

**DIRECTIONS TO CONVERT POWER POINT TO GOOGLE
SLIDES AND SAVE PROGRAM IN YOUR GOOGLE DRIVE**

1. Save the Power Point to your computer (remember where you saved it)
2. Open up your Google account.
3. Click on your Google Drive.
4. Under **MY DRIVE** create your folder you may call it **ZZ EXCAPE ROOM**.
5. Click on **NEW** at the top left of your drive
6. Choose File Upload (where you saved your Power Point).
7. It should only take a minute to upload to your google account.
8. Click on the power point lesson and choose open -- The computer will now load it into your google account.
9. Click on the power point lesson once it is 100% upload to your google drive, and it will convert to google slides.
10. **TO RUN** your slide program you must Click on **PRESENT** located at the top right or **CONTROL SHIFT F5**.
11. Make sure you click on the buttons and numbers we have provided for you. If you make a mistake and click elsewhere on the slide the lesson will just go to the next slide. You may start over again.