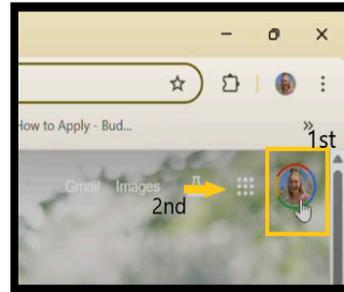
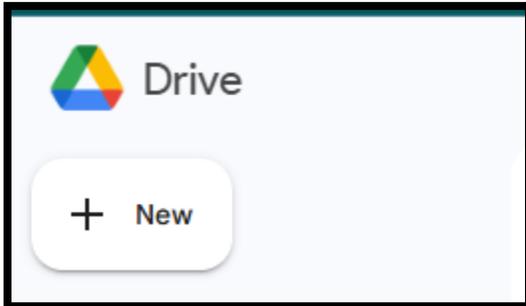


Scrapbook Demo Step-by-Step: Google Slides Getting Started (for both Scrapbooks)

1. Open Google Chrome.
2. Sign in to your Google account.
3. Use the waffle icon on the home page (top right corner)



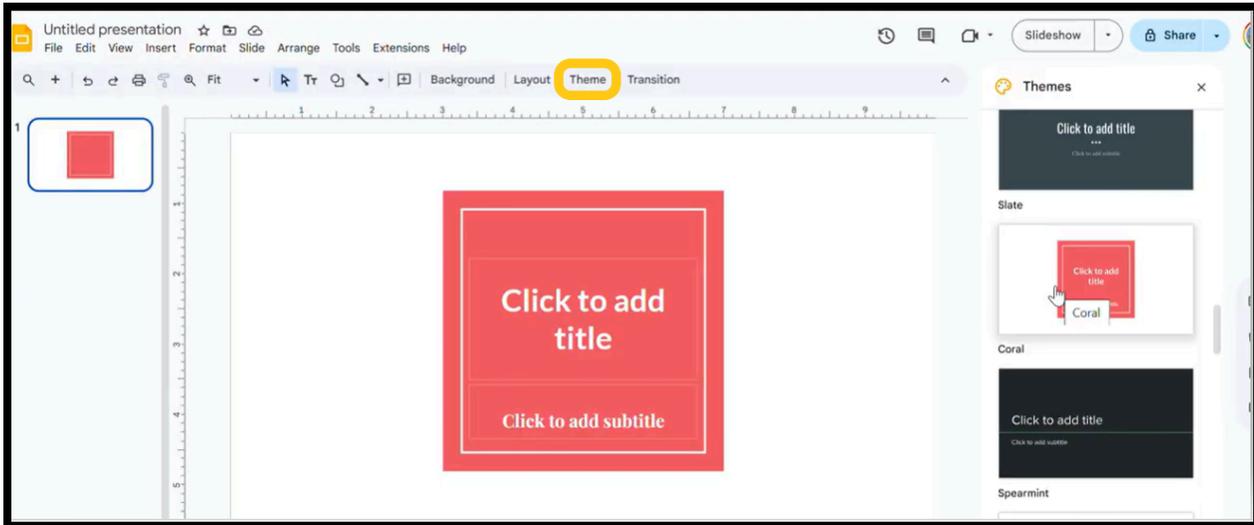
right corner)



4. In the top left corner of the screen, select New → Google Slides.

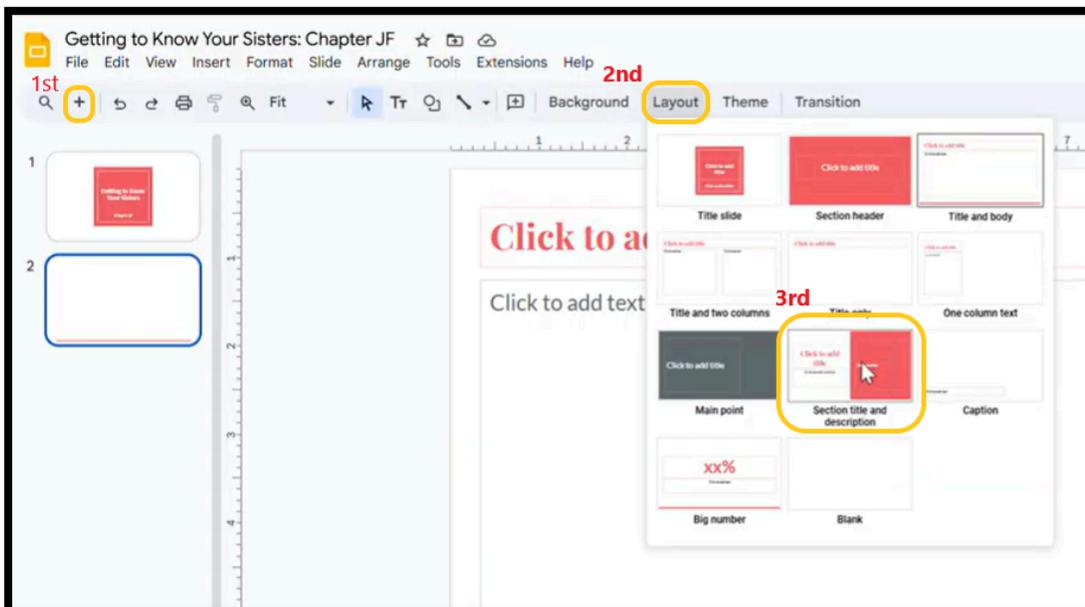
Creating a Getting to Know Your Sisters Scrapbook

1. Create your title page first
2. Pick a template from the pane that pops up on the right side of your screen. Or, for simpler choices, select "Theme" from the task bar at the top of the screen.



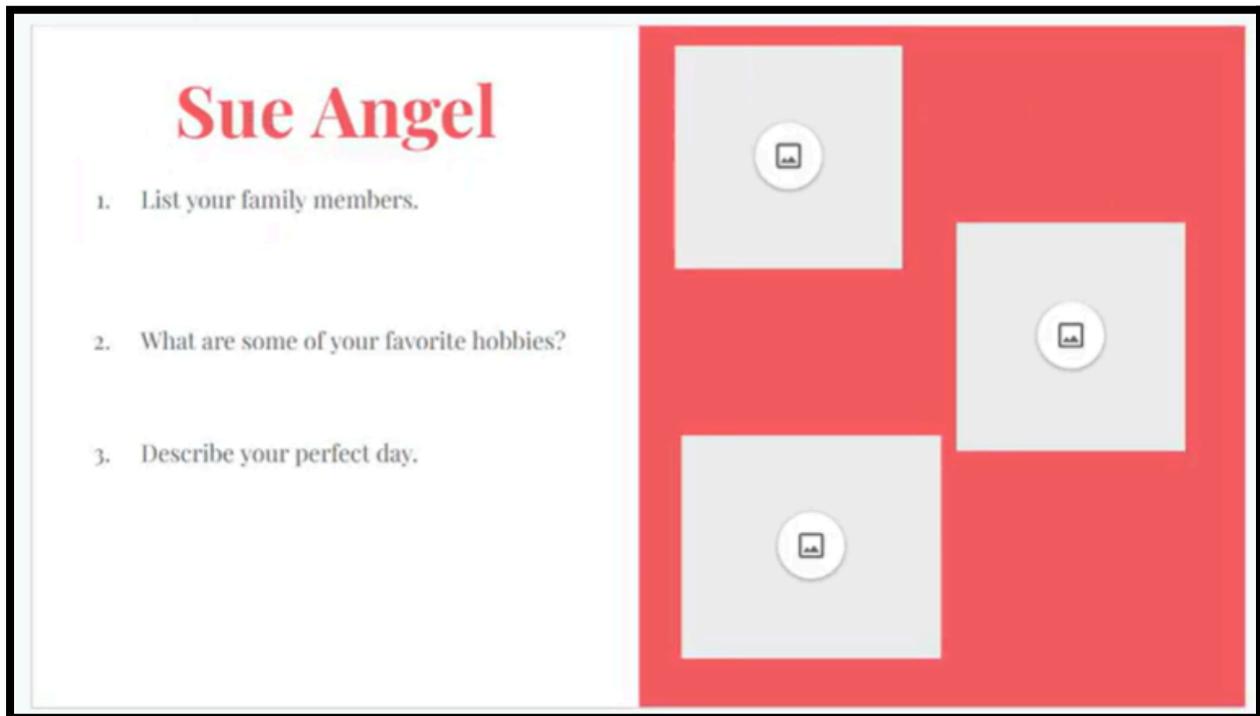
3. Building your Sister Pages:

Insert a new slide using the + icon in the taskbar and choose a layout to use for your pages



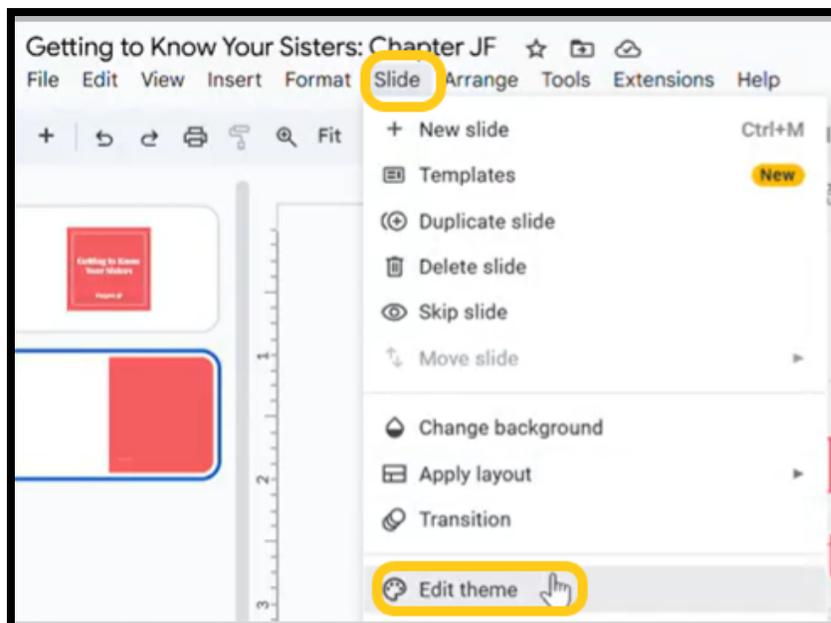
Edit the layout so it includes:

1. A text box with the sister's name should be at the top.
2. A text box with 2-4 questions for each sister to answer.



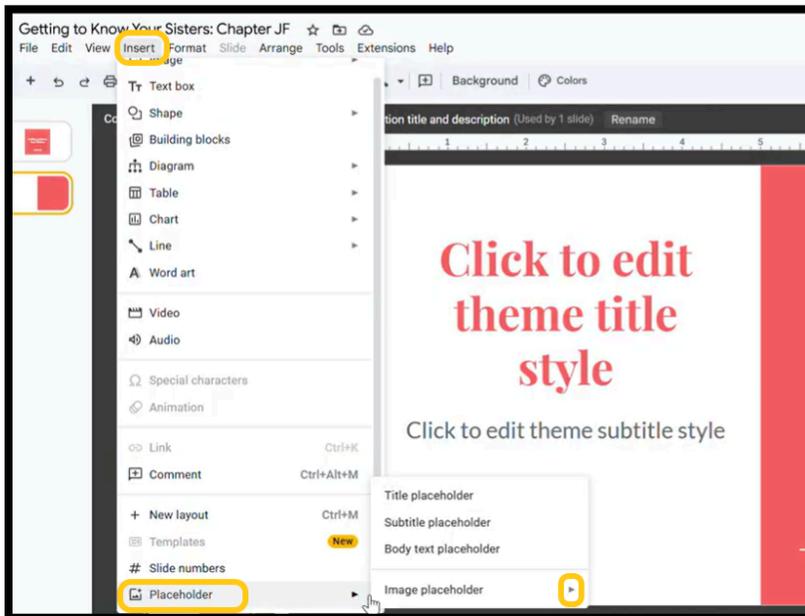
Example Slide

To create image placeholders start by clicking Slide → Edit theme



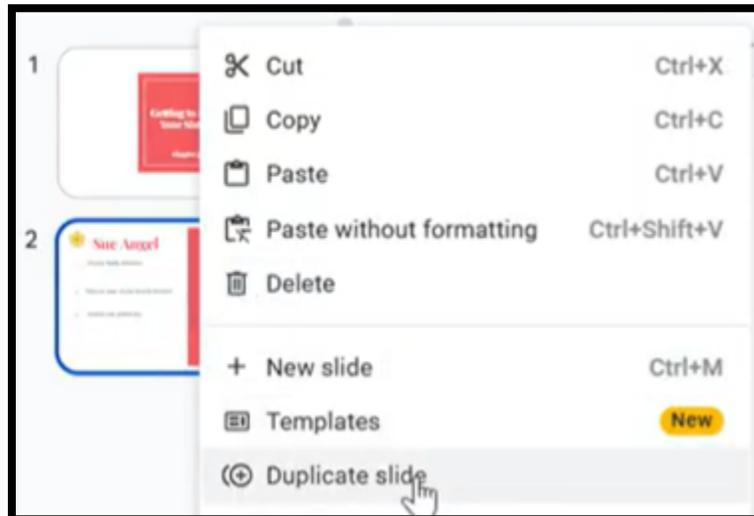
Then find on the Toolbar:

- b. Insert → Placeholder → Image Placeholder.



Congratulations – you have built your Sister Information Page Template

- 4. Now duplicate the sister information slide. Right click on the slide in the side panel → Duplicate Slide.



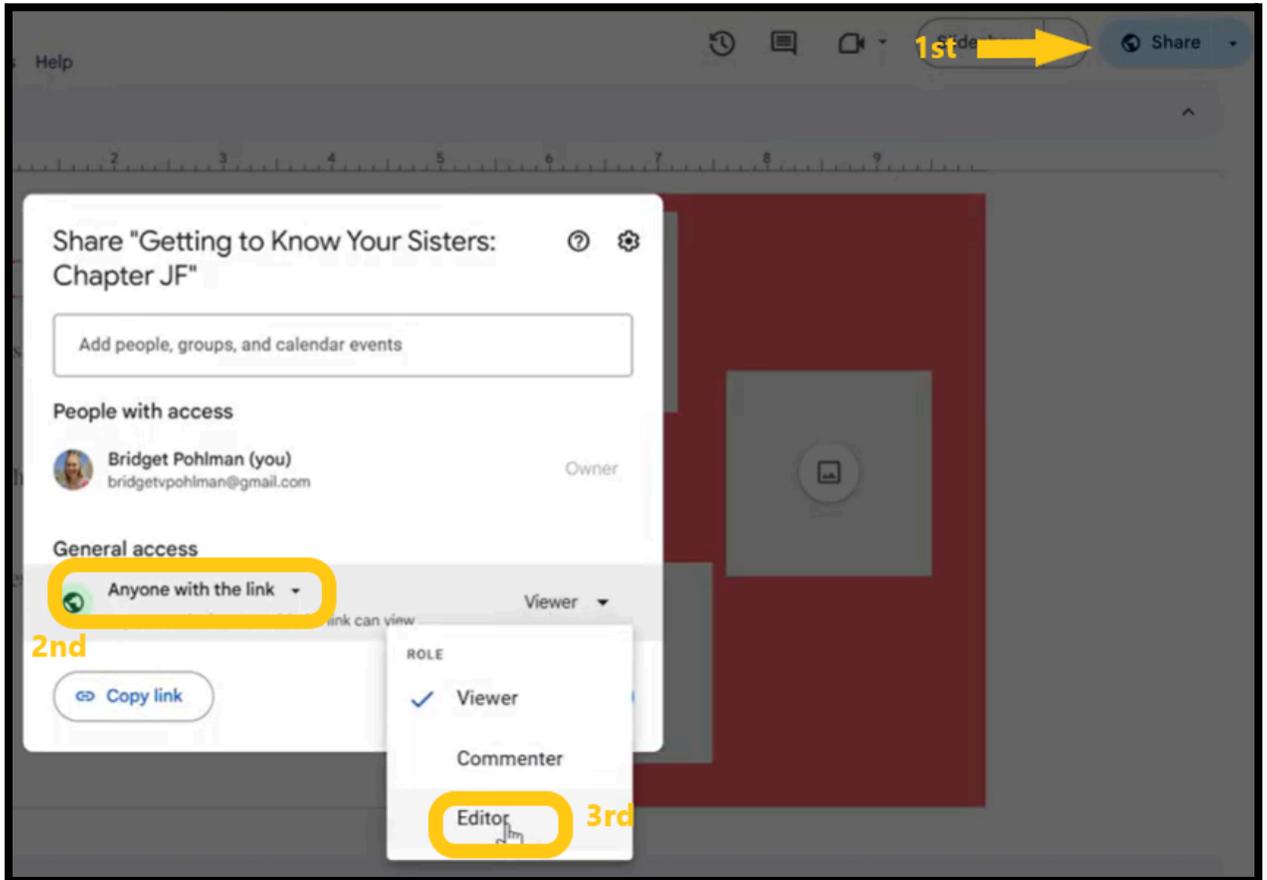
- a. Edit the sister's name on the new slide (we recommend organizing the slides in alphabetical order!)
- b. Duplicate enough slides for all of your sisters!
 - i. Sisters will be able to insert pictures by clicking the placeholder and uploading pictures from their computer (example).
 - ii. Sisters will be able to type responses to the questions into the text box (example).
 - iii. Over achieving sisters can add videos, audio, etc. (show a YouTube link example).

5. Sharing

1st - In the top right hand corner, select "Share"

2nd Change the sharing settings from "Restricted" to "Anyone with the link"

3rd Change the role of "anyone with the link" to "editor"

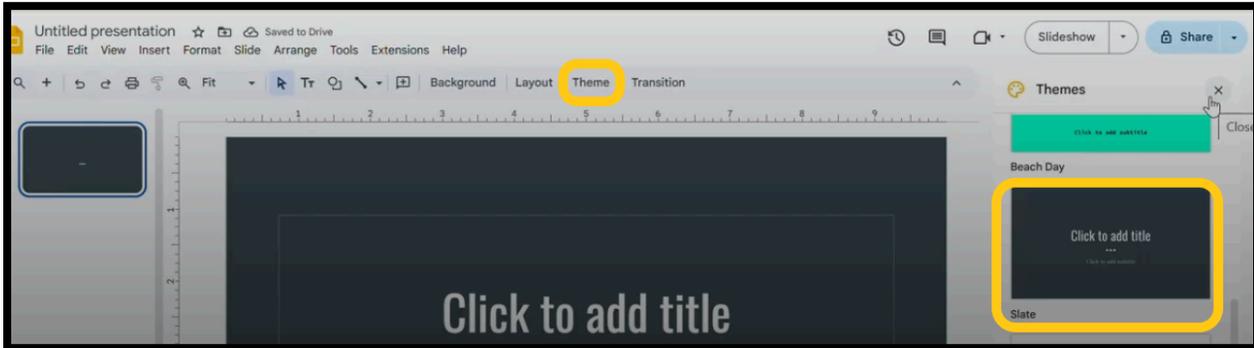


a. Click "copy link".

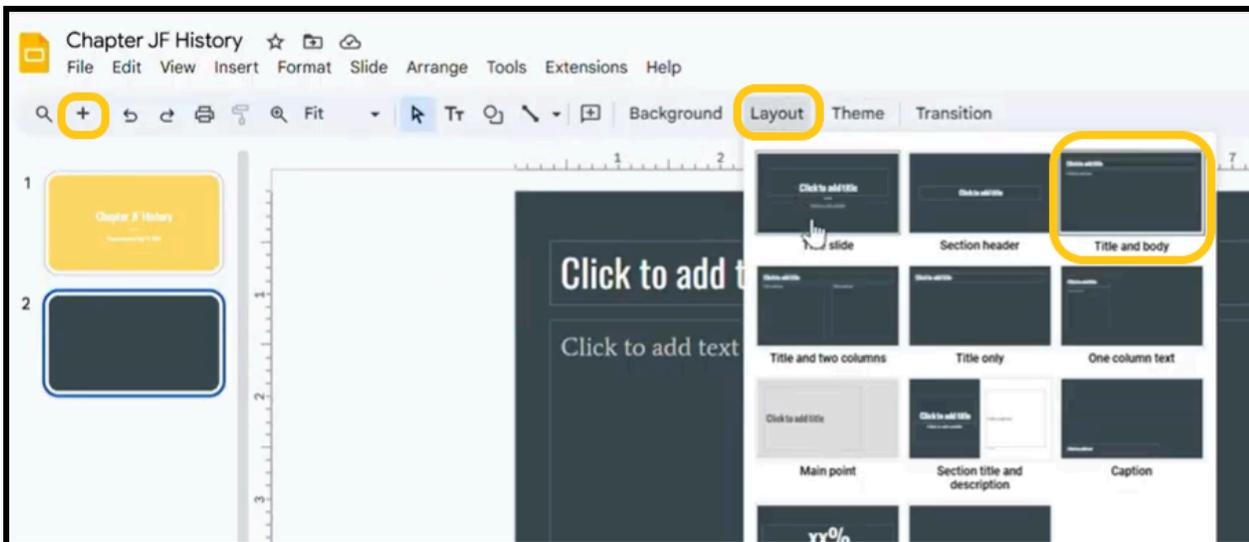
b. You can then paste the link into an email to your chapter, publish it into your yearbook, send it via text message, etc.

Creating a Chapter History Scrapbook

1. Pick a template from the pane that pops up on the right side of your screen. Or, for simpler choices, select "Theme" from the task bar at the top of the screen.



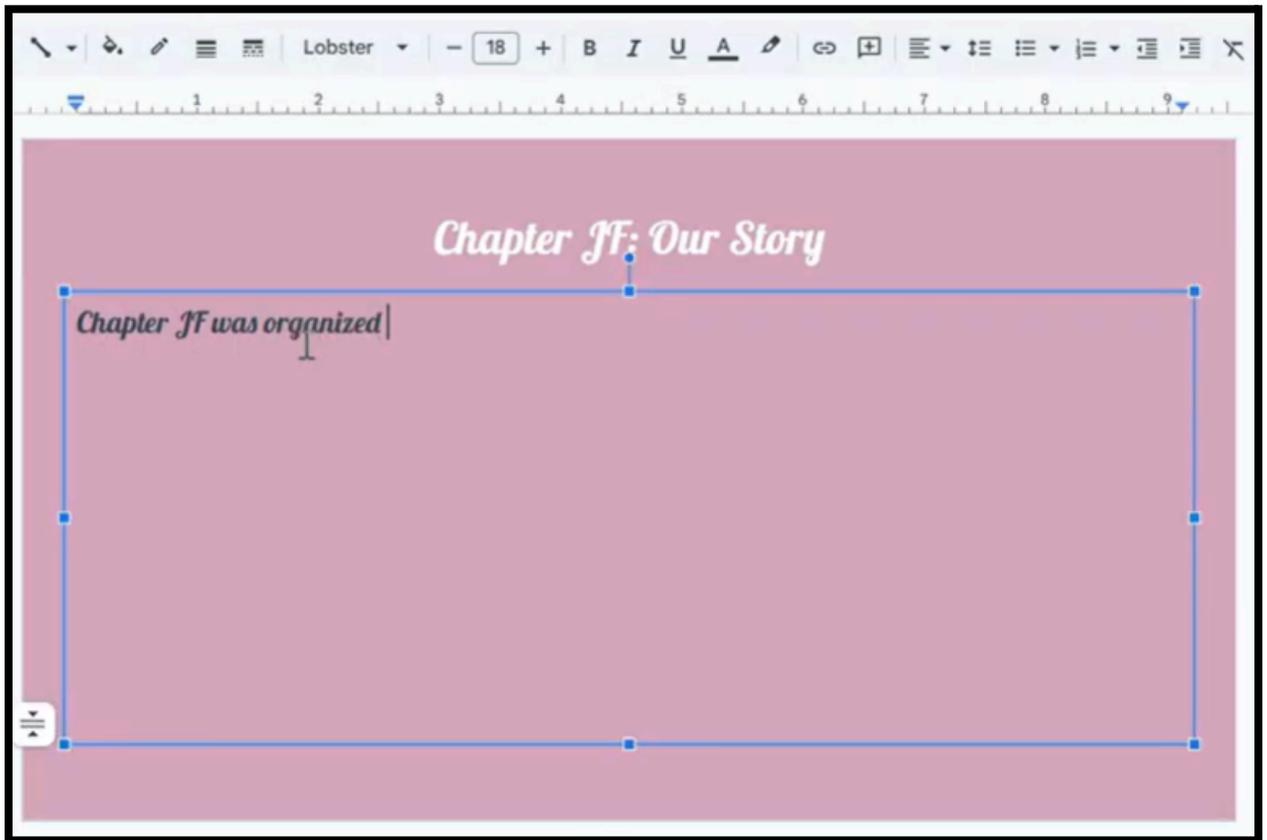
2. Create your title page for your Scrapbook.
3. Insert a new slide using the + icon in the taskbar.
4. Select a layout for the new slide using "Layout" in the taskbar.



- a. First slide: table of contents. Suggested sections to include:
 - i. **Chapter __ : Our Story**
 - ii. Organization
 - iii. Sisters Who Have Gone Beyond Local Chapter Level
 - iv. **Family Initiations**
 - v. Family Members in Chapter __
 - vi. Hostess Chapter Duties
 - vii. Our Founders & Founders Day Programs
 - viii. **P.E.O. Project Recipients**
 - ix. Fun Social Events
 - x. Fundraising Auctions & Events

- xi. Fun with B.I.L.s
 - xii. Golden Girls
 - xiii. Chapter Eternal
- b. Edit the background color of the slide, add images & graphics, change the font, etc. Whatever you want to do to personalize it!
 - c. After you create the rest of your scrapbook, you can add links to your table of contents slide so that you can easily jump to that section
5. Second slide and onward: create your scrapbook sections.
- a. Use the "Layout" tool to help get you started on each section.
 - b. Edit the background color of the slide, add images & graphics, image borders, change the font, etc. Whatever you want to do to personalize it!

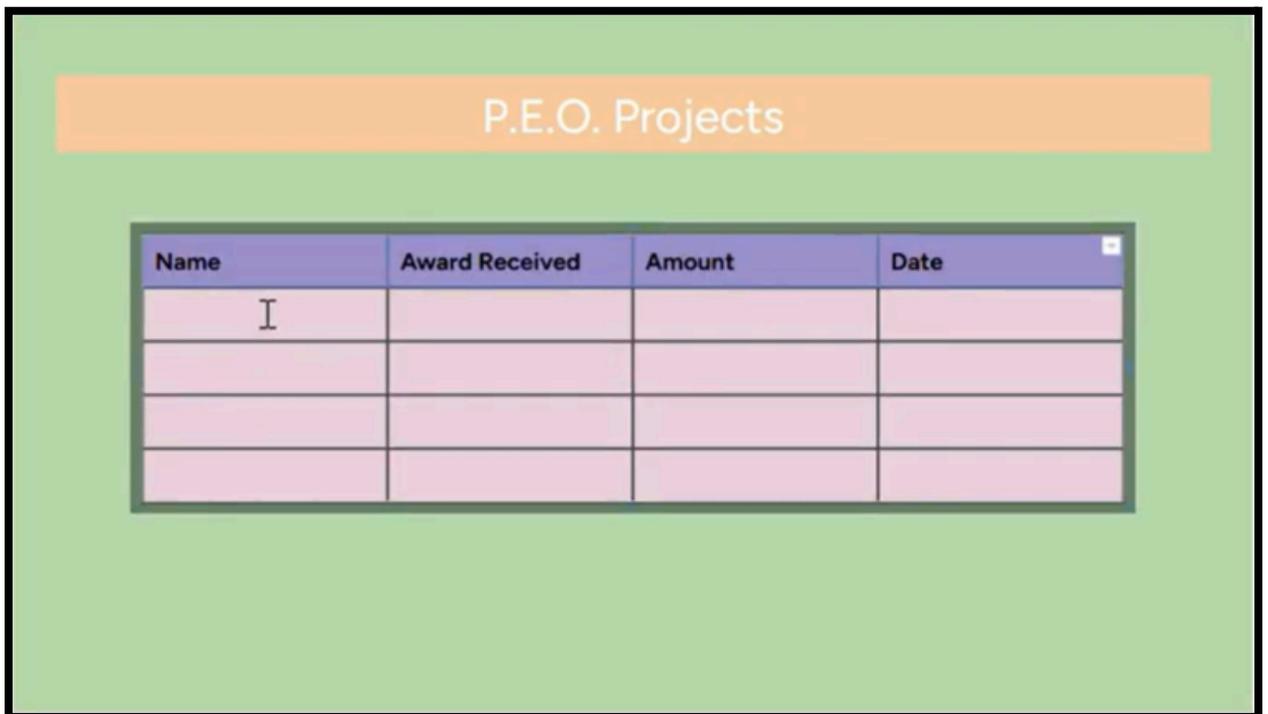
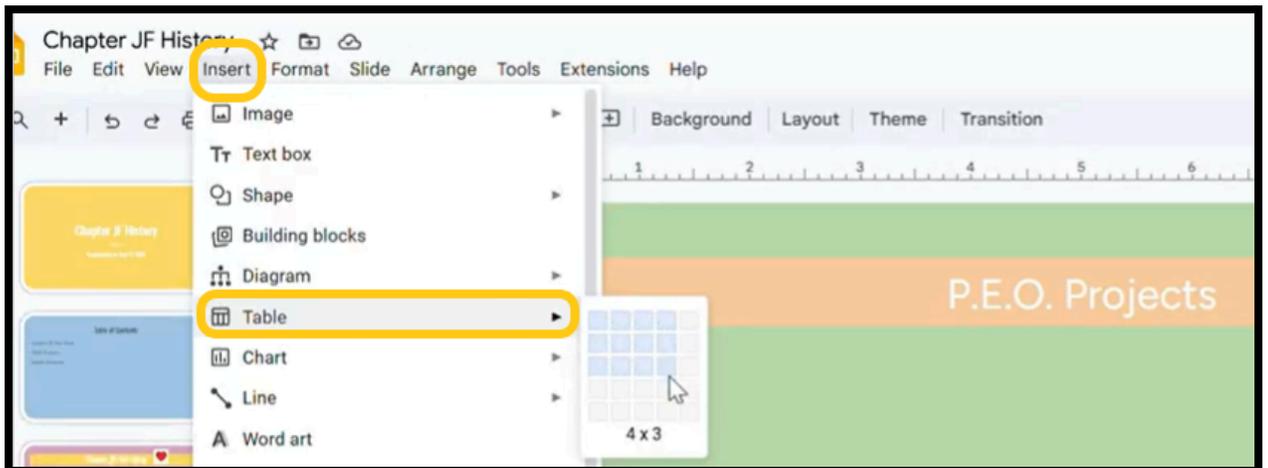
Example: Our Story Slide (Text only)



Suggestion: make the background of each new section a different color.

Example Slide: PEO Projects (table)

- i. Use tables to keep information organized. Insert → Table



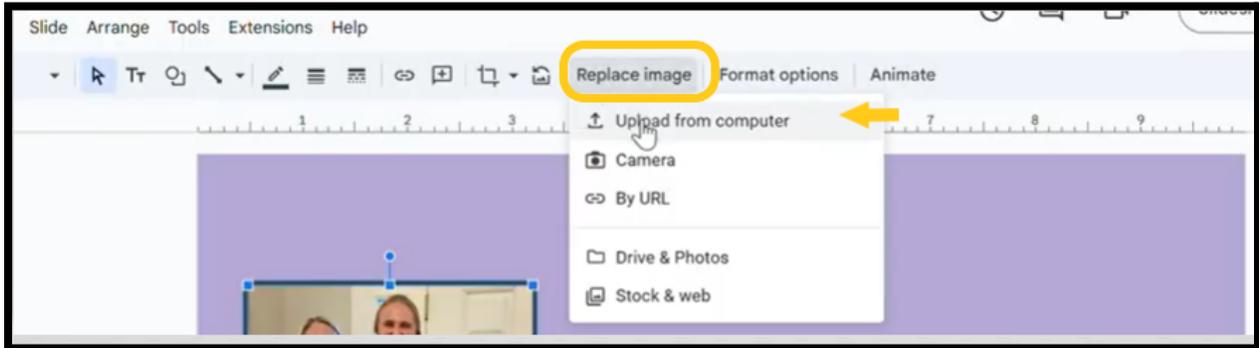
***PRO TIP:** Duplicate slides when you run out of room so you can edit the slides rather than starting all over. (Right click slide in side bar → Duplicate Slide). Keeps things consistent no matter who's editing it!

Example Slide: Family Initiations (Pictures with Captions)

Insert → Image (to insert pictures)

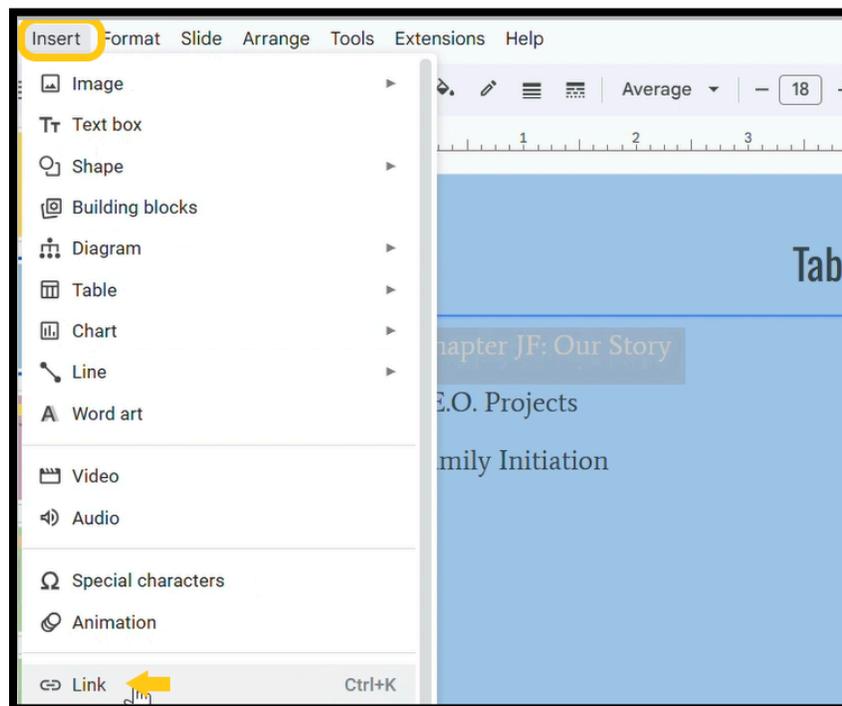
Insert → Text box (to insert caption box)

Tip: If you click on an image, you have the option to “Replace Image”. Very handy!

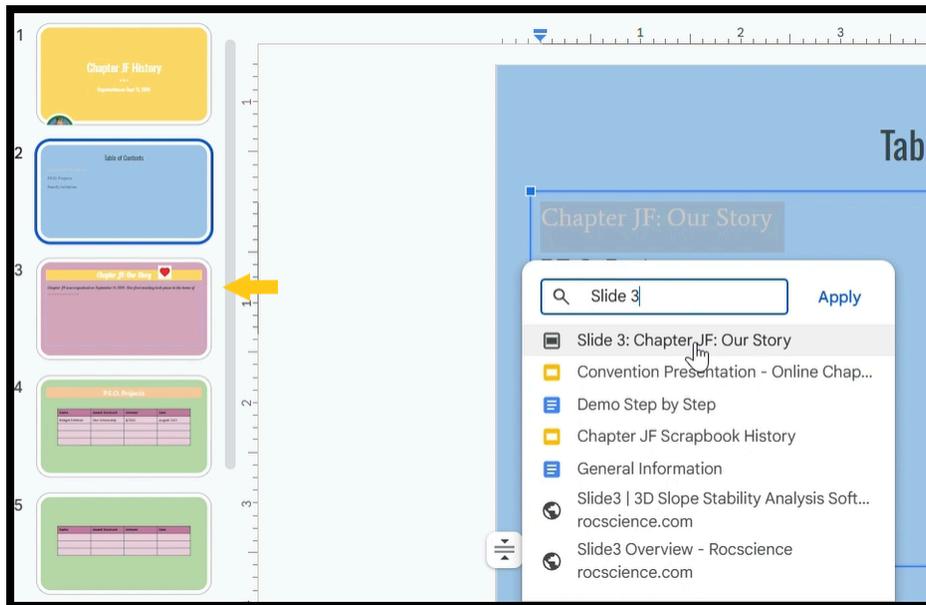


6. Creating links on the table of contents

- a. On the table of contents slide, select the text for the section you want to create a link for
- b. Insert → Link



- c. Type "Slide ____". The ____ is the slide where the beginning of your section is located. For example, "Slide 3".
 - i. Select the slide from the list that will appear.
 - ii. The color of the text should change and become underlined, indicating that the link has been added.



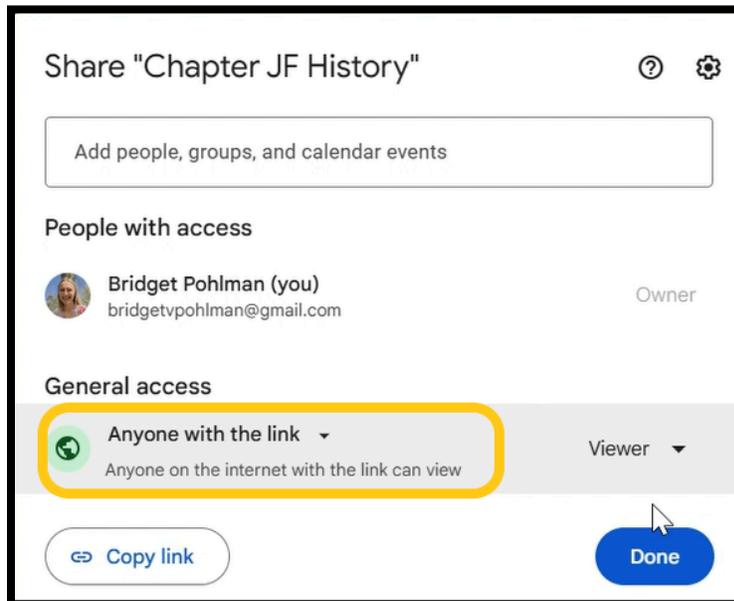
Tip: If you add extra pages to a section, you DO NOT NEED to update your table of contents! It will update automatically.

7. Searching your scrapbook

- a. If you'd like to search your scrapbook for a particular date, person, event, etc., you can do so by using Ctrl + F. You can then search your scrapbook for a keyword!

8. Sharing

- c. In the top right hand corner, select "Share".



- d. Very Important:

- i. **Change the sharing settings from "Restricted" to "Anyone with the link".**
- ii. **Do not change the role of "anyone with the link"! You want it to stay as "Viewer" for the link you send to the whole chapter.**
- iii. **For those who you want to be able to edit it, you will change the role of "anyone with the link" to "Editor". Or, you can add their email address directly by typing it into the "add people" search box.**

- e. Click "copy link".

- f. You can then paste the link into an email to your chapter, publish it into your yearbook, send it via text message, etc.