#### How to add animation to items

Google Presentations allows you to add animations to text and images so they will appear or disappear on your slide in a predetermined order.  This can be helpful to show just what you want while you are giving your presentation.

1. **Select any text or object** by clicking on it
2. Now click “**Insert**” and then “**Animation**” to open up the “**Animations**” panel on the right side of the screen.
3. You can choose the type of animation including “**Fade in**”, “**Fade out**”, “**Fly in**”, “**Fly out**”, “**Zoom in**”, “**Zoom out**”, and “**Spin**”.
4. You can choose when the animation occurs by choosing between “**On click**”, “**After previous**”, or “**With previous**”.
5. For text you can check the box for “**By paragraph**” so that the text will animate one paragraph at a time (allowing you to speak about each point before revealing the next).
6. You can control the speed of the animation by clicking a slider from “**Slow**” to “**Fast**”.
7. If you have multiple items animated on one slide, you can drag and drop them in the “**Animations**” panel to change their order.
8. You can click the “**Play**” button to preview your animations for that slide.

**How to change transitions between slides**

You can add transition effects between slides to make a more dynamic or creative presentation.

1. Click “**Slide**” then “**Change transition**” to open the “**Animations**” side panel.
2. At the top of the panel you can pick a transition for the entrance of the current slide (transitions apply to the entrance of a slide, not its exit).
3. For transitions you can choose “**No transition**”, “**Fade**”, “**Slide from right**”, “**Slide from left**”, “**Flip**”, “**Cube**”, and “**Gallery**”.
4. You can control the speed of the transition by clicking a slider from “**Slow**” to “**Fast**”.
5. If you want this transitions for all your slides, click the “**Apply to all slides**” button.

**How to find good images online**

There are many excellent resources for finding images online.  Here is a list of some good options:

* Google Images (advanced mode) -<http://images.google.com/advanced_image_search?hl=en>
* Picsearch (advanced mode) -<http://www.picsearch.com/index.cgi?st=advanced>
* Open Clip Art Library -<http://www.openclipart.org/>
* Public Domain Clipart -<http://www.pdclipart.org/>
* WP Clipart -<http://www.wpclipart.com/>
* Clker.com -<http://www.clker.com/>
* Hassle Free Clipart - [http://www.hasslefreeclipart.com](http://www.hasslefreeclipart.com/)

**How to insert a video into a slide**

Google Presentations allows you to insert videos into your slides as long as those videos are already online through YouTube.

1. Click “**Insert**” in the top menu bar.
2. Then choose “**Video...**” from the drop-down menu 
3. You will now get a pop-up window where you can enter your **search term**.

4. You can now scroll through the **video thumbnail results** to find one you would like to insert.
5. Click on the video you want and then click “**Select**”.
6. The video will now be placed on your slide.
7. You can click and drag the corner handles to **resize the video.**
8. You can click and drag the center of the video to **move the video.**
9. You can delete the video by right-clicking on it and choosing “**Cut**”.

**How to insert Word Art into a slide**

You can also insert **Word Art** to create more creative titles and text.

* Click “**Insert**” in the top menu bar.
* Then choose “**Word Art**” from the drop-down menu.
* You can now type in the text you want and press “**Enter**”

* Once the Word Art has been inserted you can modify it in many ways:
	+ You can click and drag the corner handles to **resize the Word Art.**
	+ You can click and drag the center or edge of the item to **move the Word Art.**
	+ You can click and drag the circle handle to **rotate the Word Art**.
	+ You can use the toolbar buttons to change the **fill color**, **line color**, **line width**, and **line style**.