

Instructions for Creating a Google Slides Annie Program Presentation

Please read both instruction pages completely and carefully before assembling the slideshow.

Getting started with Google slides

It is best if you use the Chrome browser when you are using Google products. If you do not have Chrome you can download it for free onto your computer. You will also need a Google account. If you do not have one, please follow these instructions:

To create a Google account:

1. Go to www.google.com. ...
2. Click *Create an account*.
3. The signup form will appear. ...
4. Review Google's Terms of Service and Privacy Policy, click the checkbox, then click Next step.
5. The *Create your profile* page will appear. ...
6. Your account will be created, and the Google welcome page will appear.

Please note you do not have to have a Gmail account or create a new Gmail account. You may use your usual email account.

Once you have a Google account you are ready to start the presentation.

The link on the TSO website will open the template in Google Slides. Click on that link. In order for you to use this template, you will need to create your own copy. Do this by clicking on *File* and scrolling down to *Make a Copy*. Rename the presentation using your *chapter's name*, for example, Epsilon Upsilon, Theta Alpha, etc. Now you are ready to add your content to this presentation. *Everything saves automatically in the cloud so you do not need to worry about saving it.*

Slideshow requirements continued on the next pages.

Requirements for adding content to your slideshow

1. Please follow the instructions on the slideshow template.
2. You may change the theme or background color to fit with your program theme. To do this go to *Slide* and scroll down to either *Change Background Color* or *Change Theme*. Please remember if you choose to use a dark background, you will need to use a light text and if you use a light background color, you will need to use a dark text color.
3. Fonts
 - a. Do not use all capital letters for any part of the presentation
 - b. Title font size should be no less than 52.
 - c. Font size for describing the photos should be no less than 28.
4. Photos
 - a. Faces of children cannot be shown - use only the backs of heads
 - b. Individual consent forms granting permission by adults shown in the slideshow should be on file with the chapter. The “Annie Consent Form” found on the website with the template and instructions must be submitted with the slide show.
 - c. Copyrighted artwork must have written permission from the owner of the artwork and must be on file with the chapter.
5. Slides
 - a. Use a maximum of 6 slides with one picture per slide.
 - b. One slide for the chapter name, area, and title of program
 - c. Five slides to show the program.
 - d. A maximum of 4 words per slide to describe the content.

Remember everything saves automatically. If you need to add, revise or edit, you will find your presentation in *Google Drive*. To find *Drive* go to Google.com. Look on the top right hand side of the screen. There is an icon with 9 small boxes . Click on the icon. Then click on the *Google Drive* icon. This is where your documents will be stored.

How to Share/Send your slideshow when you are finished

At the top right hand side of the screen, there is a blue *Share* button - click it. In the box that says *People*, enter the email addresses: kat62116@gmail.com and mrgrose2014@gmail.com. Click on *Done*. An email will be sent confirming that the slideshow has been received.

Deadline

Please submit the chapter Annie Google Slides presentation and Annie Consent Form as soon as possible after the completion of the program. Early submission of presentations will prevent congestion and will allow sufficient time to review and prepare each slideshow for the Waco Convention. The absolute deadline for submitting the presentation is April 1. No late entries will be accepted.

Need Help?

For Technical assistance please contact Kitty Hutchcroft - kat62116@gmail.com
For all other questions please contact Michelle Grandinetti - mrgrose2014@gmail.com

We look forward to reading your exciting new Annie!
Kitty and Michelle