We make it easy to get started building Slides by providing a library of helpful resources. Open Google Drive and click on the label: **Shared with me**. Look for a folder titled **CCA Slide Resources**. Click that folder to reveal the following folders:

CCA Backgrounds We provide an extensive set of 4x3 background images to enhance your slides. You can select a common background for all slides in your presentation, or customize selected slides with background images.

CCA Images We provide a set of images and icons that can be easily inserted into slides. We plan to add to this set over time.

Note: Google provides an extensive set of royalty-free images accessible only to Google Apps. When inserting an Image or a Background, select **Search**. You can choose to search for images in *Google Images*, *LIFE Magazine*, or *Google Stock Photos*. The quality, quantity and variety of available images may impress you.

CCA Logos We provide a comprehensive set of of CCA logos and brand images including the CCA shield and crest, Cougar Athletics images and Fine Arts logos.

CCA Slides Every CCA Slide presentation (either currently published or in development) is accessible to you to copy and repurpose. You can import specific slides (or all slides) from any presentation. Once you have imported a variety of interesting slides, simply repurpose them for your presentations and make them your own.

CCA Training Sign up for scheduled classes where you can learn the basics of Google Slides and get a head start on your presentation. No experience required. Training is free and fun. A signup sheet is provided. Add your name to a class that fits your schedule.

Online Help

If you have a question, check out Google's comprehensive online help library, [Get Started with Google Slides](#). (The menu of help topics is in the left column of the page.) There you will find help on every feature of Google Slides:

- [Create, save and manage presentations](#)
- [Edit and customize presentations](#)
- [Insert objects into presentations](#)
- [View presentations](#)
- [Share, publish and embed presentations](#) (done for you by the CCA Webmaster)

Questions? Contact webmaster@covenantchristian.net.