# **BIS Help Guides**

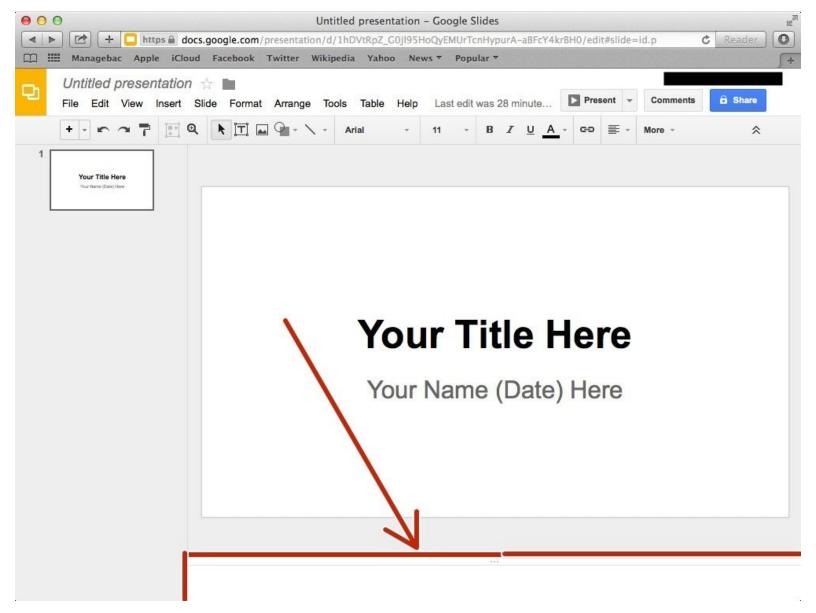
# How to Write Presenter Notes in Google Slides

Learn how to write presenter notes that the audience can't see in Google Slides.

Written By: Mirai

How to Write Presenter Notes in Google S..

Guide ID: 164 - Draft: 2015-06-23

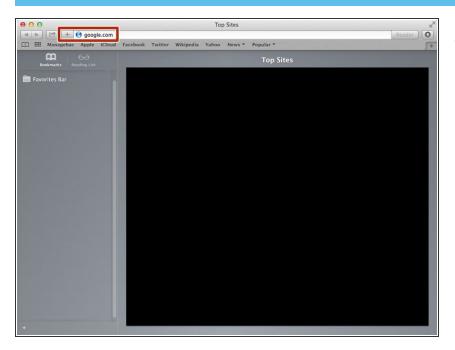


How to Write Presenter Notes in Google S..

## INTRODUCTION

Learn how to write presenter notes that the audience can't see in Google Slides.

## Step 1 — How to Access google.com



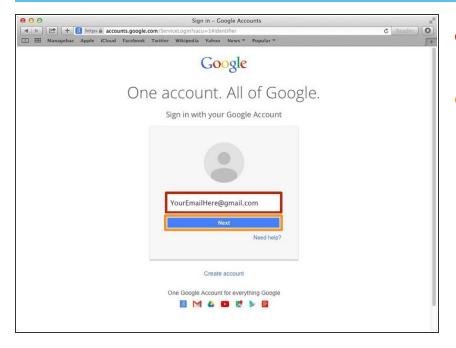
 Type "google.com" in the address bar to go to the google website

## Step 2 — Finding The Sign In Button

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	pogle.de/?gfe_rd=cr&ei=JcN2Vf6wKcSF8Qe154DoCg&gws_rd=ssl		C Reader
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Advertising Business About		Privacy Terms	Settings Use Google.com

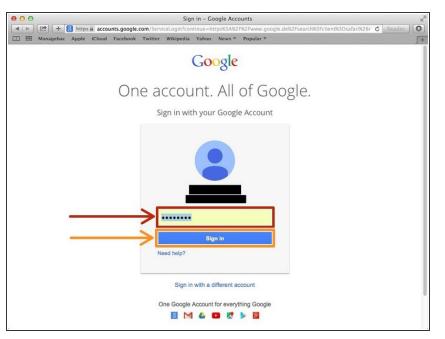
 Click on the "Sign In" button to sign in your google account

## Step 3 — Entering Your Email



- Type your email address into this box
- Click on the blue "Next" button

### Step 4 — Entering In Your Password



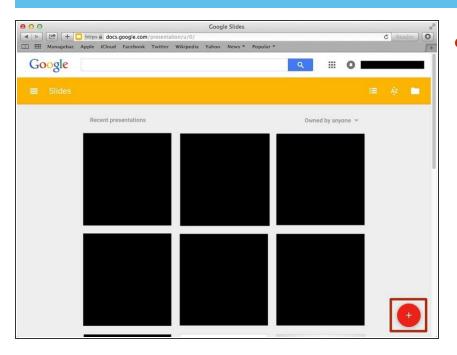
- Type your password into this box
- Click on the blue "Sign In" button

## Step 5 — Opening Google Slides

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▲ ► 🗠 + 🙁 https 🖬 www.google.de/wel	bhp?tab=ww&ei=UXx-Vdn_JsLLygO95IKwAQ&ved=	OCAAQqS4oAA		C Reader
2 III Managebac Apple Klobd Facebook I	Fwitter Wikipedia Yahoo News⊤ Popular⊤	Images		
		8		31
		Search	Sites	Calendar
	Coort			
	Google			
	O Deut	tsch Drive	Docs	Sheets
	Google Search I'm Feeling Lucky	Slides		
	Google.de offered in: Deutsch		More	

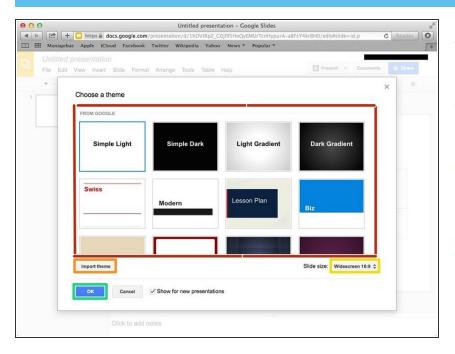
- Click on this button to open a menu of options
- Click on the "Slides" button

## Step 6 — Creating a New Slide



Click "+" to create new presentation.

### Step 7 — Selecting a Theme

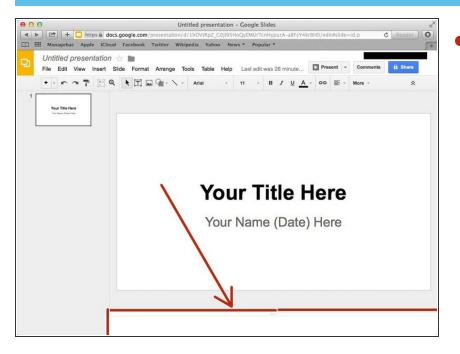


- Choose one of the theme from this box
- Or you can import a theme if you click "Import theme"

• You can change the "Slide Size" if you click here and select the different scale.

• Click "OK" to select the theme

#### Step 8 — Creating a Presenter Notes



• Click this box and then put in the notes.

#### Step 9 — Presenting with Presenter Notes Untitled presentation - Google Slides + https @ docs.google.com Click the down arrow Ċ ac Apple iCloud Fac Untitled presentation ☆ 🖿 Present -File Edit View Insert Slide Format Arrange Tools Table Com ents 🔒 Share Help Last edit was 32 minute. Click "Present with speaker notes" + - - - = = Q . T . - E Background... Present from beginning #+Shift+Enter Layout Present with speaker notes to present with speaker notes. Present in new window Your Title Here **Your Title Here** Your Name (Date) Here Click to add notes