

# Advanced Google Slides

This document covers some more advanced topics in the Google Slides web application.

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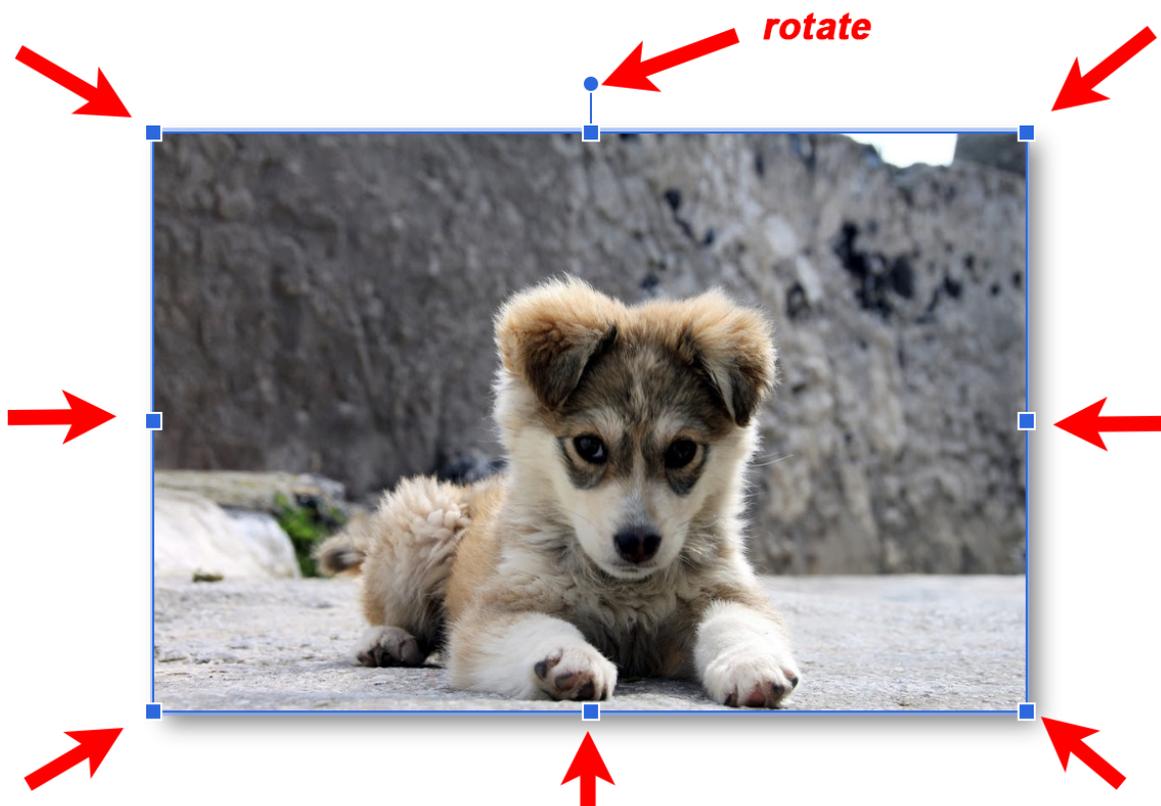
If you missed my first talk on Google Slides, you can get it on my webpage:

<http://davetaenzer.com/docs/>

This talk is about some more features that we did not have time to cover in the first talk.

## Selecting and Moving Objects

You can select any object by clicking on it. If you have a two button mouse, use the left mouse button to select things. After you click on an object, it is highlighted. The border is normally changed to a blue color and extra buttons are added for resizing and rotating the object, e.g.:



The top round button is used for rotating the object and the side and corner buttons are used for resizing.

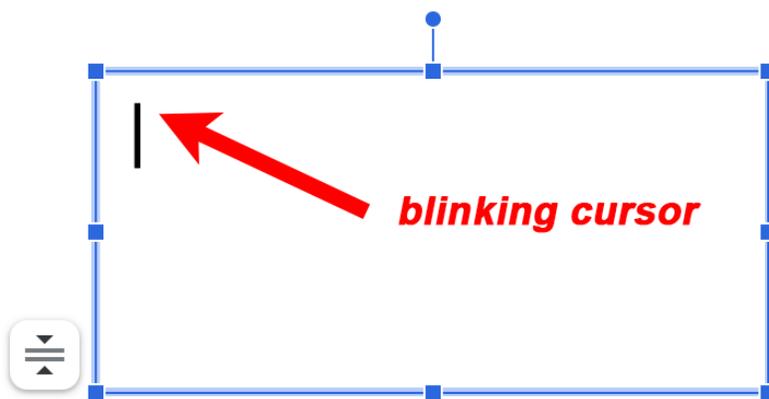
You can move an object by simply dragging it to a new location. Hold down the (left) mouse button while over the object and drag it to wherever you want to put it.

If you make a mistake, type Command Z (on a Mac) or Control Z (on a PC) to undo the move. This is also available on the Edit menu.

## Moving and Deleting Text Boxes

When you select an image or most other objects, you can remove it from the slide by clicking on the Delete button on your keyboard. Text boxes work in a slightly different way.

When you click on a text box, you will see a blinking cursor:

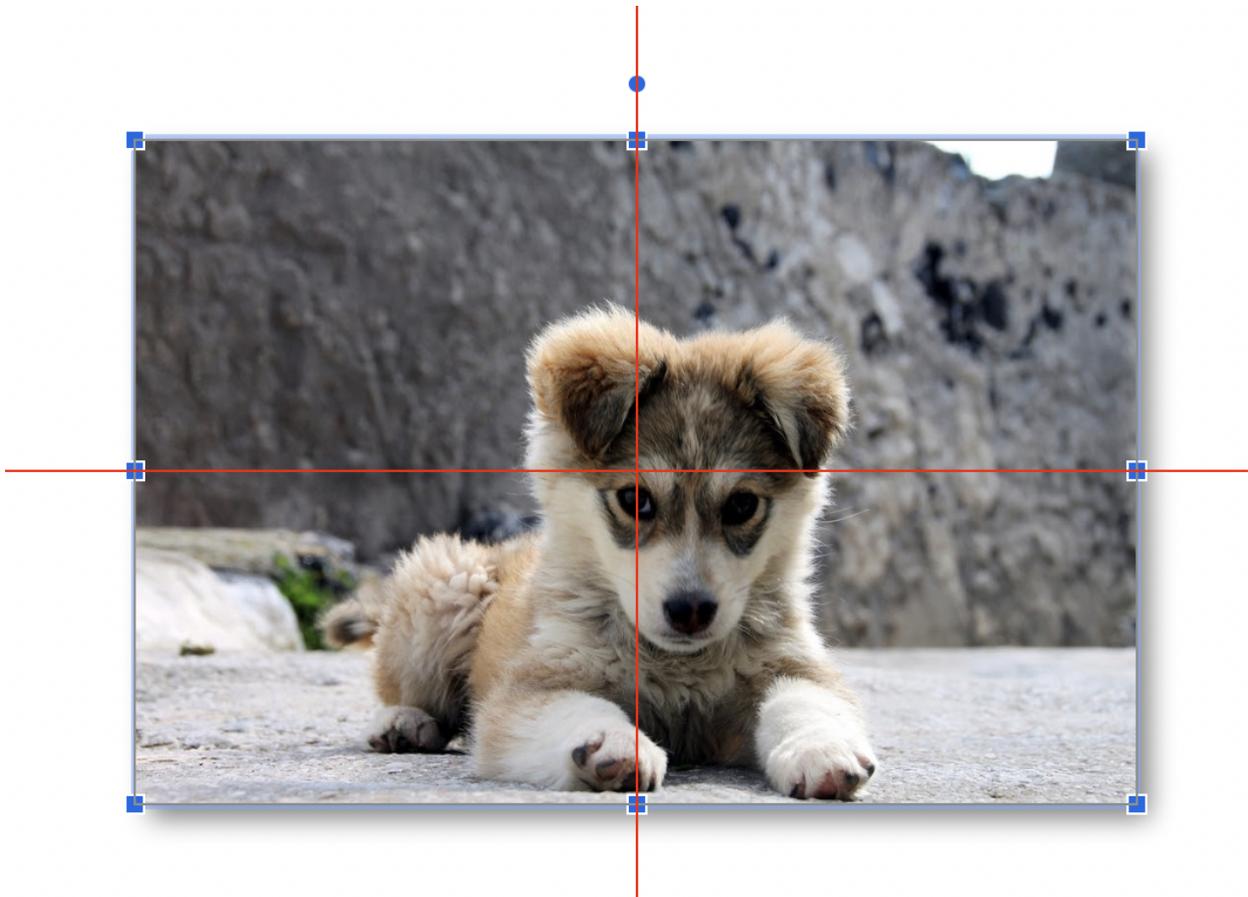


If you want to move or delete the text box, click on the border and the blinking cursor will go away and you can drag on any part of the border to move the text box.

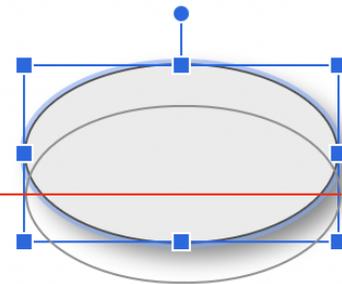
If you click the delete button after clicking on the border, the text box will be removed. As with anything else you do in Google Slides, you can click on the Z key with the Control (PC) or Command (Mac) key pressed to undo this.

## Aligning Objects

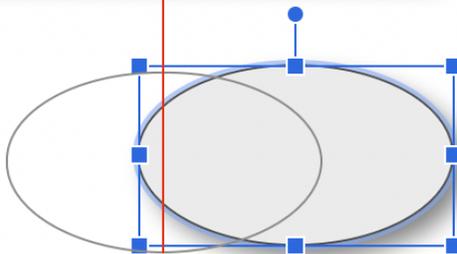
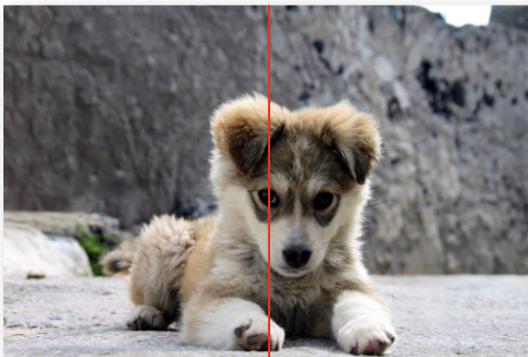
It is very easy to align objects in your slide when you are moving them around. If you have a single object that you are moving, a vertical red line will appear when you move the center of the object to the center of the slide horizontally. A horizontal red line will appear when you are in center vertically and both will appear when the center of the object aligns with the center of the slide:



You can align objects in the same way. When you move an object, the red lines will appear to show you when the object you are moving is aligned horizontally or vertically with the other objects on your slide. If I move the oval on the right down, a red horizontal line appears when the center of the oval is aligned vertically:

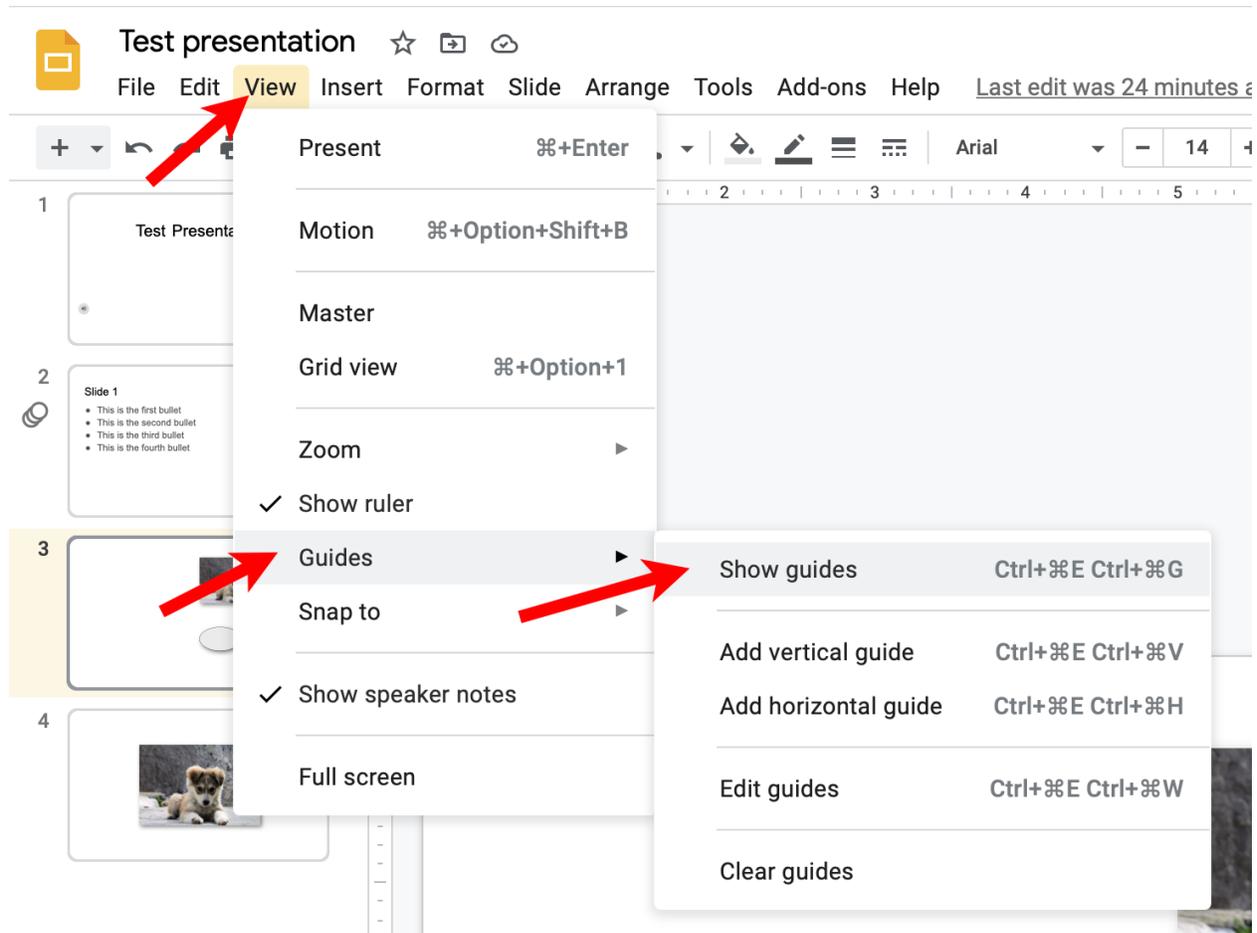


The same works horizontally using a vertical red line:



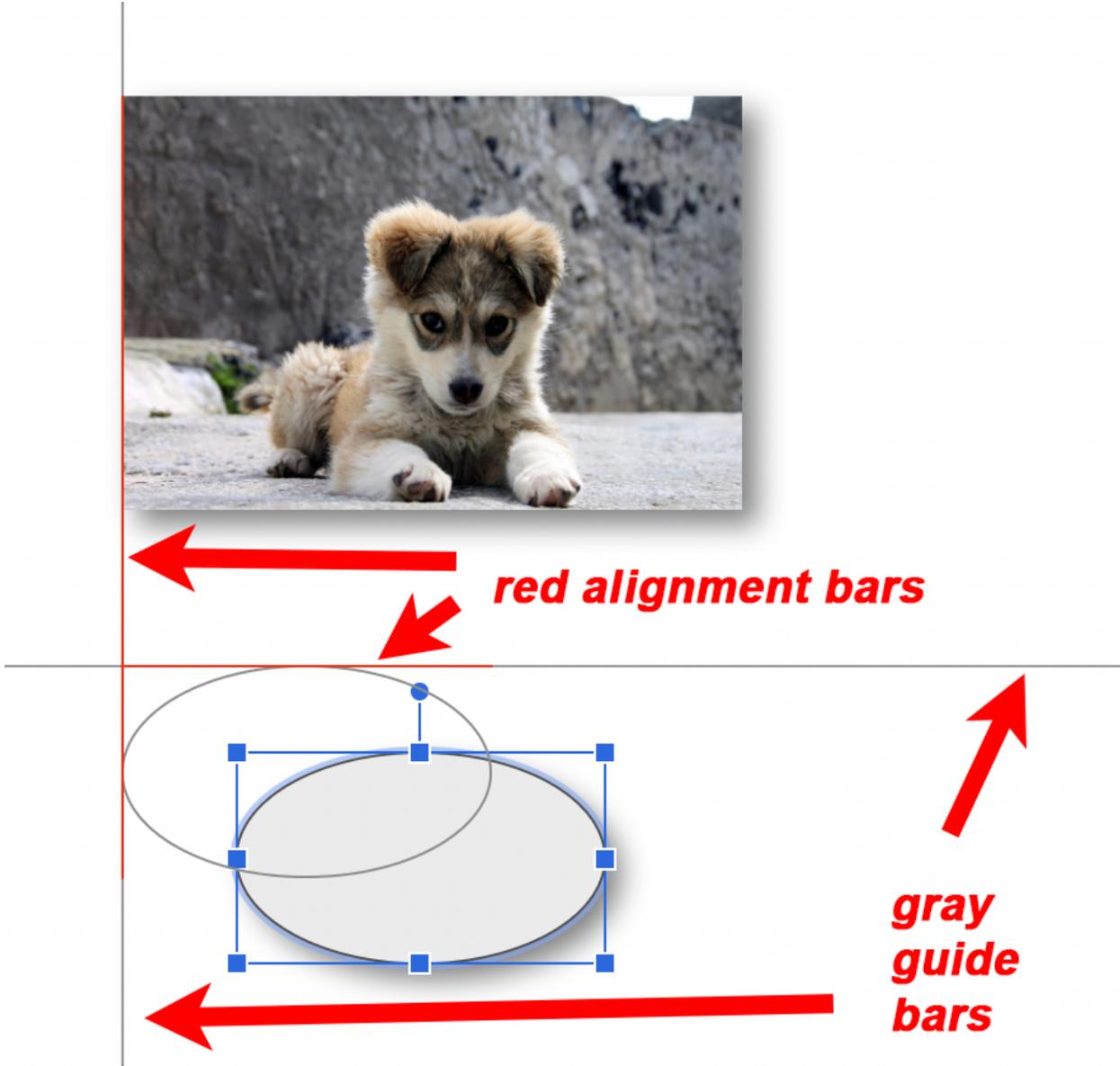
# Using Guides

Another way of aligning objects is to use horizontal and vertical guide lines. You can enable these with the View / Guides menu:



If you select Show guides, horizontal and vertical gray guide bars appear which you can use to align objects. The guide bars can be dragged horizontally or vertically and then when you move objects, you will see the red alignment marks when the object aligns with a guide bar.

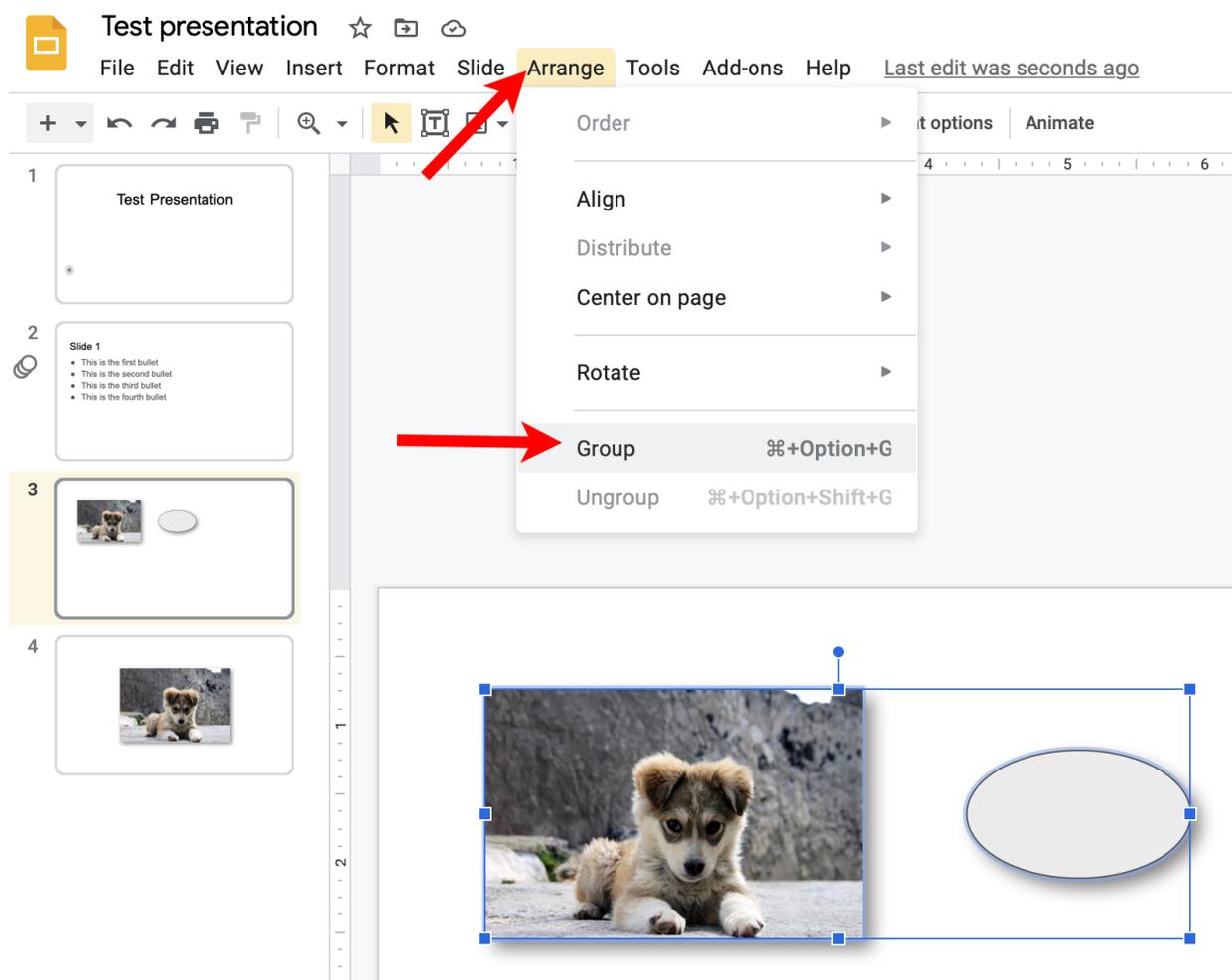
In this example, I have added the gray alignment bars and am moving the oval up and to the left to align with them:



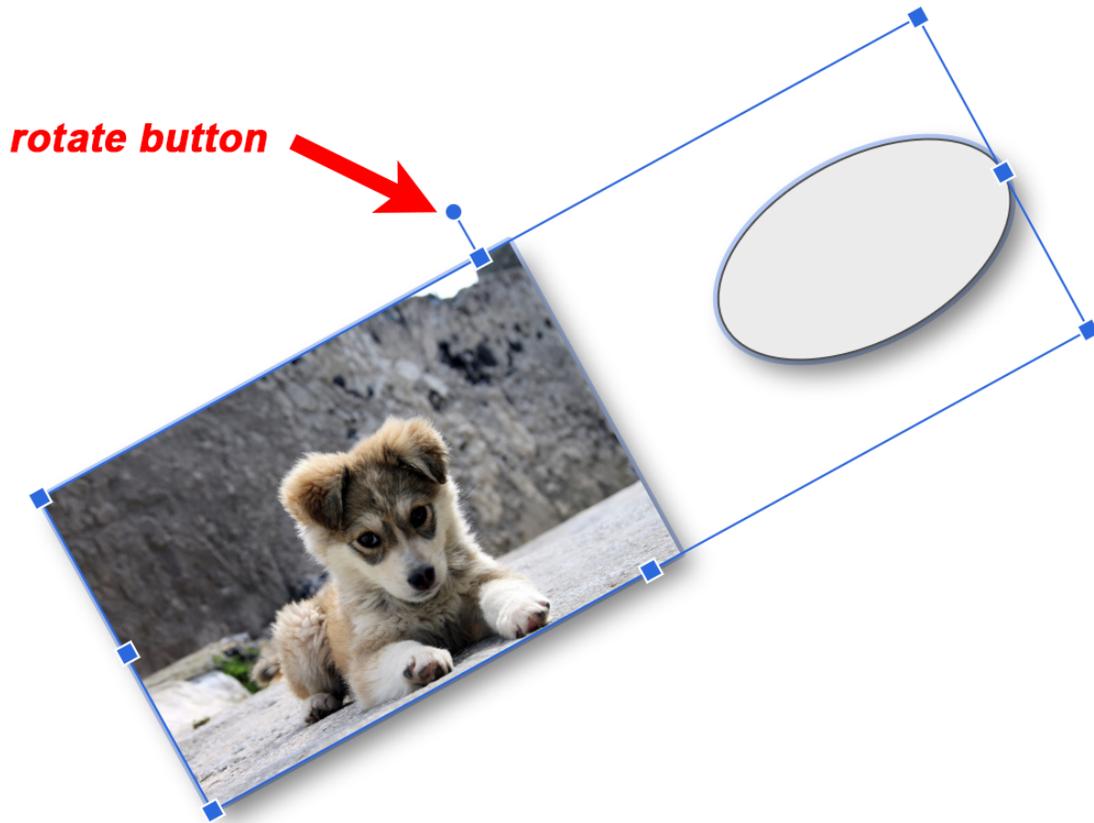
# Grouping Objects

If you want to move a group of objects together (perhaps after you have aligned them, you can combine them into a group so they can be treated as one object.

You start by selecting all the objects. This can be done by holding the shift key down on the keyboard and clicking on all the objects. You will see a border appear around all the objects. You can then group them together using the Group option on the Arrange menu. You can then drag them all at once to a new location.



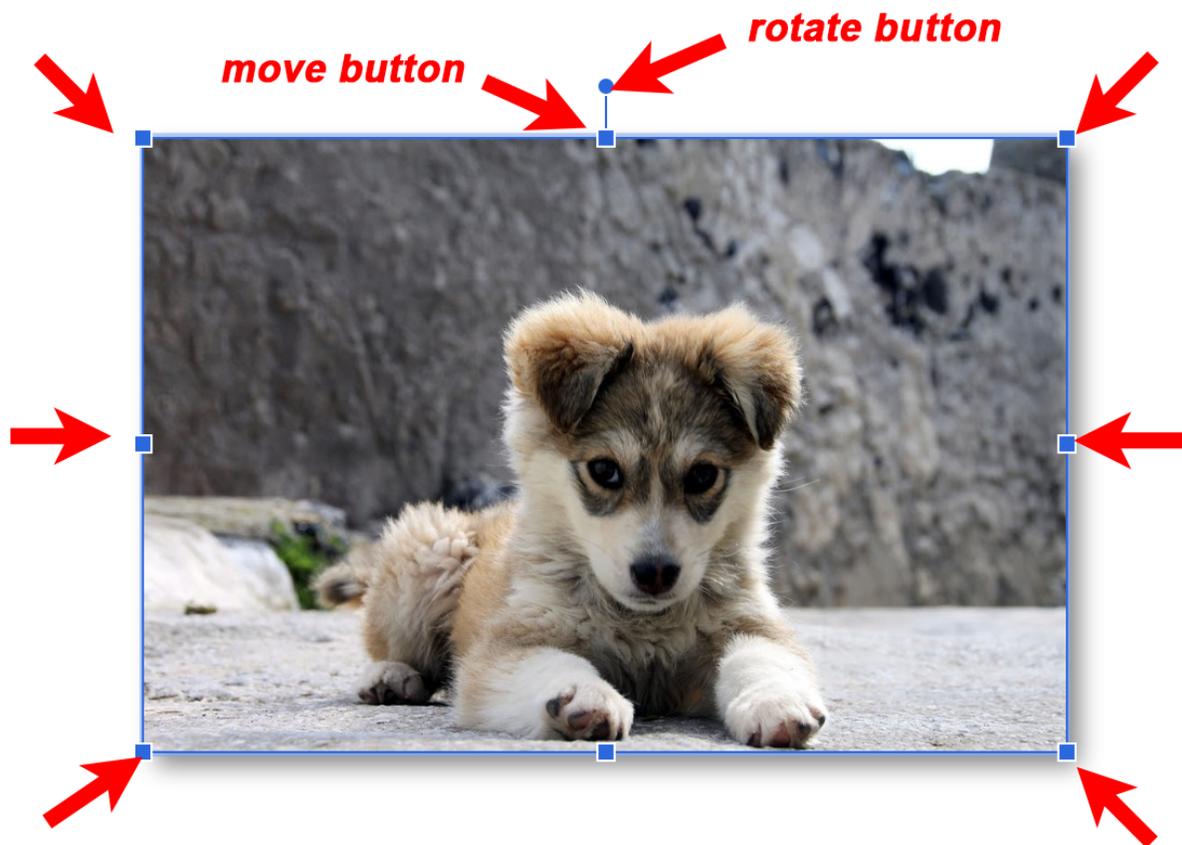
You can, for example, use the rotate button on a group to rotate them to a new angle:



To remove the grouping of the objects, select the group and choose the Ungroup option on the Arrange menu.

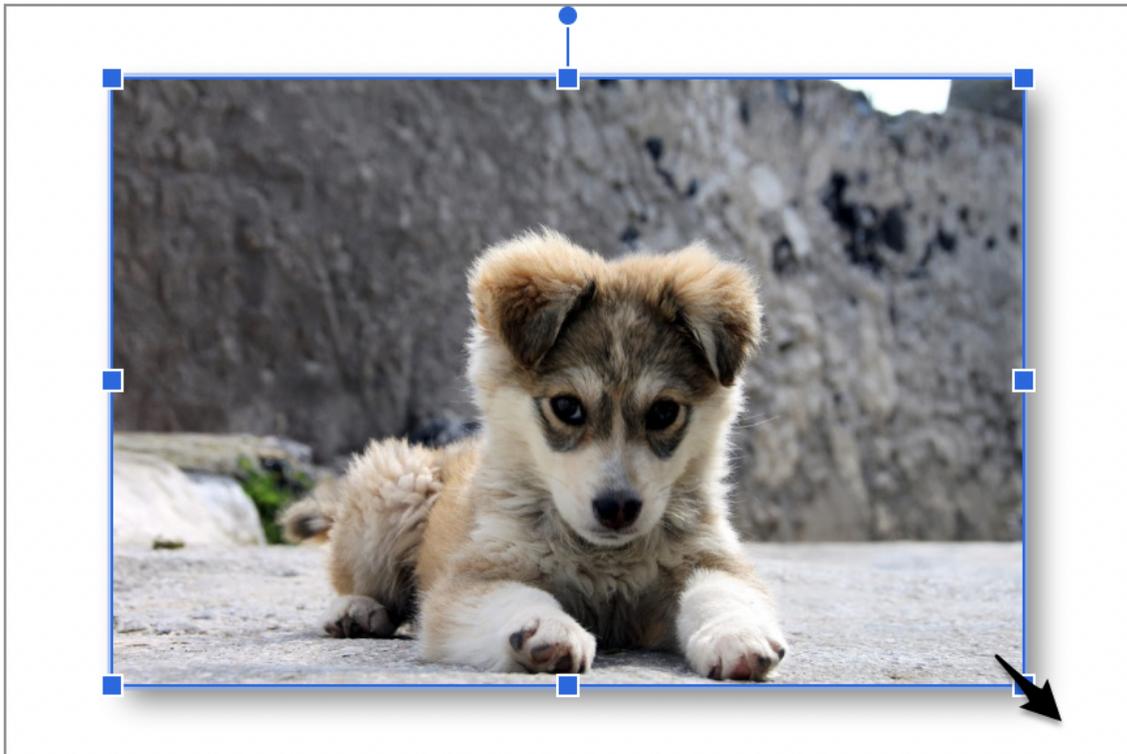
## Resizing Images and Objects

When you resize an image you often want to make sure that the ratio of height to width stays the same so the picture does not look stretched. Do you this, drag on a corner of the selected picture, not the side:



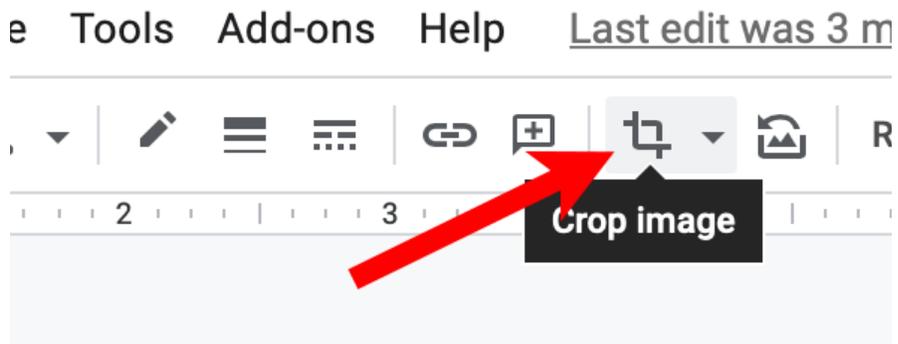
You can also do this on any object by holding down the Shift key on the keyboard and dragging a corner. This is not necessary on images but it is on other objects, if you don't hold the shift key you can stretch the object.

Another trick is to hold down the Option key on the Mac (Alt on PC) and drag a corner. This will resize the image as if you were dragging both that corner at the opposite corner on the diagonal. This keeps the center of the image in the same place and just changes the size:

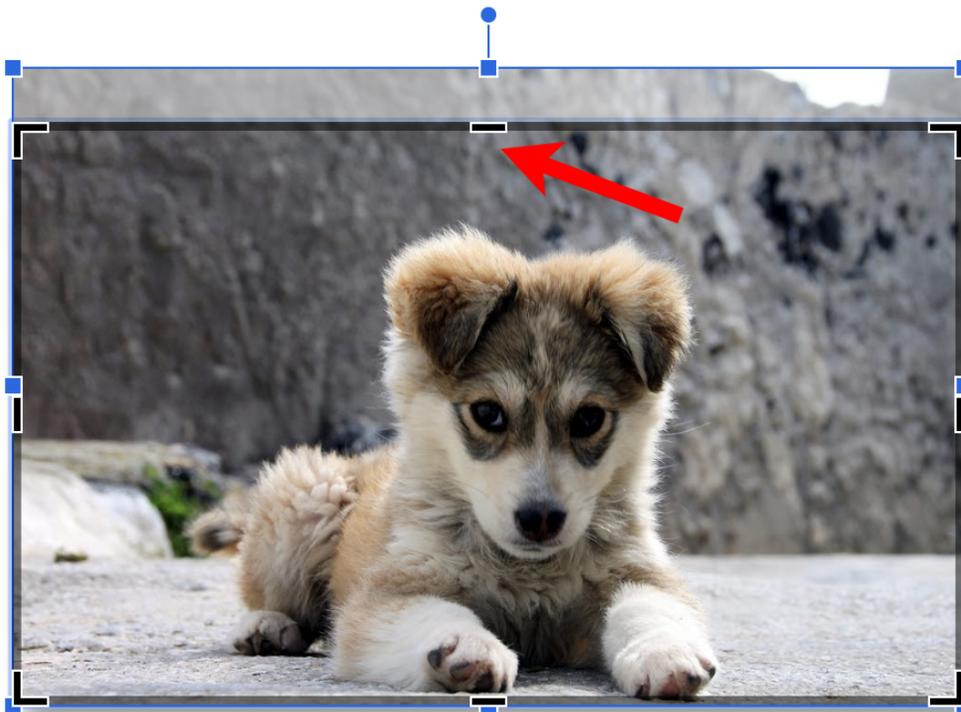


## Cropping and Masking Images

If the image is almost the right size but you need to trim off some of the edges, you can do this with the Crop tool which appears after you click to select an image:

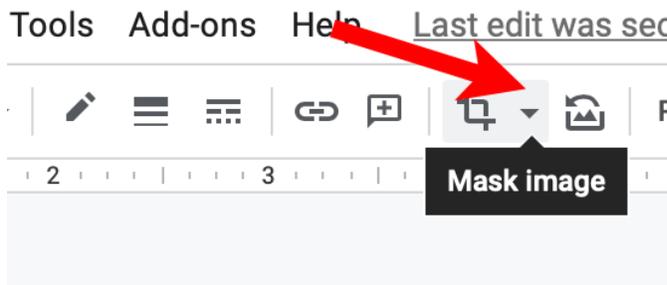


This adds black crop bars to the sides and corners which you can drag to trim off some of the image:

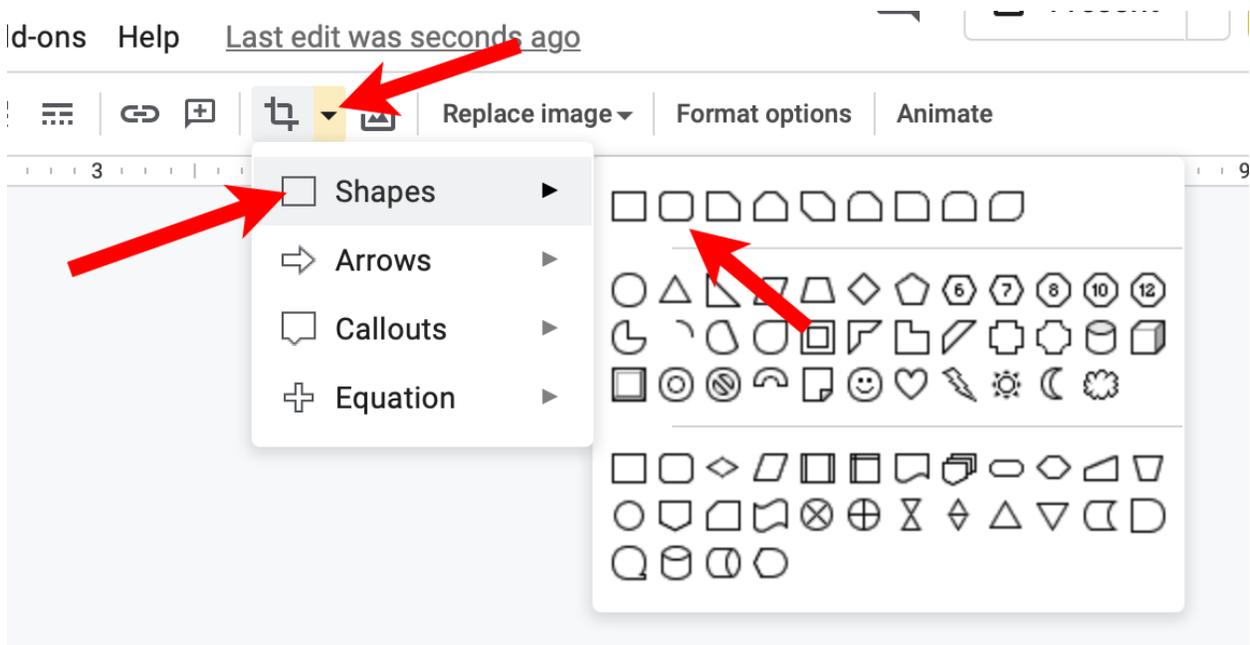


You can drag as many of these bars as much as you like and when you are happy with the new size, touch the Return key on the keyboard to lock in the new size.

To the right of the Crop button is a Mask button which lets you fit your picture inside a shape:



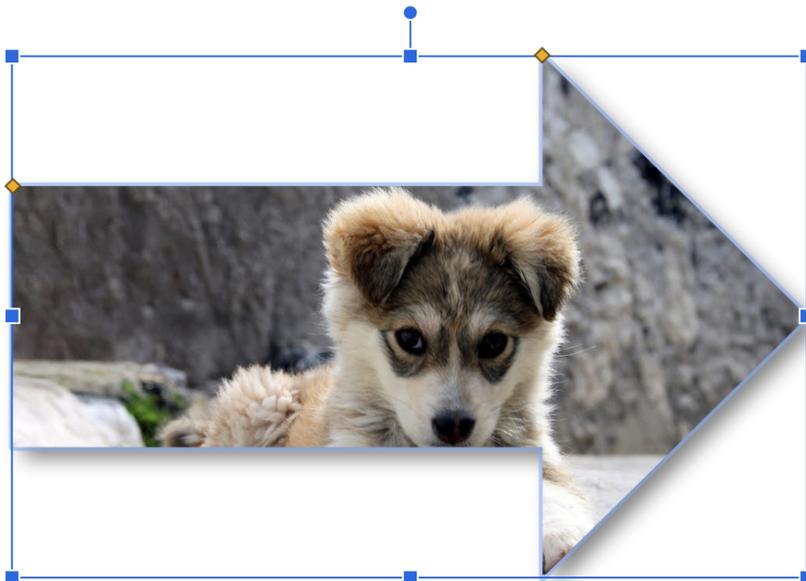
When you click on that it gives you a menu that lets you select the shape you want to use for your mask.



When you click on a shape it will add a mask with that shape to your photo. For example, a rounded rectangle mask looks like this:



An Arrow looks like this:



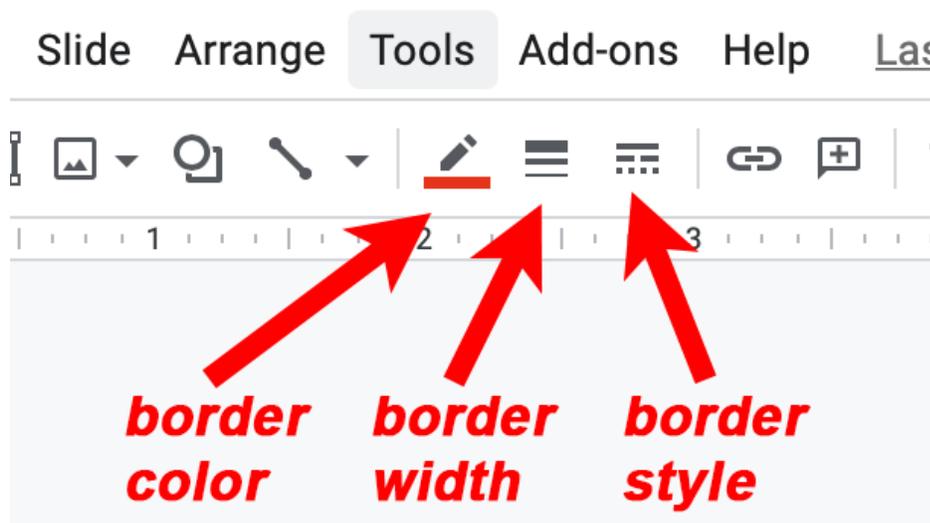
You can use any shape you want and you can then rotate the image with the mask, resize it, etc.

# Adding Borders to an Image

Adding borders to an image is easy.

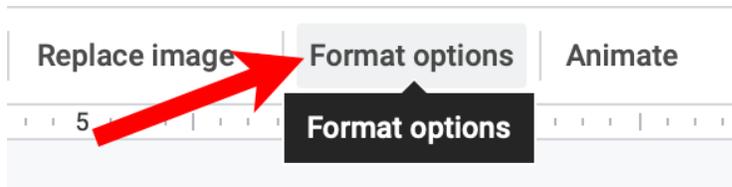


You select the image and click on the border tools:

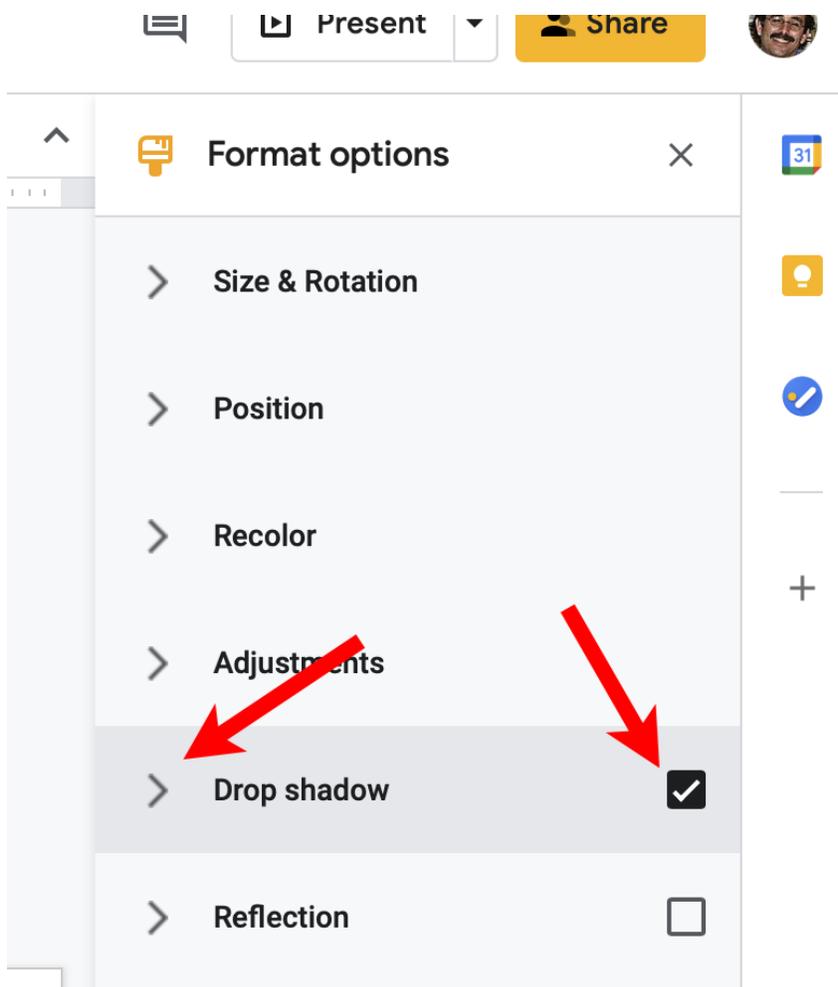


# Drop Shadows

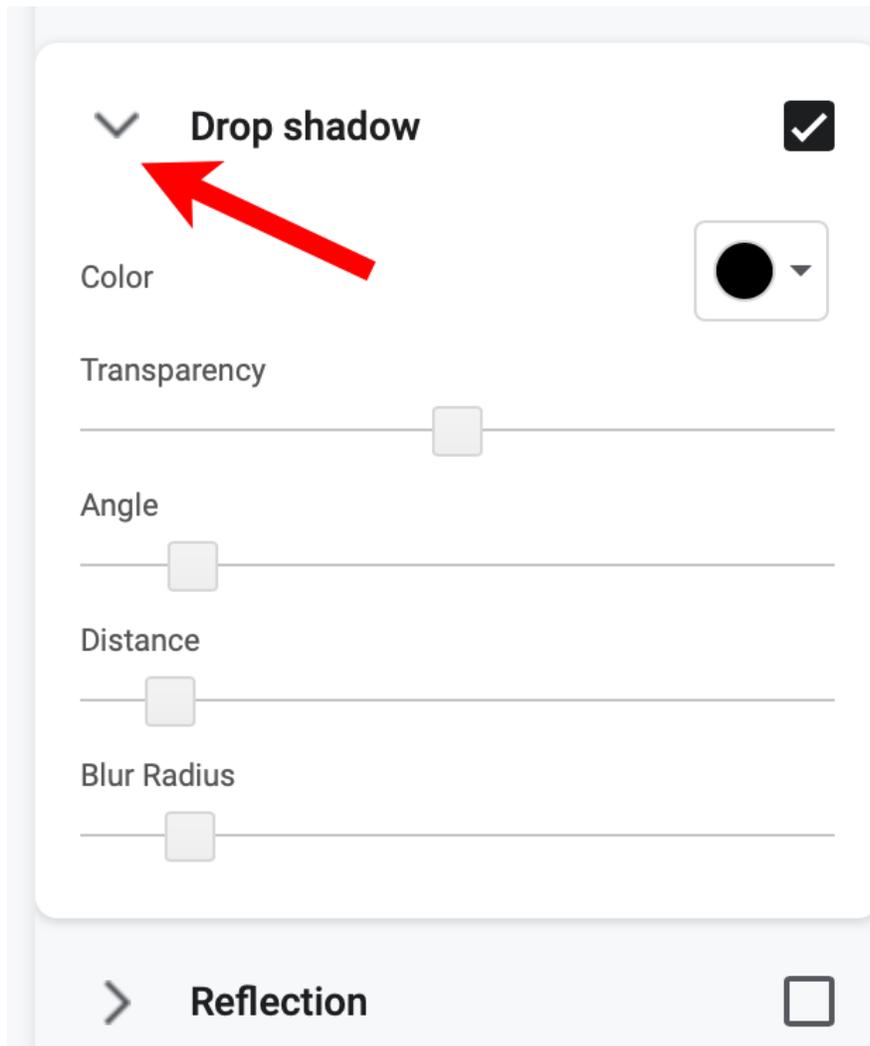
You can add drop shadows to an image (or other object) by clicking on the Format button which brings up a right sidebar with options:



Click on the checkbox next to Drop Shadow



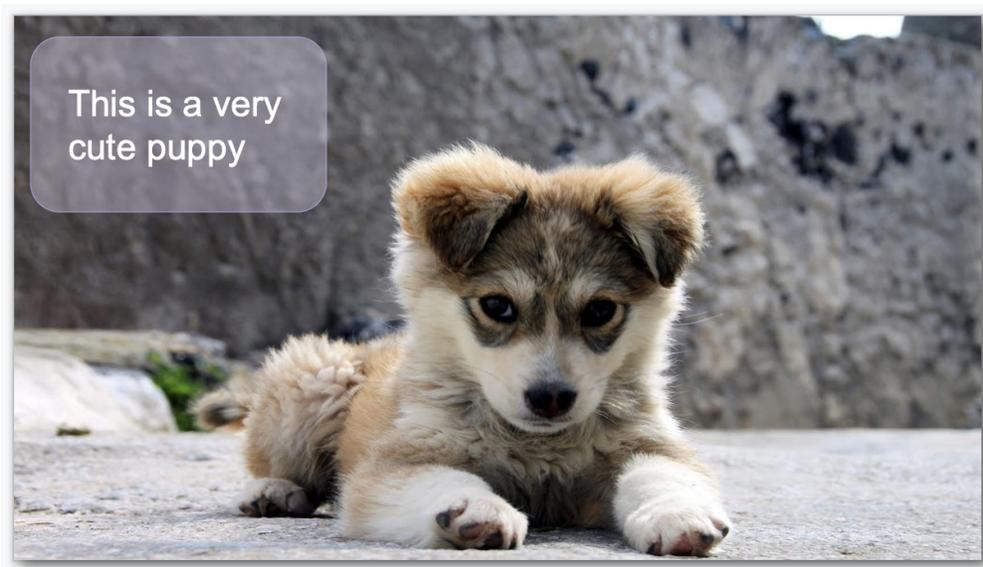
And then the arrow to the left of Drop Shadow to see all the options:



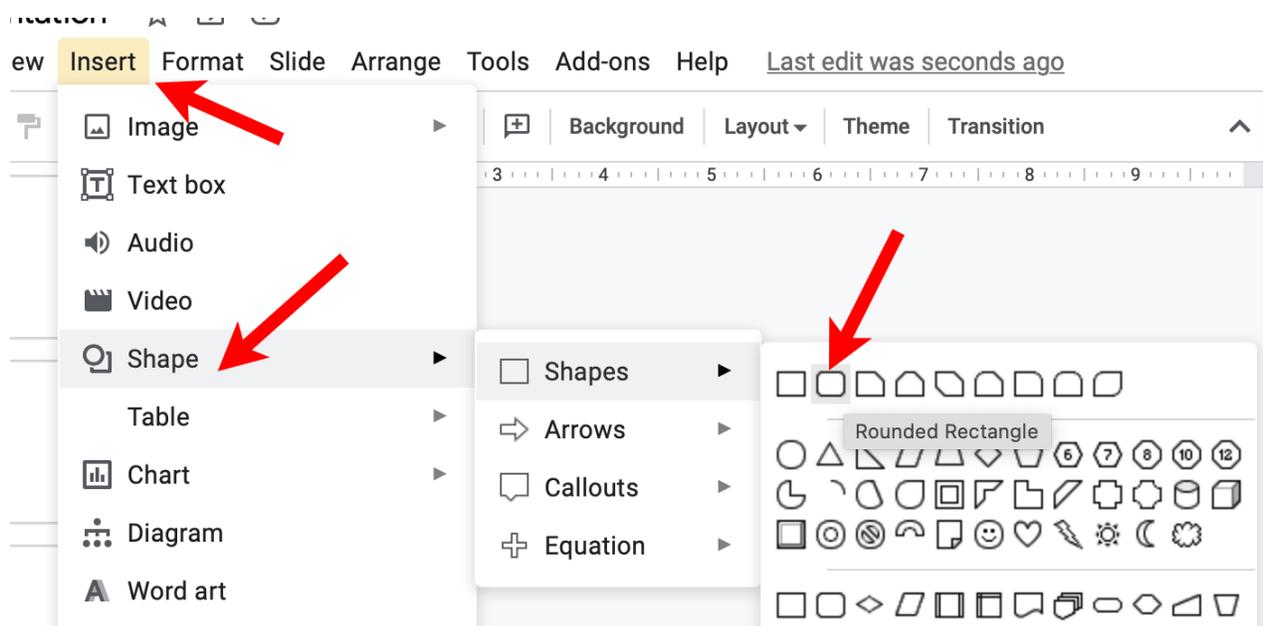
You can control the color, transparency, angle distance and blurring of the shadow. You can try out the various sliders to see what works best for you.

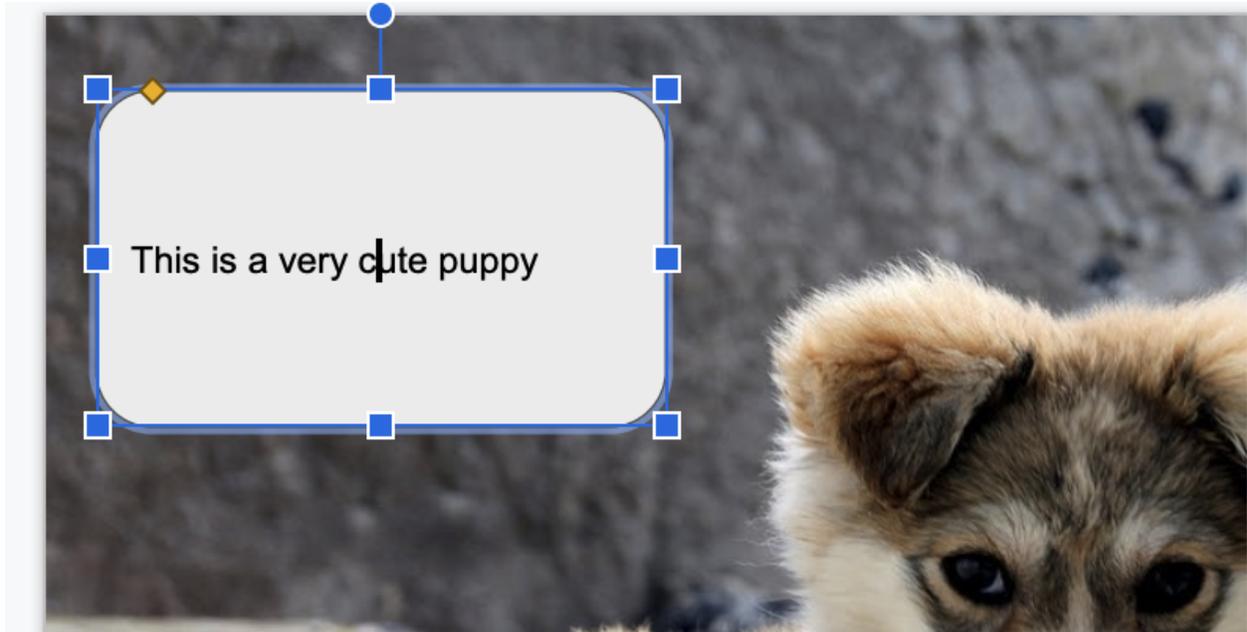
# Transparency

You can use a custom fill color with transparency to produce this effect:

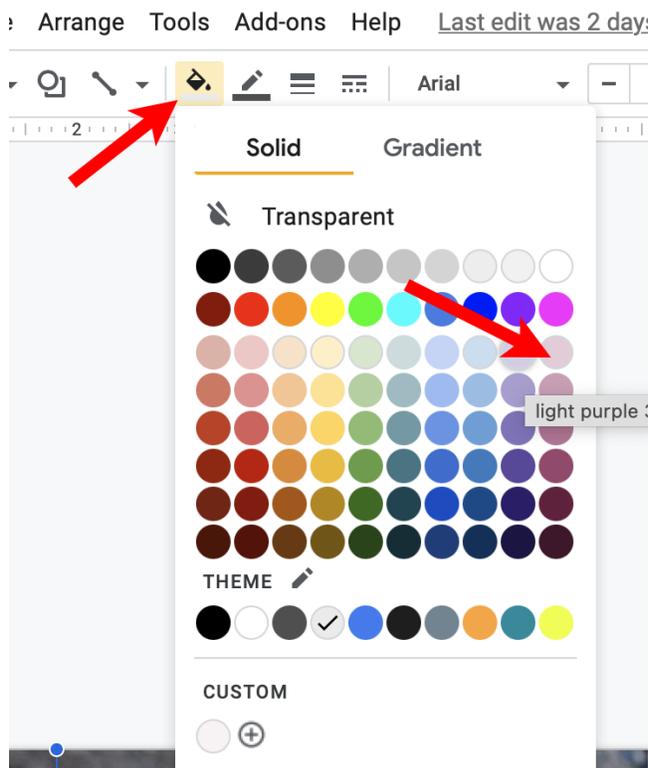


This was done by inserting a rounded rectangle to act as the background for the text and adding the text (“This is a very cute puppy”) to the shape:

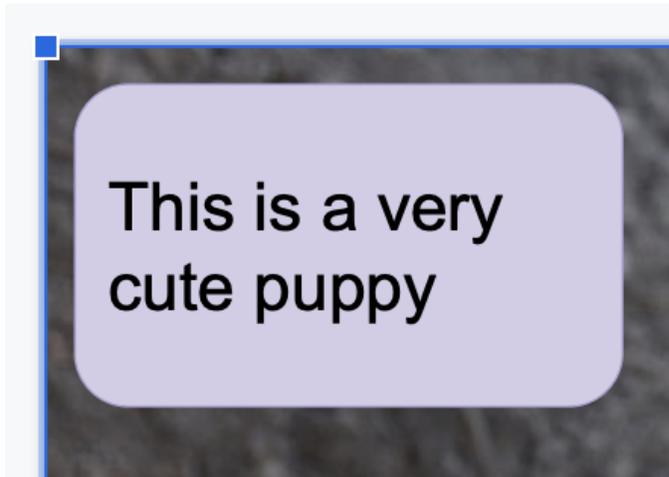




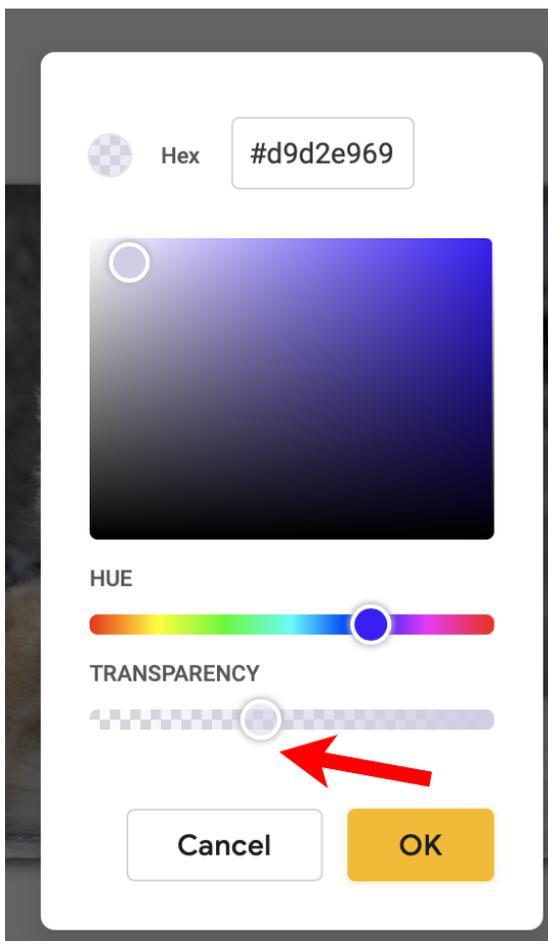
Then select the text and make it bigger. Then select click the Fill Color button and choose a color for the rounded rectangle that is close to the one you want to use:



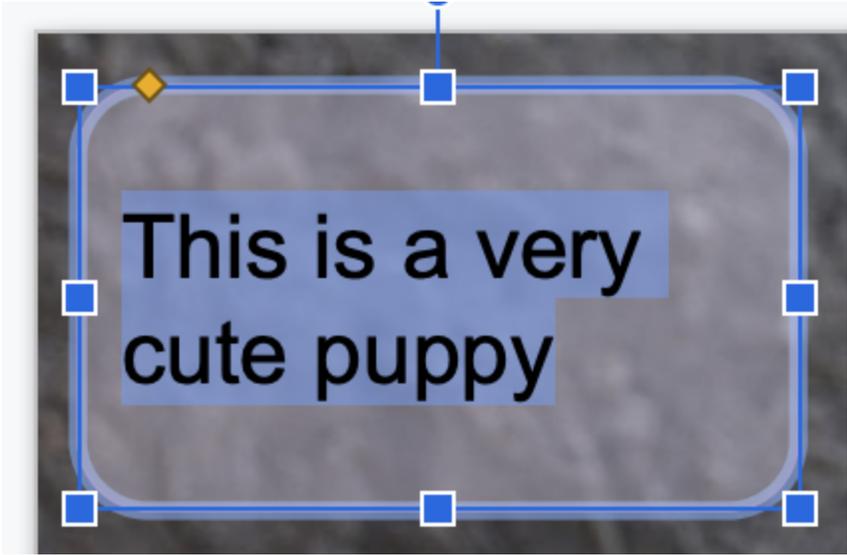
This makes the picture look something like this:



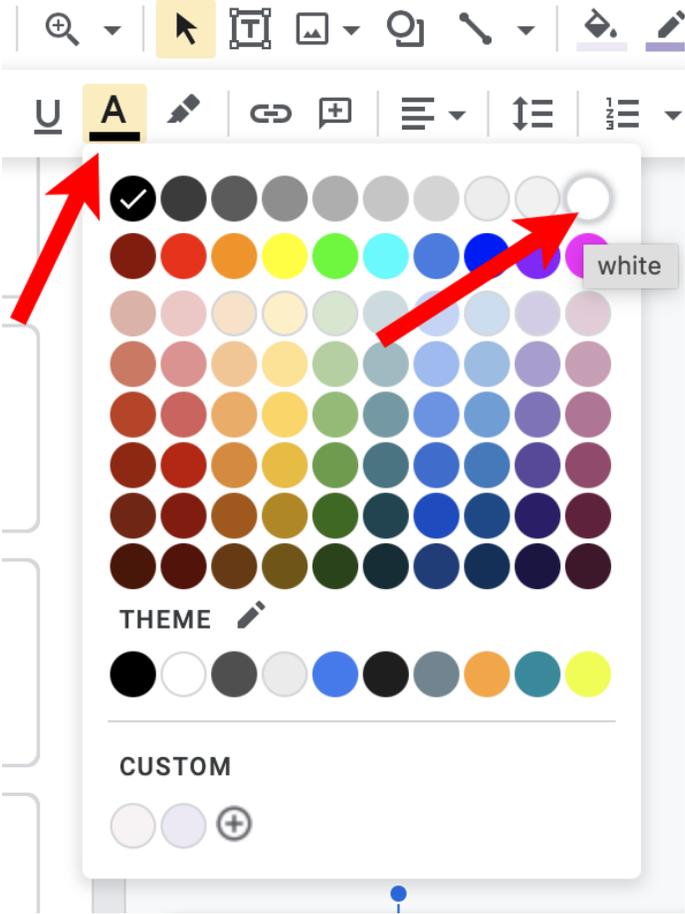
Then click the Fill Color button again and choose Custom at the bottom of the window. Then move the Transparency slider to the left and click OK:



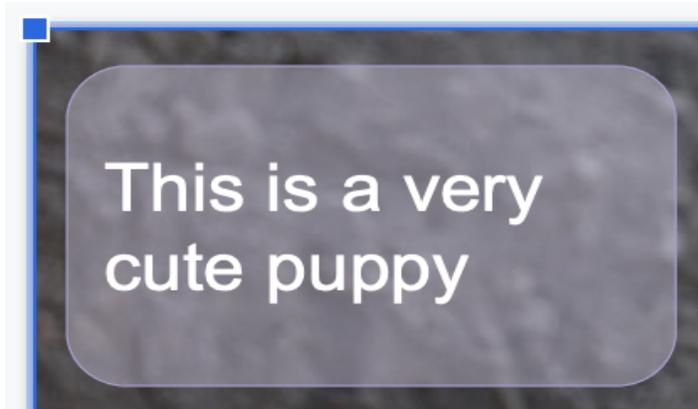
This makes the fill color blend into the picture behind it.



Select all the text and change its color to white

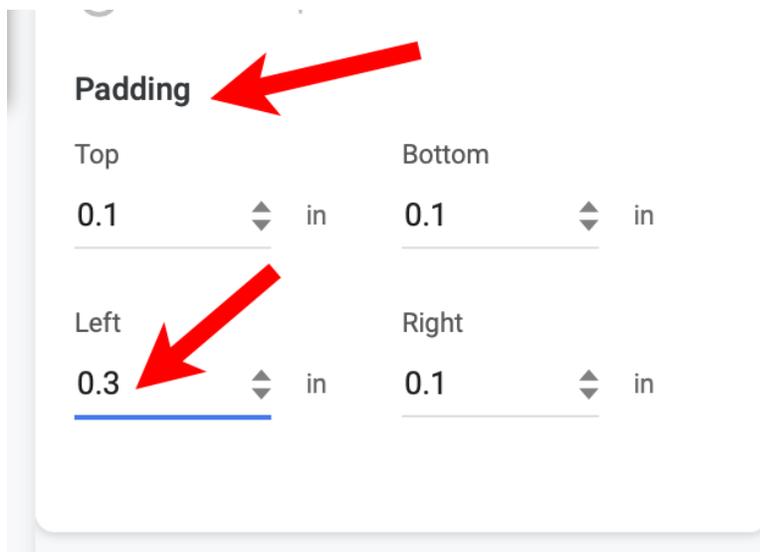


The rounded box now looks like this:



## Text Fitting and Padding

The last step is to select the rounded text box, click on the Format Options button at the top and use the Padding section to move the text over a bit to the right by increasing the left padding:

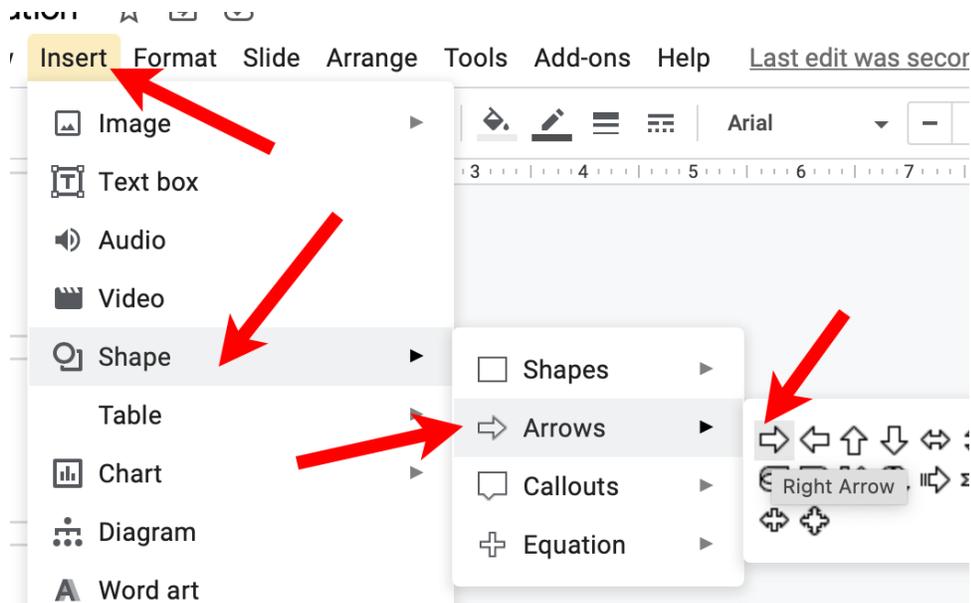


The rounded box now looks like this:

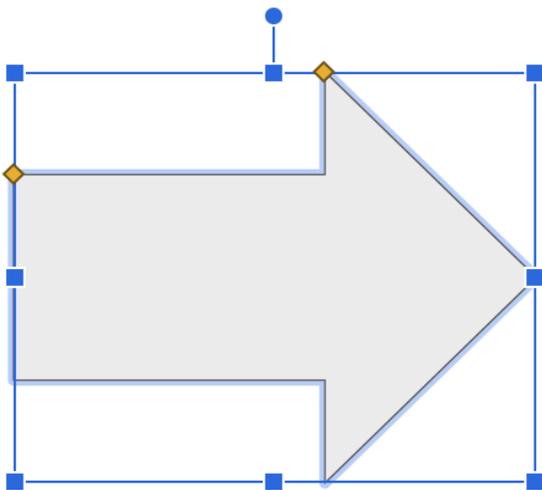


# Gradient Colors

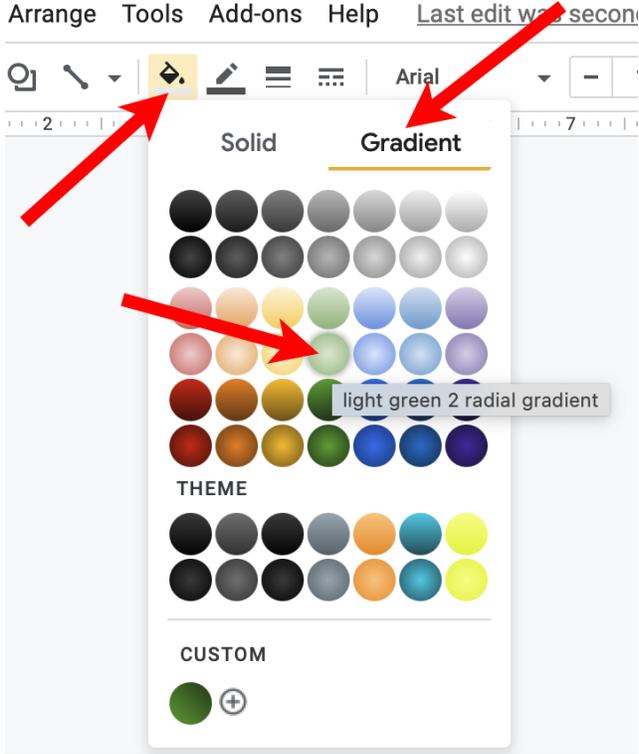
You can use gradient fill colors which blend a color from lighter to darker. Let's start with an arrow shape:



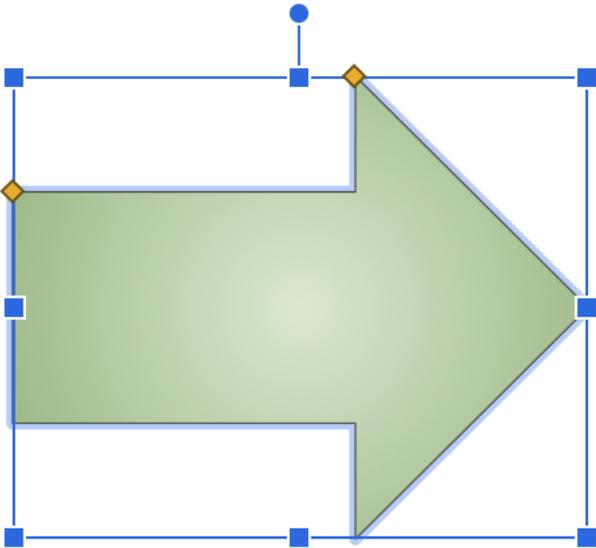
Which looks like this:



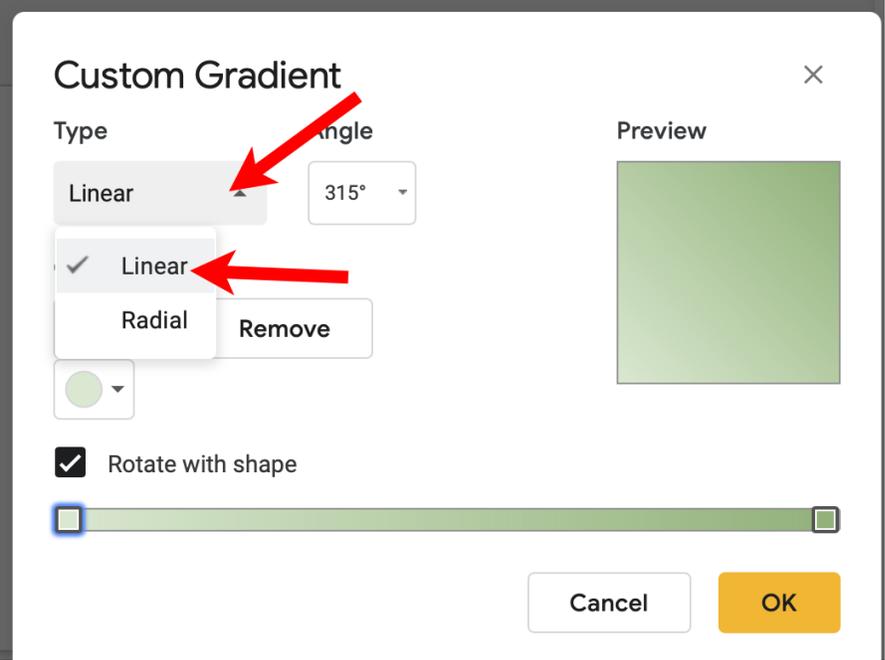
We then click on the Fill Color button, click on Gradient and choose a color scheme:



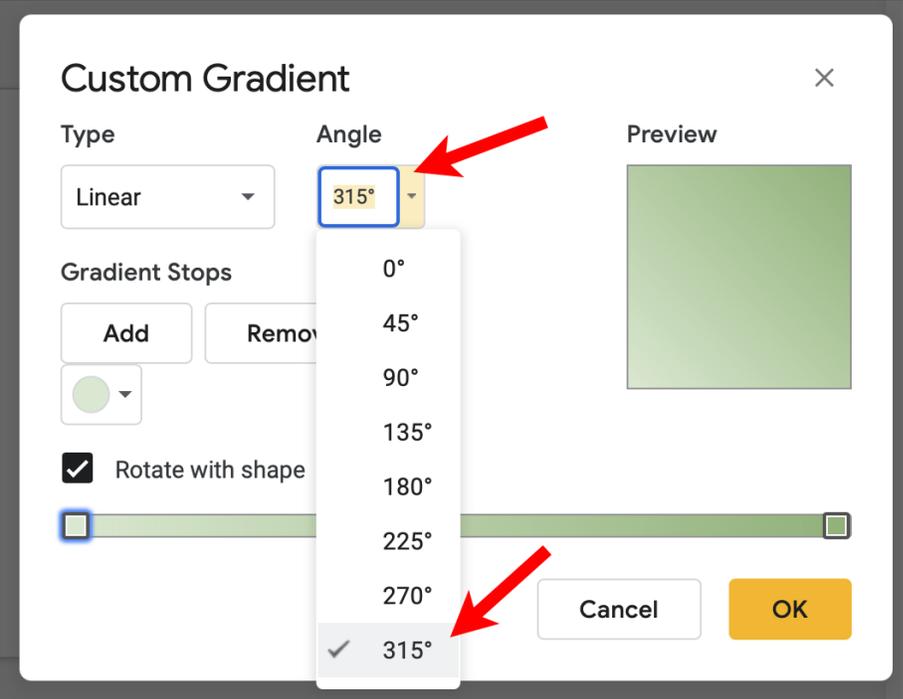
This makes the arrow look like this with a radial gradient that is lighter in the center and darker on the edges:



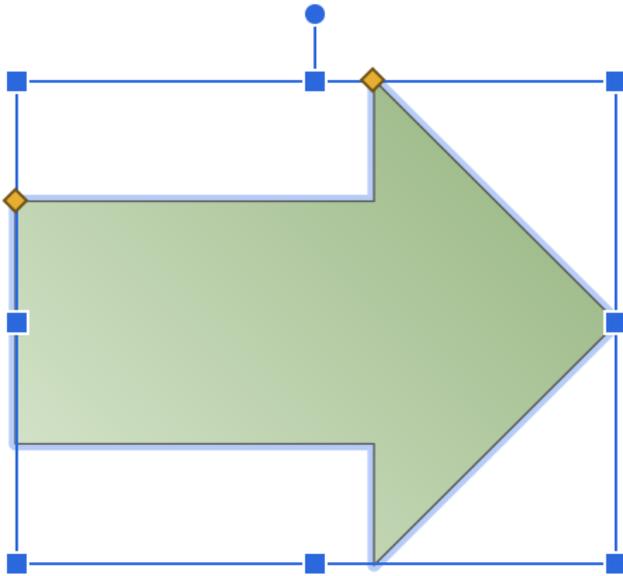
We can change this to linear by clicking on the Fill Color button, choosing Custom and click on the Type menu to select Linear instead of Radial:



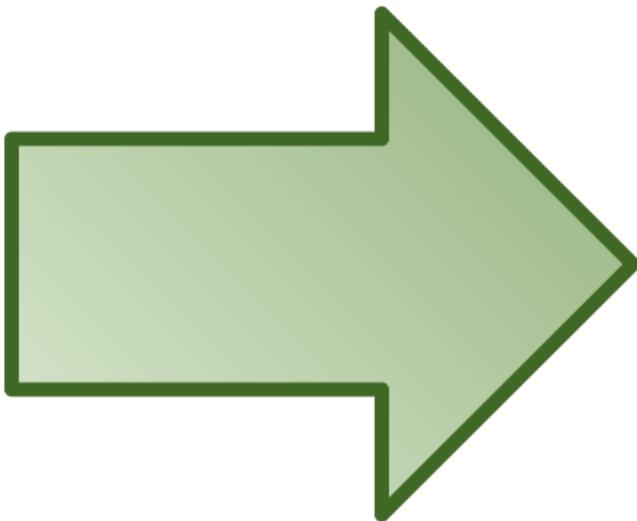
We can then click on the Angle menu to select a new angle:



Which makes the arrow look like this:



We could then change the border to dark green for this effect:



There are limitless possibilities. Have fun and use your creativity.

Don't worry about making mistakes. That is what Undo is for!