

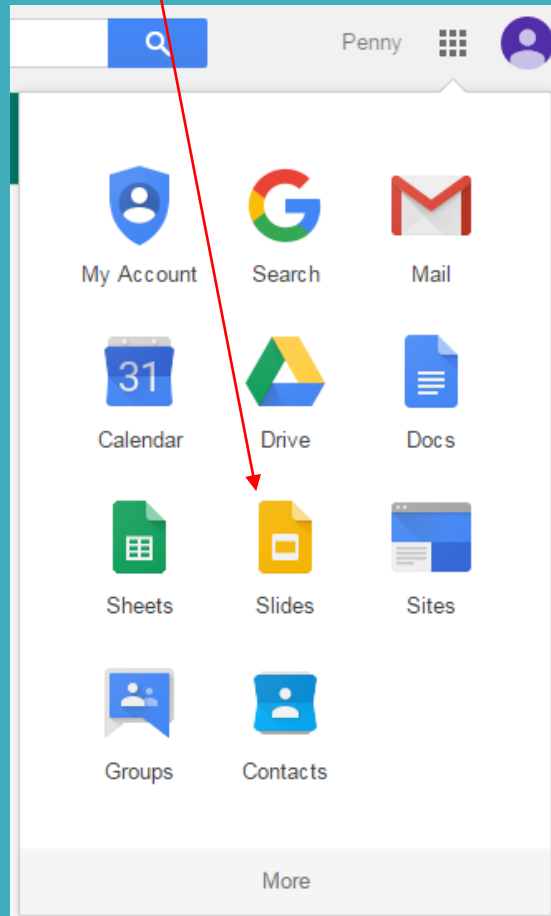
# Google Slides – how to create and share

- When on the Whangaparaoa College website you will need to go to the “Intranet” tab at the top, click on Google Docs

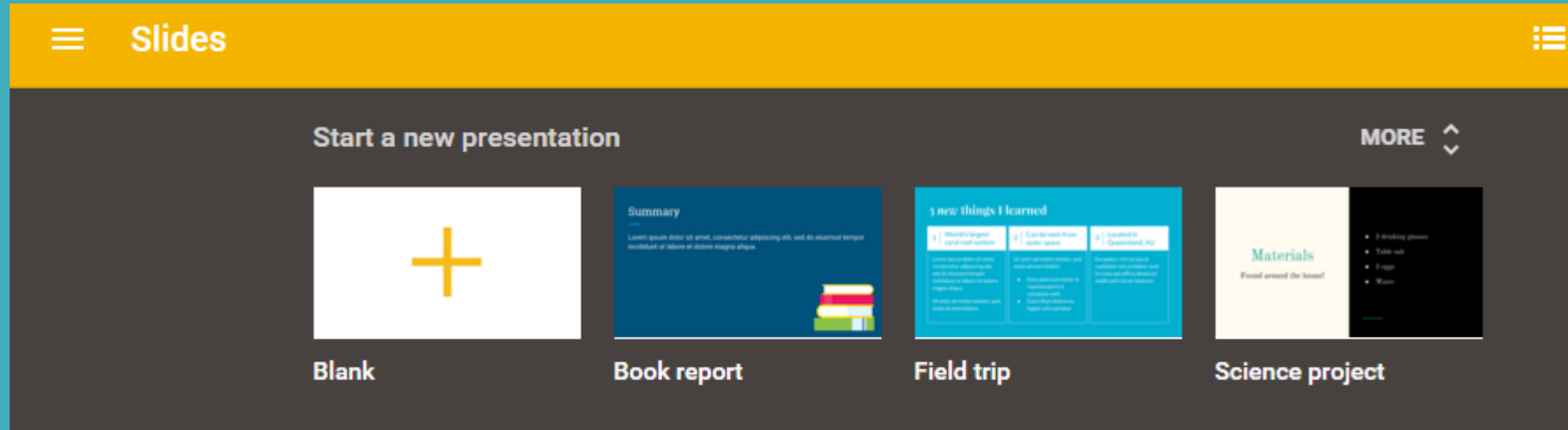


- Login using your school Email address and school password

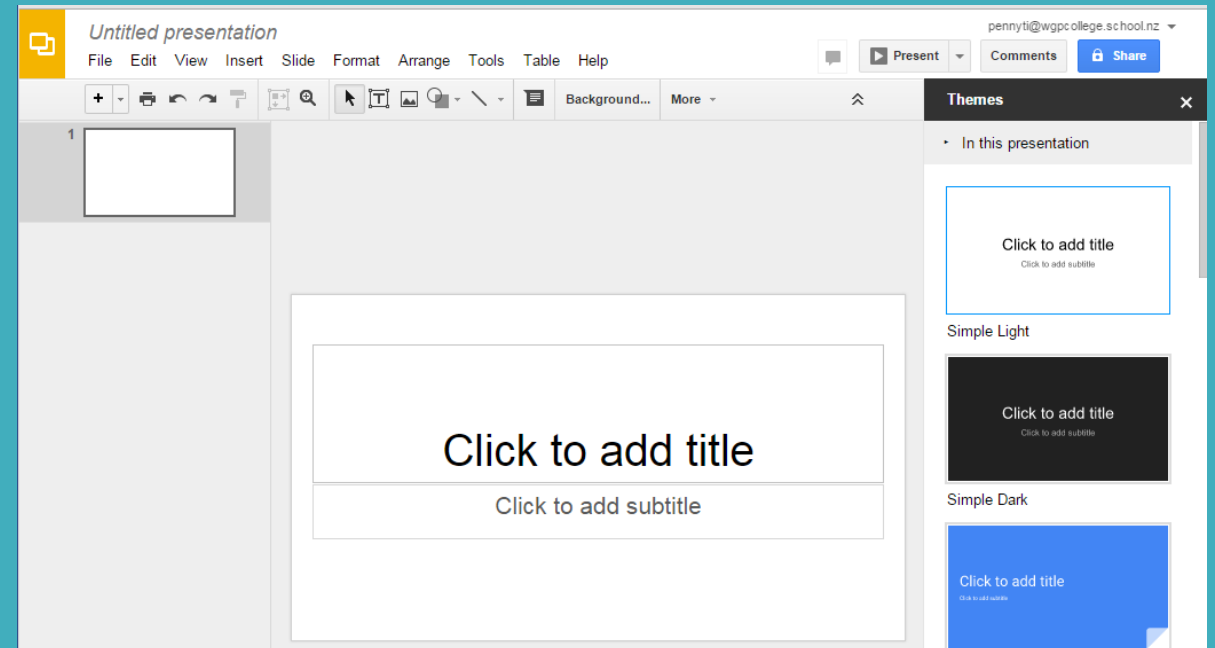
- Click on the 9 squares on the left hand side of screen and click on Slides



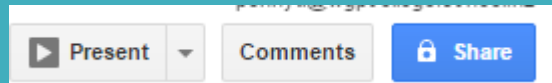
- Click on blank presentation (alternatively you can use a template)



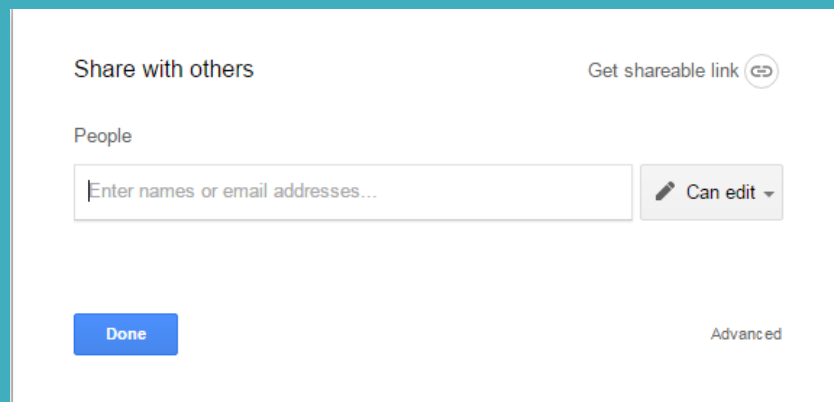
- Slides is similar to Powerpoint

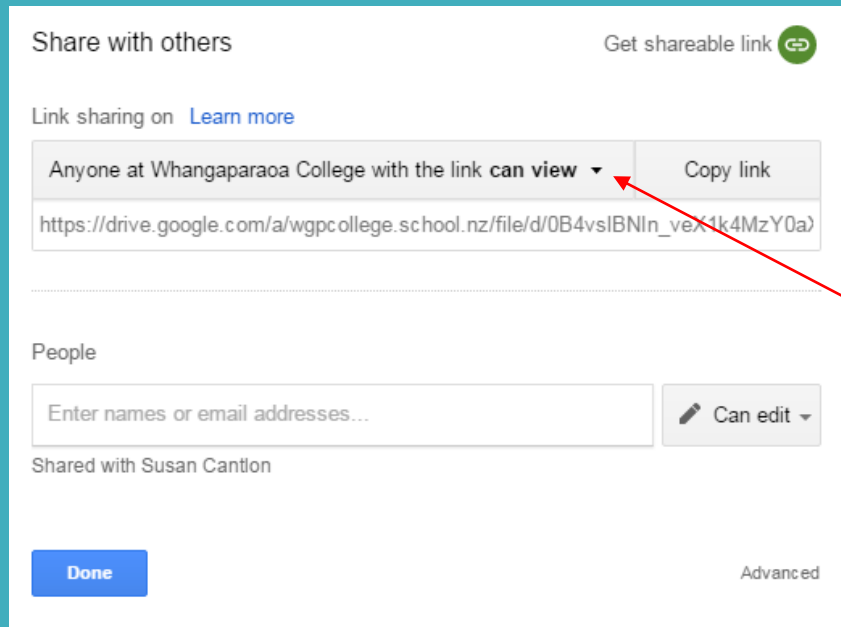


- To insert another slide click on “Insert” along the top tab
- Once you have completed a slide you can then share it with your teacher
- Click on “Share” in the top right hand side








- Enter the email addresses of the people you would like to share with and then click on “get shareable link” and choose who you wish to share your document with.





- Enter the people that you want to share this document with, you can change the privacy of this document by clicking on the black triangle to the right of “Anyone at Whangaparaoa College with the link can view” this will expand the options of who you want to share with, the next slides will give you examples of the choices you can select.

## Link sharing

-  **On – Public on the web**  
Anyone on the Internet can find and access this. No sign-in required.
-  **On – Anyone with the link**  
Anyone who has the link can access. No sign-in required.
-  **On – Whangaparaoa College**  
Anyone at Whangaparaoa College can find and access.
-  **On – Anyone at Whangaparaoa College with the link**  
Anyone at Whangaparaoa College who has the link can access.
-  **Off – Specific people**  
Shared with specific people.

Access: Anyone within Whangaparaoa College [Can view](#) ▾

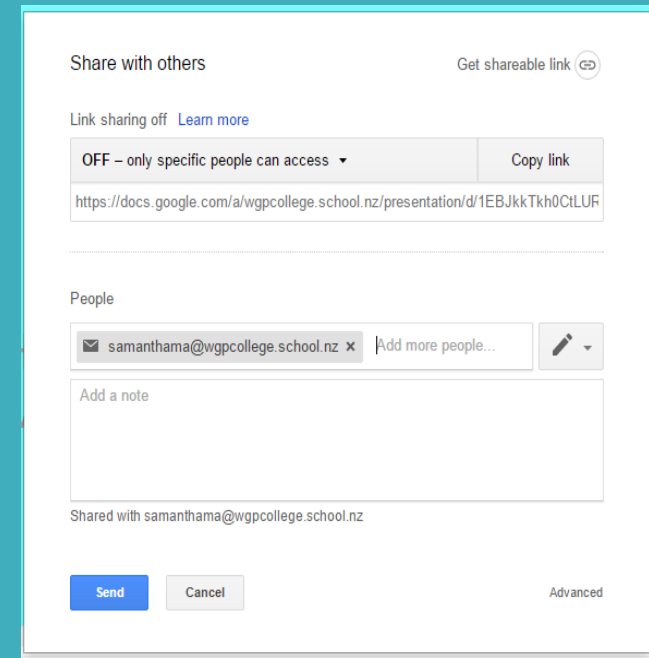
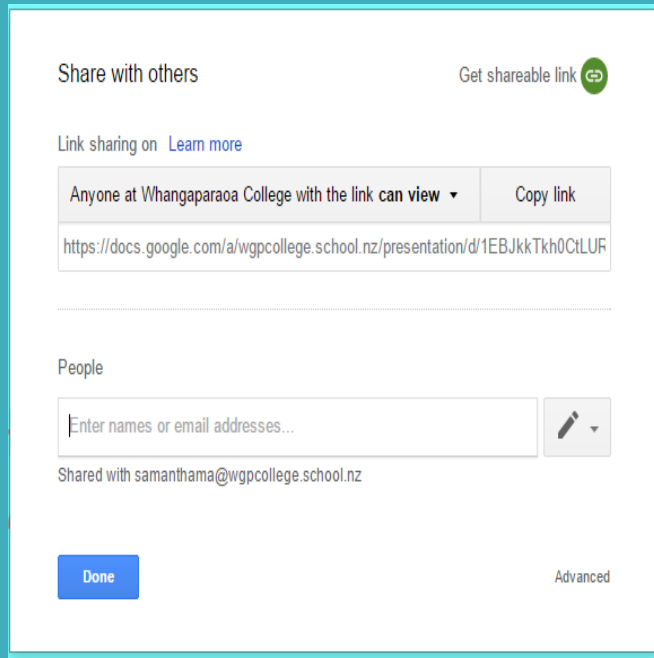
Note: Items with any link-sharing option can still be published to the web. [Learn more](#)

Save

Cancel

[Learn more about link sharing](#)

- Select an option and click save



- Above are two different examples, on the left is sharing a document that anyone with a link to the document at school can access and on the right, is sharing a document that is private.
- Choose who you want to share with and then click “Done”