Create and Edit Slides in a Slideshow Presentation

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Choose a Slide Layout
Slide layouts are broken into three categories: text, image, and multimedia. Multimedia slides allow the user to insert a video or hyperlink into their presentation.

1. Add a new slide by clicking the blank slide with a “+” in the center.
2. Select a slide template, ensuring it contains the features you wish to include in the slide. For example, choose an image template if you wish to include an image.

![Slide templates with options for text, image, and multimedia]

**Edit Text**

1. Hover your mouse over the text box and click the **T**.

![Edit Text and delete text box]

2. Type in your text.
3. Use the text editor tool bar to format your text.

4. Click outside of the text box when finished.

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**Add an Image**

1. Open an image slide template.
2. Hover your mouse over the image.
3. Select the camera icon in the upper left-hand corner of the current image.
4. You can upload a picture from your computer and place it in My Library or use Image Search to find an image to upload.
5. After you have selected your image, click **Insert Image**.

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**Edit an Image**

1. Select and drag the image to move it to a new position on the slide.
2. Use the **Crop and Scale** icon to resize your image within the frame.
3. Select and drag the orange squares around the image to resize the image.
Insert a Video

1. Select the Insert a Video slide template.
2. Use My Media to upload a video from your computer or use the YouTube tab to search for a YouTube video.

Edit a YouTube Video

After you have selected your video, a screen will appear that allows you to crop your video, set play mode, and select a thumbnail for the video.

1. Crop your video by dragging the ends of the timeline to your desired start and end times.
2. Under **Play Mode**, select **Manual** to have the presenter start the video or **Auto Start** for the video to automatically begin playing once the slide opens.

3. Select a thumbnail for the video by clicking on the image.

4. Click **Insert Video**.

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### Add a Hyperlink

1. Add a hyperlink template slide.
2. Hover your mouse over the hyperlink box.
3. Click the hyperlink icon.

4. Use the text editor toolbar to edit text.
5. Copy and paste your desired link in the hyperlink text box.