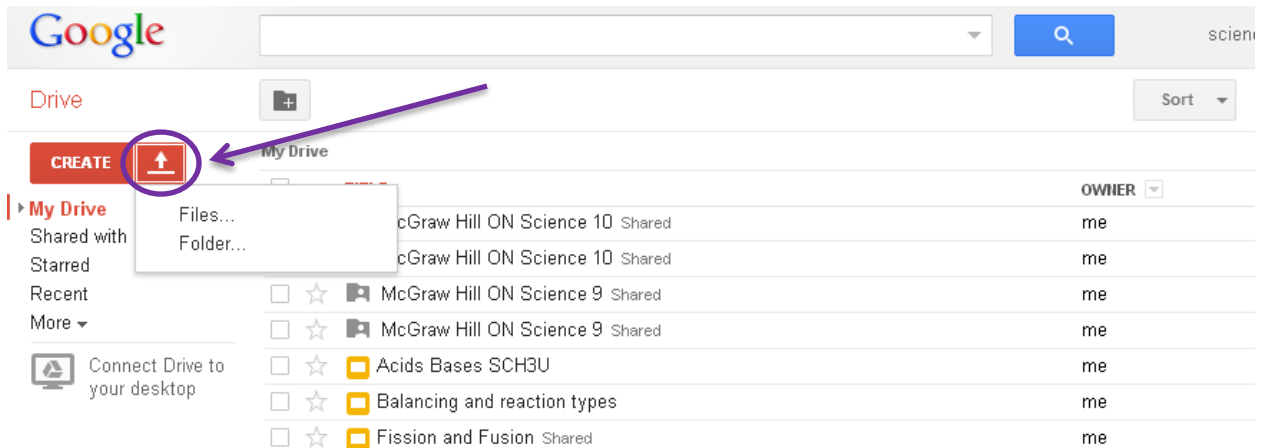


## Table of Contents

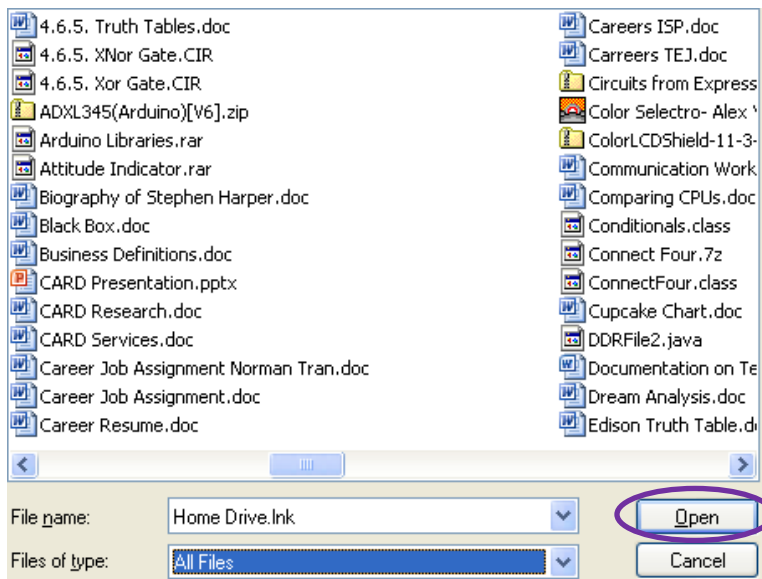
|   |    |
|---|----|
| <b>Google Documents</b> .....   |    |
| <a href="#">Uploading to Google Docs</a> .....  | 2  |
| <a href="#">Removing a Google Doc</a> .....   | 3  |
| <b>Security Features on PowerPoints</b> .....   |    |
| <a href="#">Purpose of Converting to Adobe Reader Documents</a> .....                   | 4  |
| <a href="#">Converting Existing Powerpoints to Adobe Reader Documents</a> .....         | 4  |
| <a href="#">Converting Powerpoints on Google Docs to Adobe Reader Documents</a> .....   | 5  |
| <b>Downloading YouTube Videos and Flash Files</b> .....                                 |    |
| <a href="#">How to Download YouTube Videos</a> .....                                    | 6  |
| <a href="#">How to Download Flash Files</a> .....                                       | 7  |
| <a href="#">Downloading Flash Files using other Web Browsers</a> .....                  | 7  |
| <b>Embedding YouTube Videos and Flash Files into PowerPoint Presentations</b> .....     |    |
| <a href="#">How to Embed YouTube Videos into PowerPoint</a> .....                       | 8  |
| <a href="#">How to Embed Flash Files into PowerPoint</a> .....                          | 8  |
| <b>Using the Google Calendar</b> .....  |    |
| <a href="#">Navigating to the Google Calendar Site</a> .....                            | 9  |
| <a href="#">Creating a New Calendar</a> .....   | 9  |
| <a href="#">Deleting a Calendar</a> .....   | 10 |
| <a href="#">Creating an Event for a Calendar</a> .....                                  | 11 |
| <a href="#">Deleting an Event</a> .....   | 11 |
| <a href="#">How to Move an Event</a> .....  | 12 |
| <a href="#">How to Move an Event to Another Calendar</a> .....                          | 12 |
| <a href="#">How to Edit an Event</a> .....  | 12 |
| <b>Editing Google Sites</b> .....   |    |
| <a href="#">Adding A New Page</a> .....   | 13 |
| <a href="#">Deleting A Page</a> .....   | 13 |
| <a href="#">Changing Page Layout</a> .....  | 14 |
| <a href="#">Linking PowerPoint Presentations from Google Docs to Google Sites</a> ..... | 15 |
| <a href="#">Linking PowerPoint Presentations from a Saved Location</a> .....            | 15 |
| <a href="#">Embedding Google Docs to Google Sites</a> .....                             | 15 |
| <a href="#">Inserting Google Calendar</a> .....   | 16 |

## Uploading to Google Docs

1. Log into Google
2. Go to this site: <https://drive.google.com/>
3. Click the button beside “Create”, then click “Files”

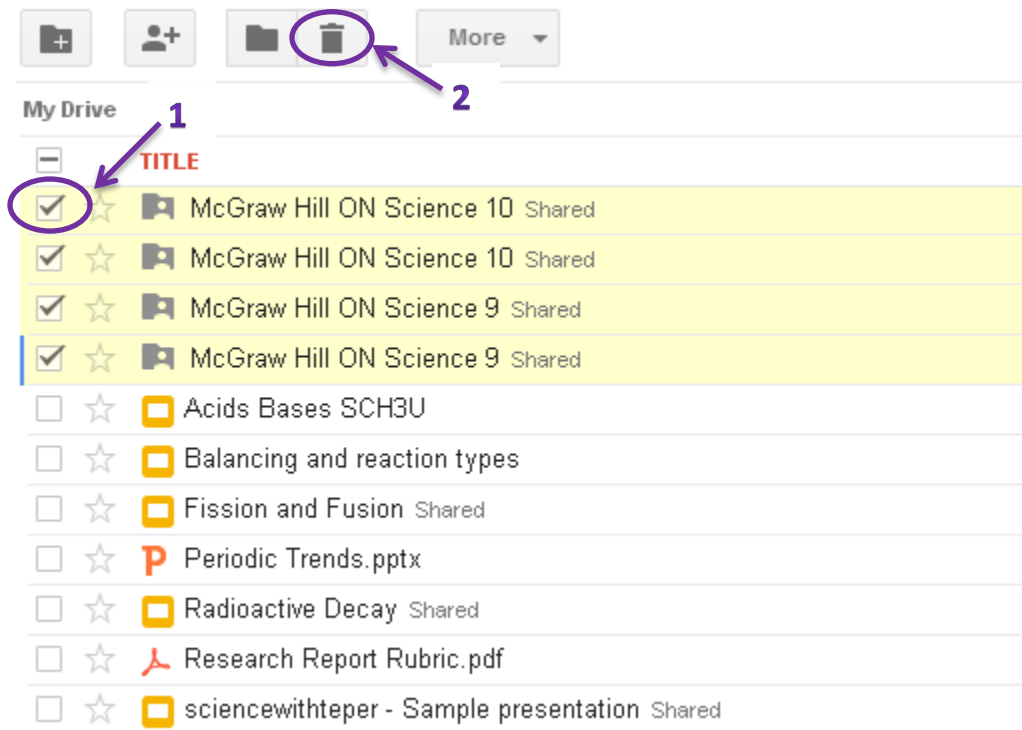


4. Look for the file you want to upload, select it, then click “Open”



## Removing a Google Doc

1. Log into Google
2. Go to this site: <https://drive.google.com/>
3. Check off the files you want to delete from the list (1), then click the button that looks like a trash can (2)



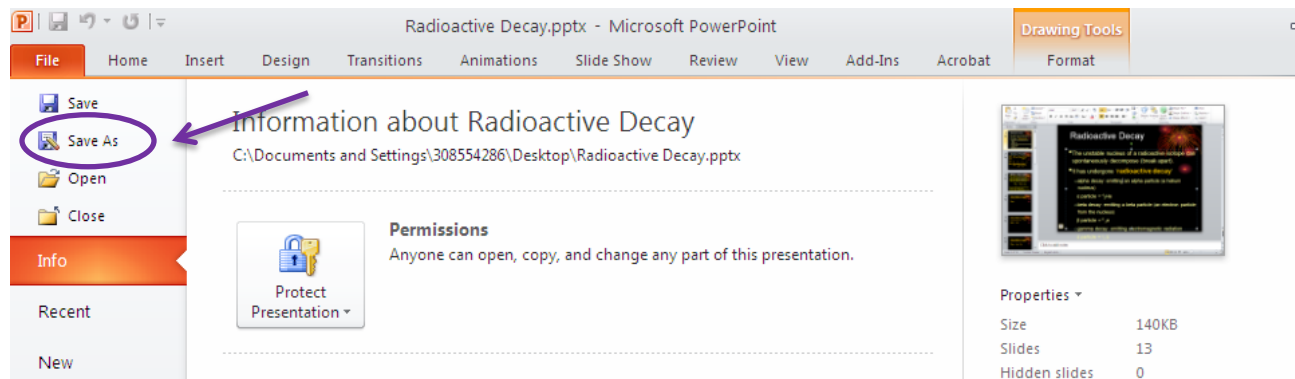
## Security Features on PowerPoints

### Purpose of Converting to Adobe Reader Documents

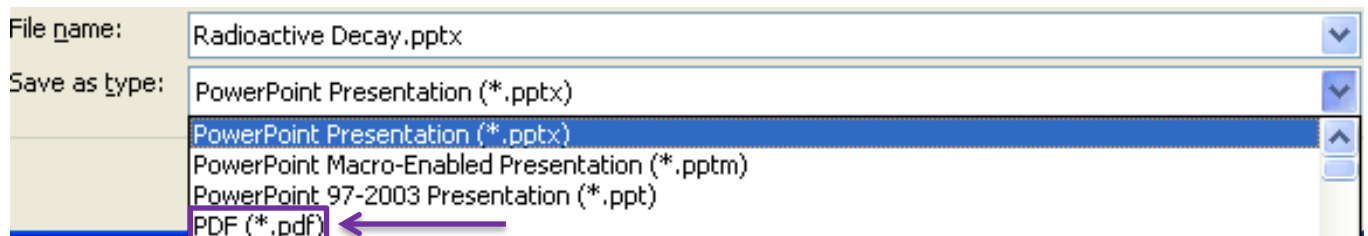
The purpose of converting PowerPoint files into PDF files is for security purposes. A PowerPoint file can be edited by other users on Google Docs, while a PDF file cannot be edited. This allows students to view and print PowerPoint presentations, but does not allow them to make edits on the document itself. This also allows the creator to retain previous versions of the PowerPoint presentations for future use and reference.

### Converting Existing PowerPoints to Adobe Reader Documents (.pdf)

1. Open the PowerPoint presentation you want to convert
2. Click “File”, then “Save-As”



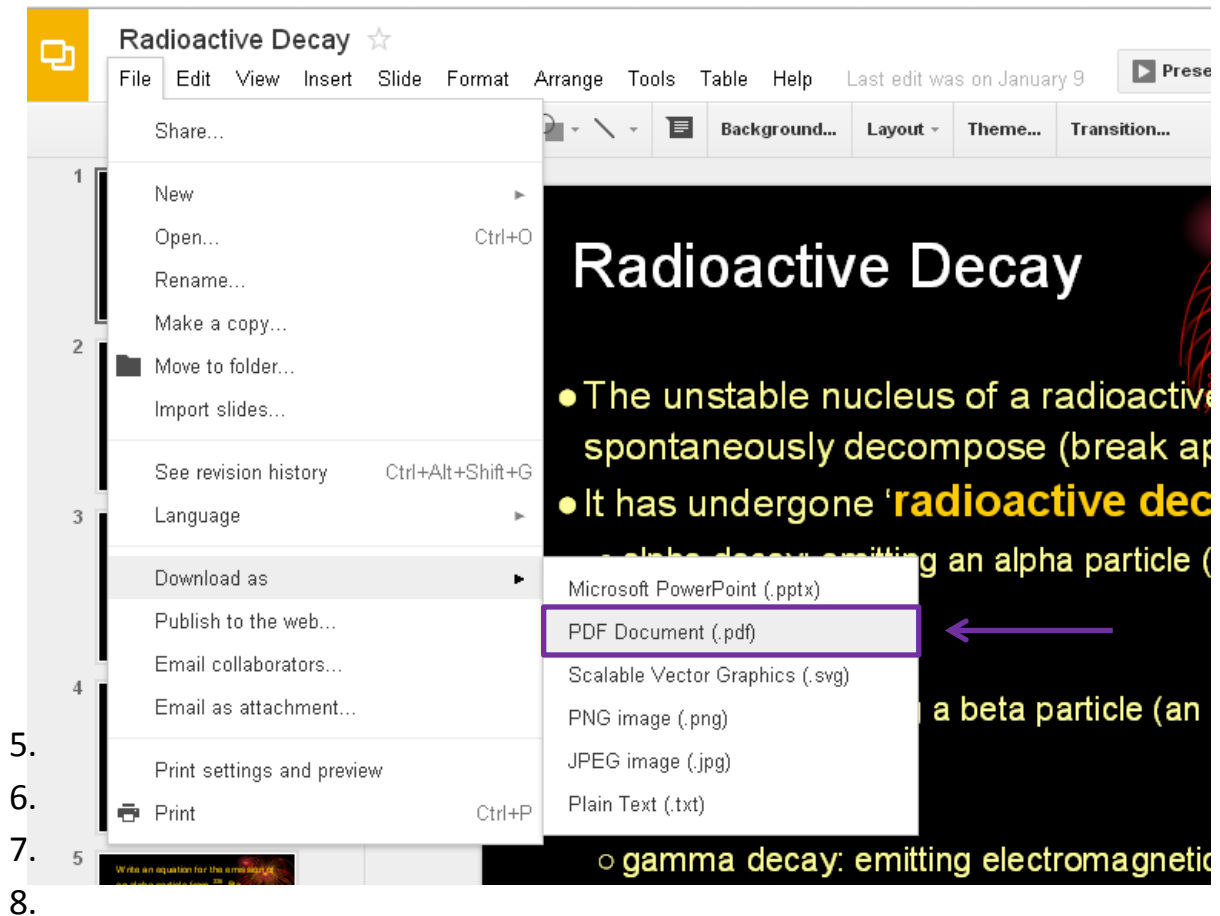
3. Select the PDF option under the “Save as type” category



4. Find a location to save the file, then click “Save”
5. Follow the steps under the [Uploading to Google Docs](#) section to upload the file back onto your Google Drive

## Converting PowerPoints on Google Docs to Adobe Reader Documents (.pdf)

1. Log into Google
2. Go to this site: <https://drive.google.com/>
3. Open the specific PowerPoint presentation you wish to convert
4. Click “File”, “Download as”, then “PDF document”



5. Find a location to save the file, then click “Save”
6. Follow the [Uploading to Google Docs](#) steps to upload the file back onto your Google Drive

## Downloading YouTube Videos and Flash Files

### How to Download YouTube Videos

1. Go to <http://keepvid.com/>
2. Copy the address of the YouTube video you want to download and paste it into the text box on the website, Click Download



#### KEEPVID Bookmarklet

- 1.) Drag this button onto your links toolbar
- 2.) Click **Keep It!** when watching a video to download it

<http://www.youtube.com/watch?v=3koOwozY4oc>

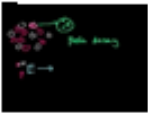
DOWNLOAD

3. Click "Always trust content from this publisher.", then click Run



4. Click "Download .MP4", find a location to save the file, then click "Save"

Please report any issues to: [contact@keepvid.com](mailto:contact@keepvid.com)



**Types of Decay**  
youtube.com / Khan Academy  
17:03

[» Download 3GP « - 144p](#)  
[» Download 3GP « - 240p](#)  
[» Download FLV « - 240p](#)  
[» Download FLV « - 360p](#)  
[» Download FLV « - 480p](#)  
[» Download MP4 « - \(Max 480p\)](#) ←  
[» Download WEBM « - 360p](#)  
[» Download MP3 « - using \( \[SnipMP3.com\]\(#\) \)](#)  
**\*NEW\*** [» Download SRT « - Subtitles - using \( \[KeepSubs.com\]\(#\) \)](#)

## How to Download Flash Files (Google Chrome)

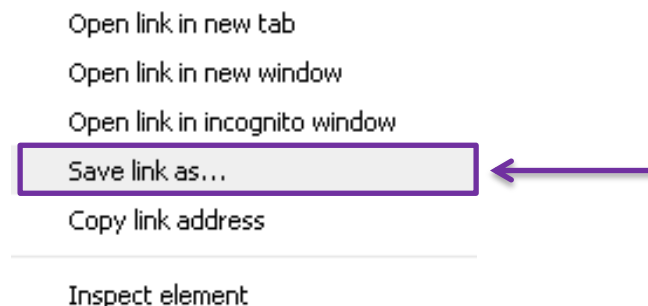
1. Go to the web page which contains the flash file you wish to download
2. Press **Ctrl+U** in Google Chrome to bring up the source code window
3. Press **Ctrl+F** and type in "swf"



4. Look through the highlighted text to find one that is hyperlinked

```
width="400" height="420" standby="Loading..."><param name="LOOP" value="false"><param name="SCALE" value="noborder">
<param name="movie" value="anims/3-2bTranslationSteps.swf"><param name="quality" value="high"><embed src="anims/3-
2bTranslationSteps.swf" width="400" height="420" loop="false" quality="high"
pluginspage="http://www.macromedia.com/go/getflashplayer" type="application/x-shockwave-flash" scale="noborder"></e
</object></span></div></body></html>
```

5. Verify that it is the same flash file you're trying to download by opening the file. If the opened file is the same flash file you wish to download, go to the next step. If it is not, try to find another highlighted hyperlink in the window. Some websites have protection against downloading their flash files. This means that some flash files cannot be downloaded in any case.
6. Right click the hyperlink, and click "Save link as".
7. Find a location to save the file, then click "Save"



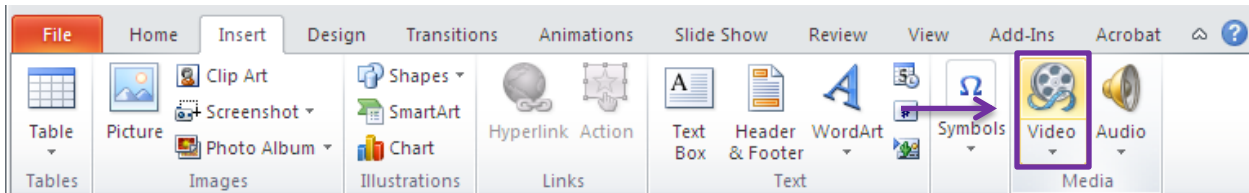
## Downloading Flash Files using other Web Browsers

Downloading flash files using other web browsers other than Google Chrome is harder to use. Other web browsers do not provide the hyperlink to the specific flash file, but rather just the file name. This requires additional work to be done to find the specific file address for the flash file for downloading purposes.

## Embedding YouTube Videos and Flash Files into PowerPoint Presentations

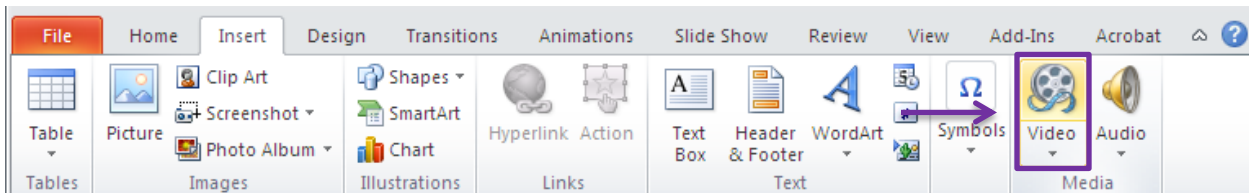
### How to Embed YouTube Videos into PowerPoint

1. [Download the YouTube Video](#)
2. Make sure the location of the YouTube video is in the same folder as the PowerPoint presentation
3. Go to the PowerPoint slide where you want to embed the video
4. Click “Insert”, then click “Video”
5. Find the video you want to embed, then click “Insert”

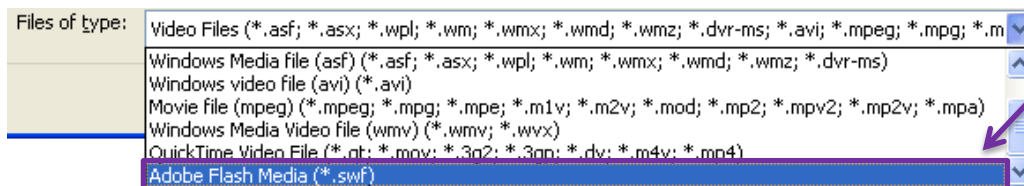


### How to Embed Flash Files into PowerPoint

1. [Download the Flash Video](#)
2. Make sure the location of the flash file is in the same folder as the PowerPoint presentation
3. Go to the PowerPoint slide where you want to embed the flash file
4. Click “Insert”, then click “Video”



5. Select the Adobe Flash Media option in the drop down menu, then find the specific flash file you want to embed, finally click “Insert”

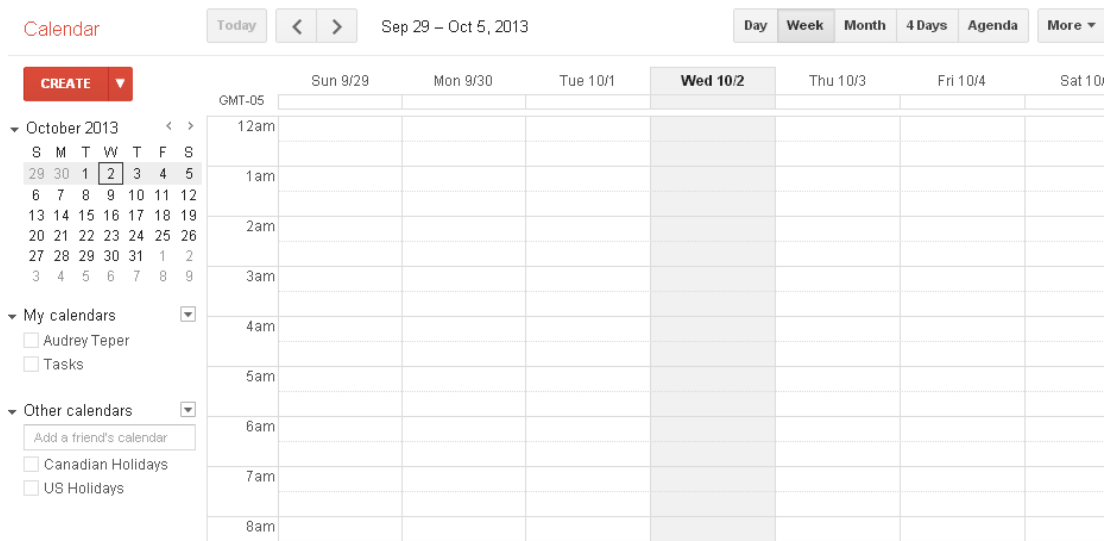




## How to use the Google Calendar

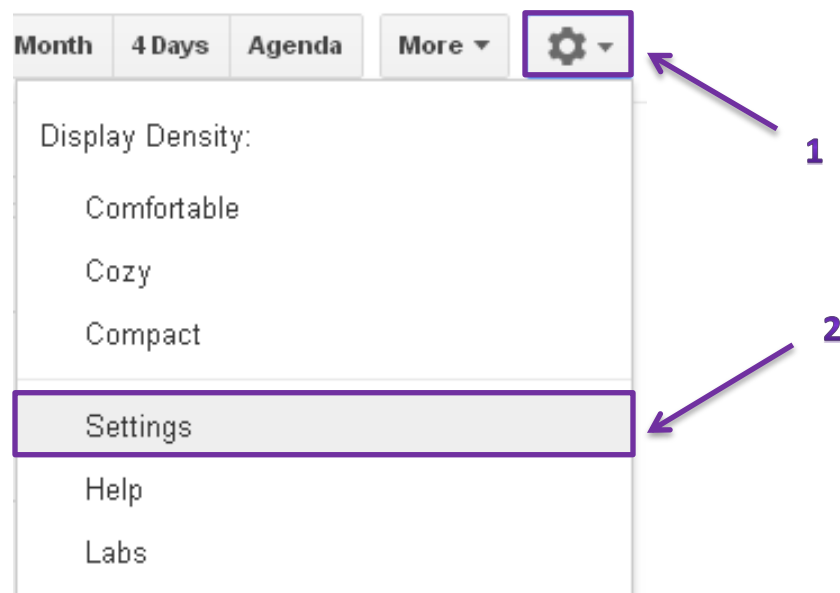
### Navigating to the Google Calendar Site

1. Log into the Google account contains your website
2. Go to this website: <http://calendar.google.com>
3. This will be your main page for Google Calendar



### Creating a New Calendar

1. Click the button that looks like a gear (1), then click on “Settings” (2)



- Click “Calendars” (1), then click “Create New Calendar” (2)

## Calendar Settings

General **Calendars** Mobile Setup Labs

[« Back to calendar](#) 1

**My Calendars** Calendars I can view and modify

| CALENDAR                     | SHOW IN LIST<br><a href="#">all</a> <a href="#">none</a> | NOTIFICATIONS                   |
|------------------------------|--|---------------------------------|
| <a href="#">Audrey Teper</a> | <input checked="" type="checkbox"/>                      | <a href="#">Reminders and n</a> |
| <a href="#">Tasks</a>        | <input checked="" type="checkbox"/>                      |                                 |

**Create new calendar** [Import calendar](#) [Export calendars](#)

- Fill out the required information, then click “Create Calendar”

## Deleting a Calendar

- Go to the Google Calendar Home Page
- Find the calendar you want to delete, and click the arrow next to it (1), then click “Calendar Settings” (2)

October 2013 < >

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
| 29 | 30 | 1  | 2  | 3  | 4  | 5  |
| 6  | 7  | 8  | 9  | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | 1  | 2  |
| 3  | 4  | 5  | 6  | 7  | 8  | 9  |

My calendars

- Audrey Teper
- Tasks
- Trial Calendar

Display only this Calendar

Hide this calendar from the list

**Calendar settings**

Create event on this calendar

Share this Calendar

Reminders and notifications

### 3. Scroll to the bottom of page then click “Permanently Delete this Calendar”

Delete calendar:

[Learn more](#)

[Permanently delete this calendar](#)

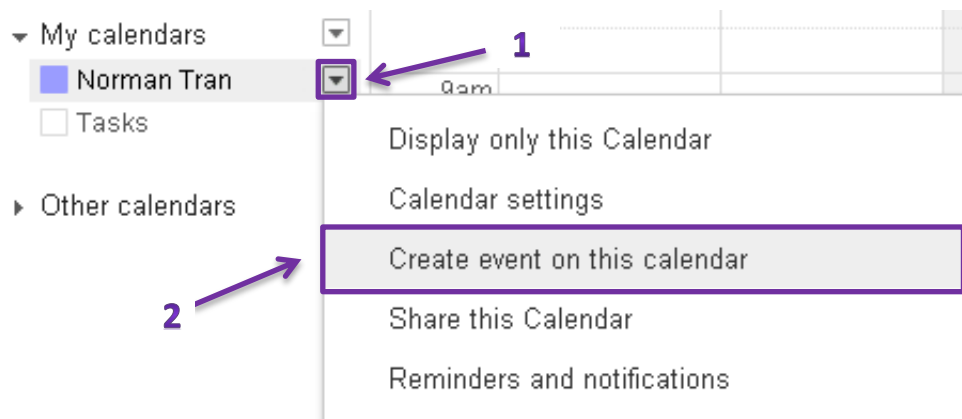
**Delete:** The calendar will be permanently erased. Nobody will be able to use it anymore.

« [Back to calendar](#)

### 4. Confirm your request by clicking the check box, then “Delete”

## How to Create an Event for a Calendar

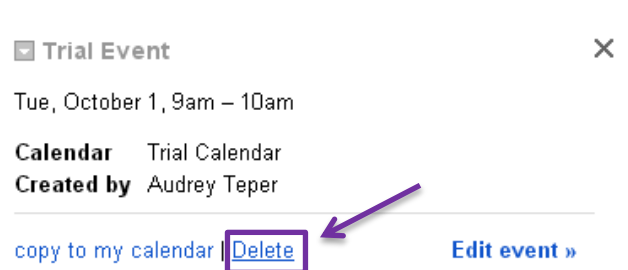
1. Go to the Google Calendar Home Page
2. Find the specific calendar where you want to add an event, and click the arrow next to it (1), then click “Create Event” (2)



3. Fill out the required information, then click “Save”

## How to Delete an Event

1. Go to the Google Calendar Home Page
2. Find the event you want to delete, then click on it
3. Click the “Delete” button



### **How to Move an Event**

1. Go to the Google Calendar Home Page
2. Navigate to the event you wish to move on the calendar
3. Click and drag the event to another time slot on the calendar

### **How to Move an Event to Another Calendar**

1. Go to the Google Calendar Home Page
2. Navigate to the event you wish to move
3. Click on the event, then click “Edit Event”
4. Under the subsection “Calendar”, pick the specific calendar you wish to move it to
5. Click “Save”

### **How to Edit an Event**

1. Go to the Google Calendar Home Page
2. Navigate to the event you wish to move on the calendar
3. Find the event you want to edit, click on it, then click “Edit Event”
4. Edit information on the event, then click “Save”

## Changing Google Sites

### Adding A New Page

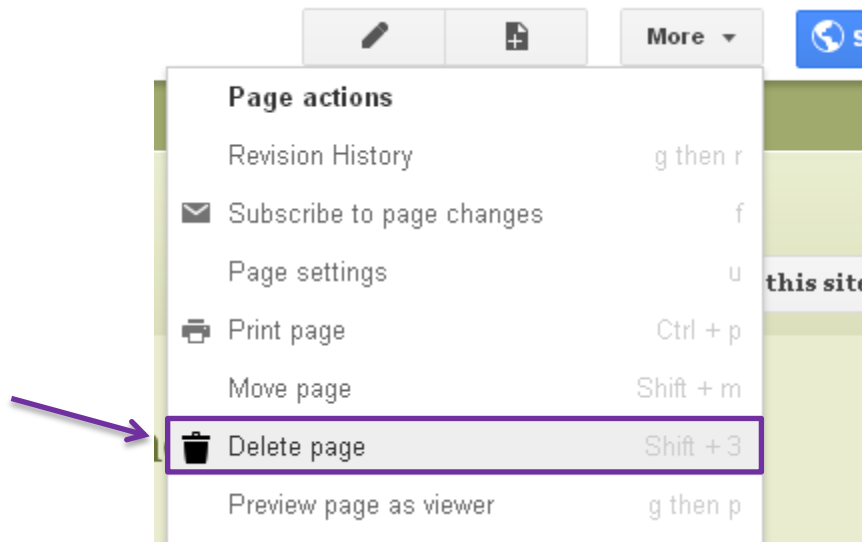
1. Go to your Google Site Home Page
2. Click the “New Page” button in the top right portion of the screen



3. Fill out the required information (See the subsection “[Changing Page Layout](#)” for more information on web page templates)
4. Click “Create” to create a new page

### Deleting A Page

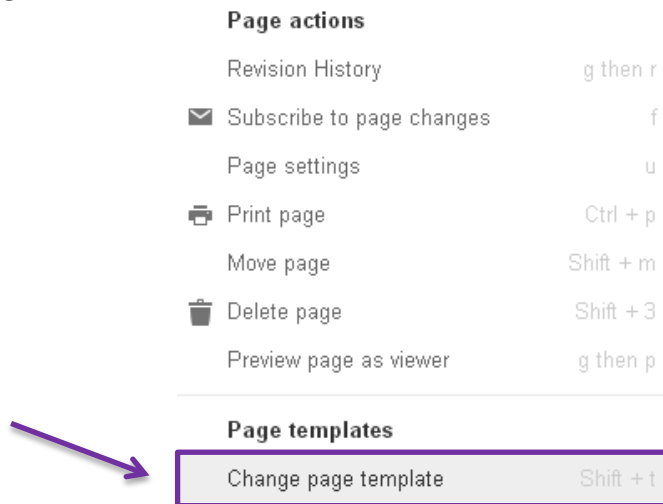
1. Navigate to the web page which you wish to delete
2. Click “More” in the top right portion of the screen, then click “Delete Page”



3. Confirm the deletion of the page by clicking “Delete”

## Changing Page Layout

1. Navigate to the page where you want to change the page layout
2. Click “More” in the top right portion of the screen, then click “Change Page Template”



3. Select one of the following page templates to use:

- a. Web Page:

A typical, well-rounded web page which has simple formatting controls, and the ability to attach documents from the hard drive to the page.

- b. Announcements:

Similar to a blog, the announcements page can be used to chronologically display class announcements and notes.

- c. File Cabinet:

This page is specifically for file organization and storage. This page can create folders to organize files, and displays them in a neat and organized fashion.

- d. List:

This page is similar to the File Cabinet page, but instead of organizing files, it organizes lists of information.

4. Once you're done, click “Change” to change the page layout

## Linking PowerPoint Presentations from Google Docs to Google Sites

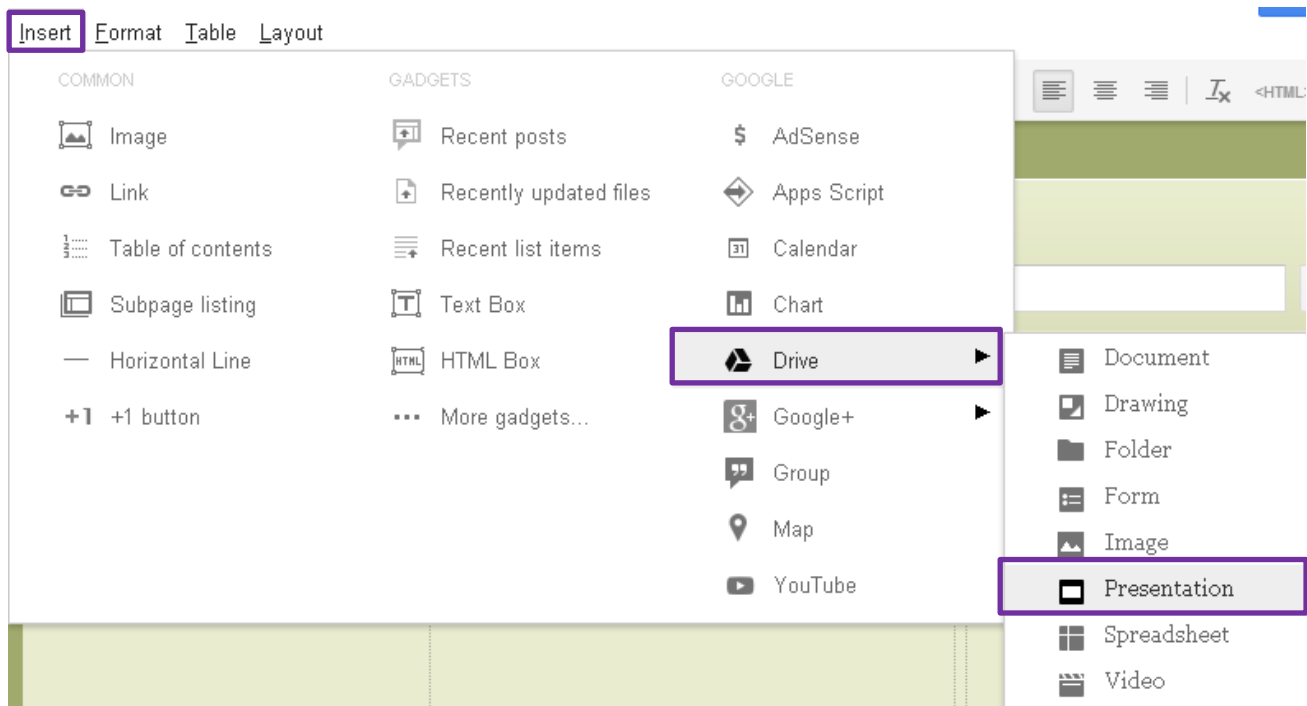
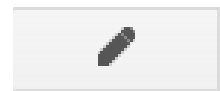
1. Navigate to the page you want to post your presentations on
2. [Change your page layout](#) to the “File Cabinet” layout
3. Click “Add Link”, then fill out the required information, then click “Add”

## Linking PowerPoint Presentations from a Saved Location

1. Navigate to the page you want to post your presentations on
2. [Change your page layout](#) to the “File Cabinet” layout
3. Click “Add File”, find the file you wish to upload, then click “Open”

## Embedding Google Docs to Google Sites

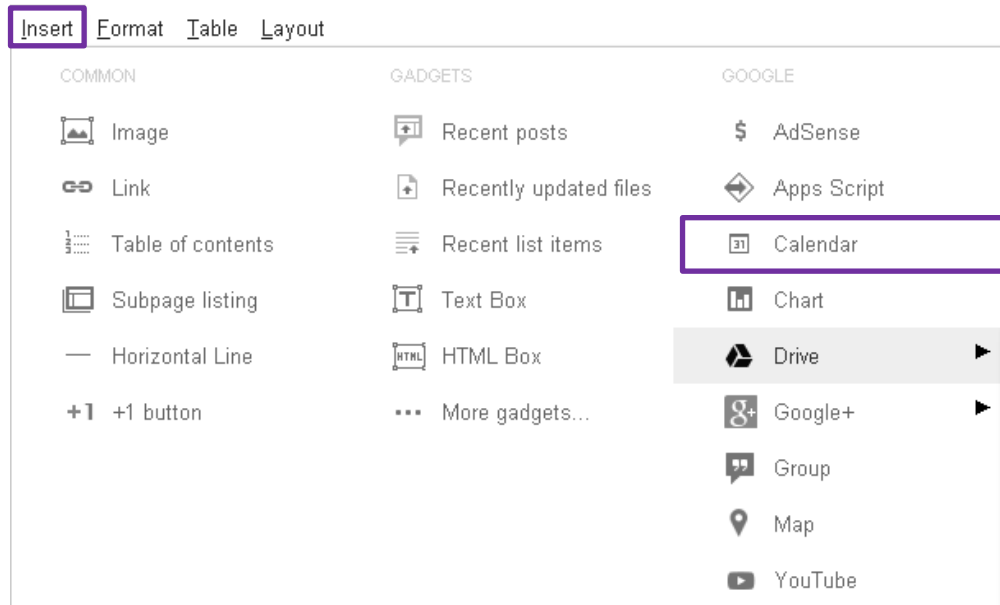
1. Navigate to the page you want to post your presentations on
2. Click the pencil shaped button on the top right of the screen
3. Click “Insert”, then click “Drive”, then click “Presentation”



4. Find the presentation you wish to embed, then click Select

## Inserting Google Calendar

1. Navigate to the page you want to post your calendar on
2. Click the pencil shaped button on the top right of the screen
3. Click Insert, then Calendar



4. Pick which calendar you wish to embed then click Select
5. Fill out the required information, then click Save