

CREATE A VIRTUAL BACKGROUND FOR ZOOM USING GOOGLE SLIDES

KATHRYN LAGASSEY

VIRGINIA FIREBIRDS PRESIDENT

Google Account

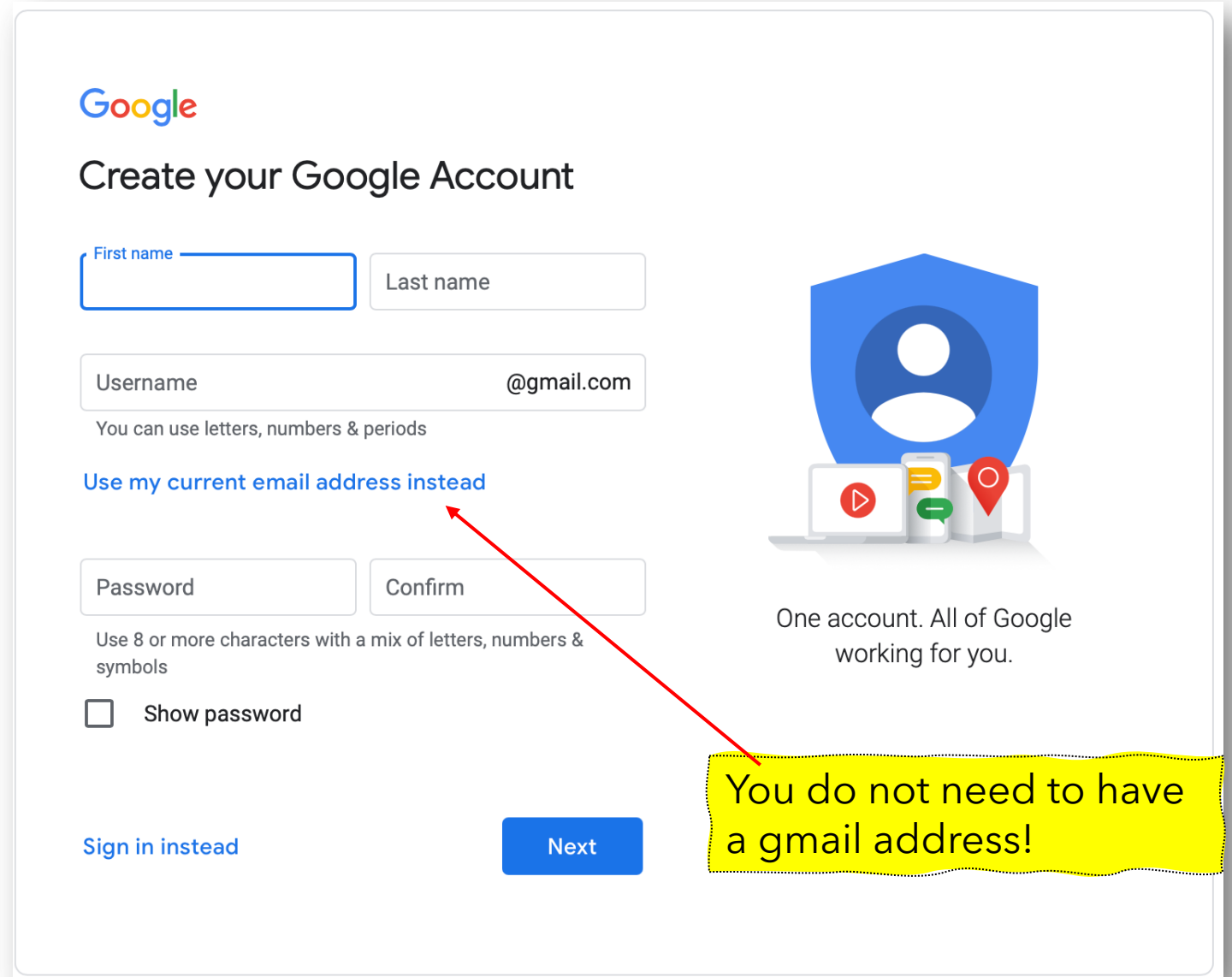
- You must have a **Google account** to access Google Drive and Google Slides
- If you have Gmail you already have a Google account.
- You do not need to have Gmail to set up a Google account



How to Create a Google Account

Create your own account by going to the following address:

<https://accounts.google.com/signup>



The screenshot shows the Google Account creation interface. At the top is the Google logo and the heading "Create your Google Account". Below this are input fields for "First name" and "Last name". A "Username" field is followed by "@gmail.com", with a note: "You can use letters, numbers & periods". A blue link "Use my current email address instead" is highlighted with a red arrow pointing to a yellow callout box. Below are "Password" and "Confirm" fields, with a note: "Use 8 or more characters with a mix of letters, numbers & symbols". There is a checkbox for "Show password". At the bottom left is a link "Sign in instead" and a blue "Next" button. On the right, there is a graphic of a blue shield with a person icon, and icons for YouTube, Gmail, and Maps. Below the graphic is the text: "One account. All of Google working for you."

You do not need to have a gmail address!

Skip this page if you already have an account

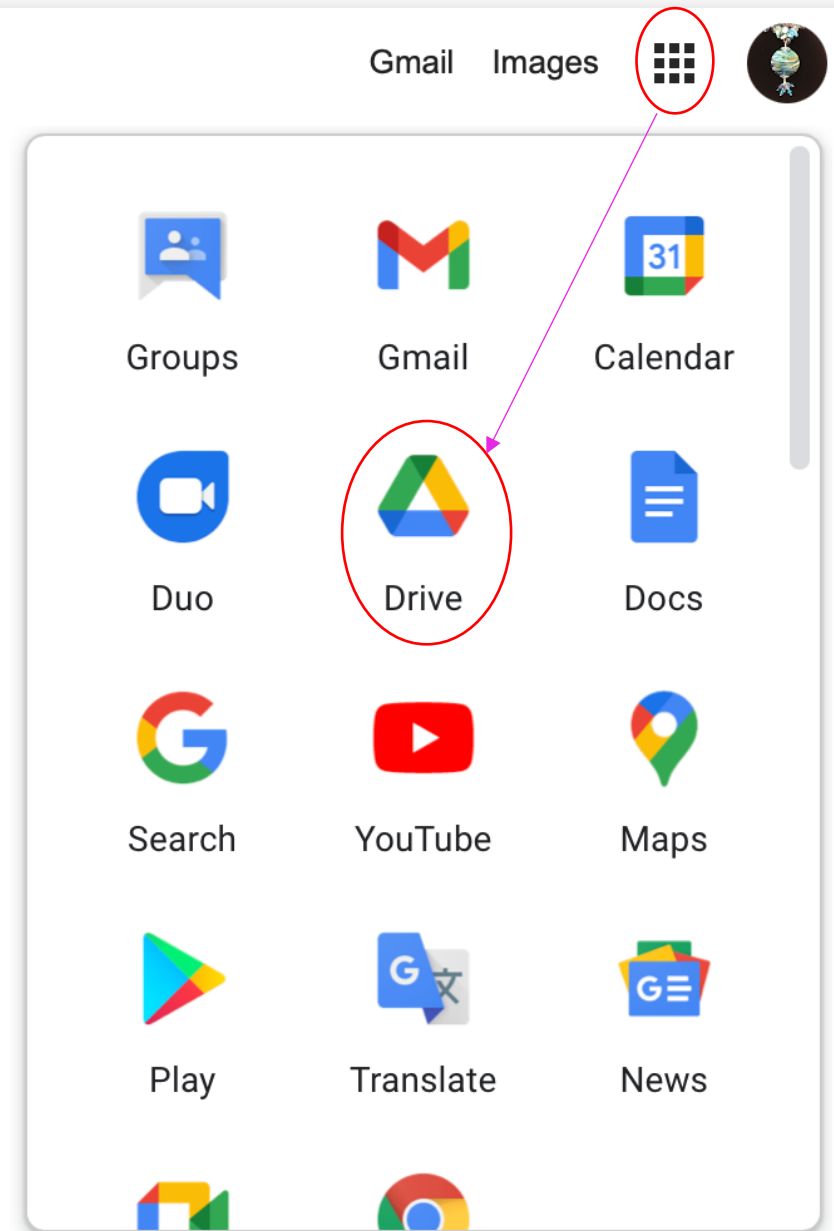
How to access your Google Account

- If you use Gmail, you already have a Google Account. With a Google Account, you have access to free Google products like Drive, Docs, Calendar, and more.
- Sign in page for Google Accounts: www.myaccount.google.com



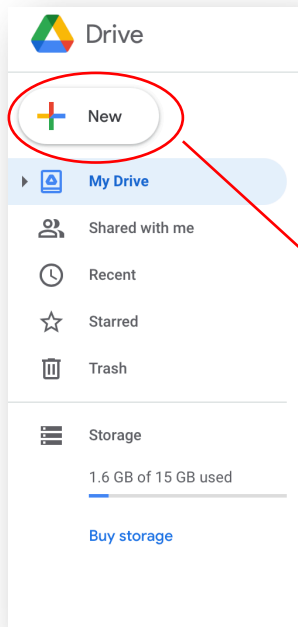
Open Google Drive

- Open your Google Account
- Select the **Menu** (icon with small squares)
- Select **Drive**

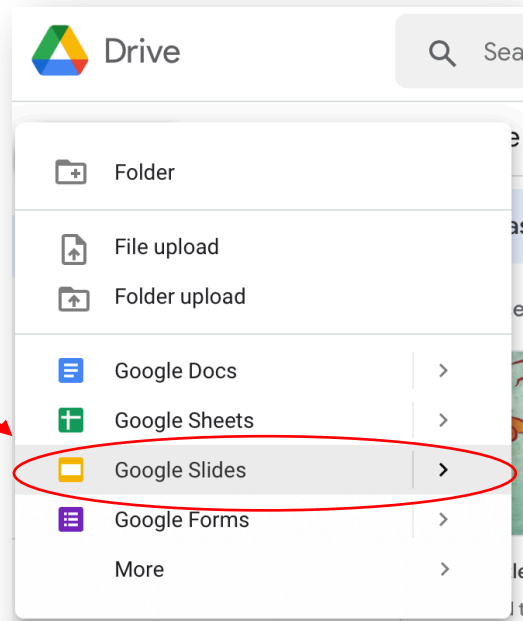


Open Google Slides

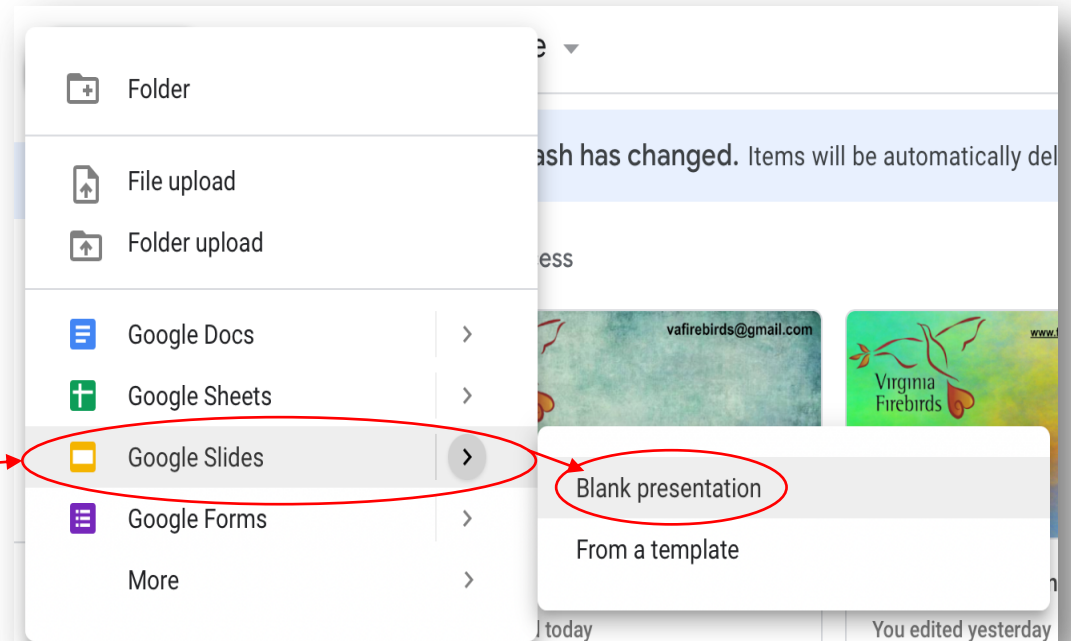
Click **New**



Click **Google Slides**

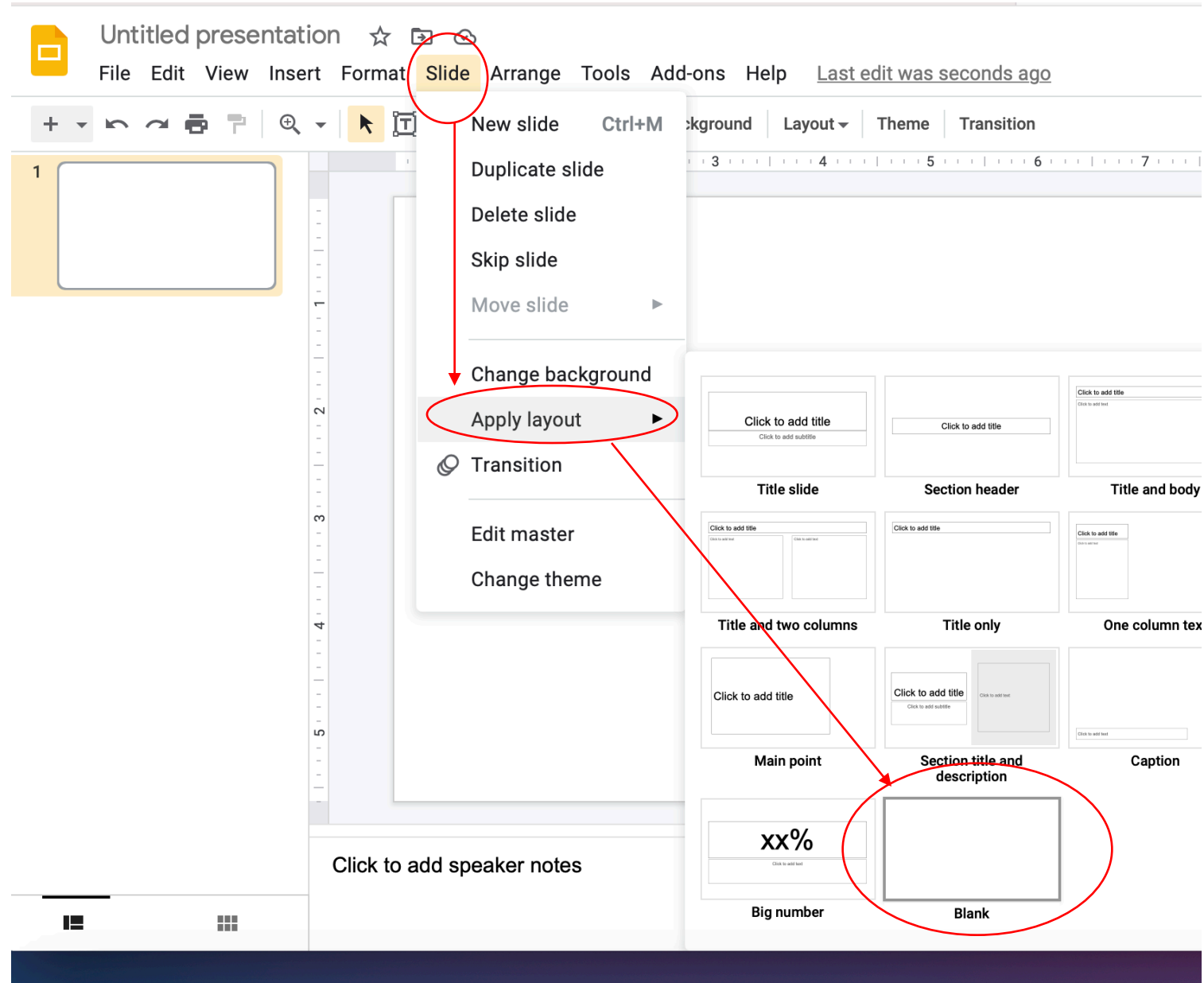


Click **Blank presentation**



Creating a Blank Slide

- To start with a blank slide, click **Slide**
- Scroll down to **Apply Layout**
- Click **Blank**



What to add to your slide



Background



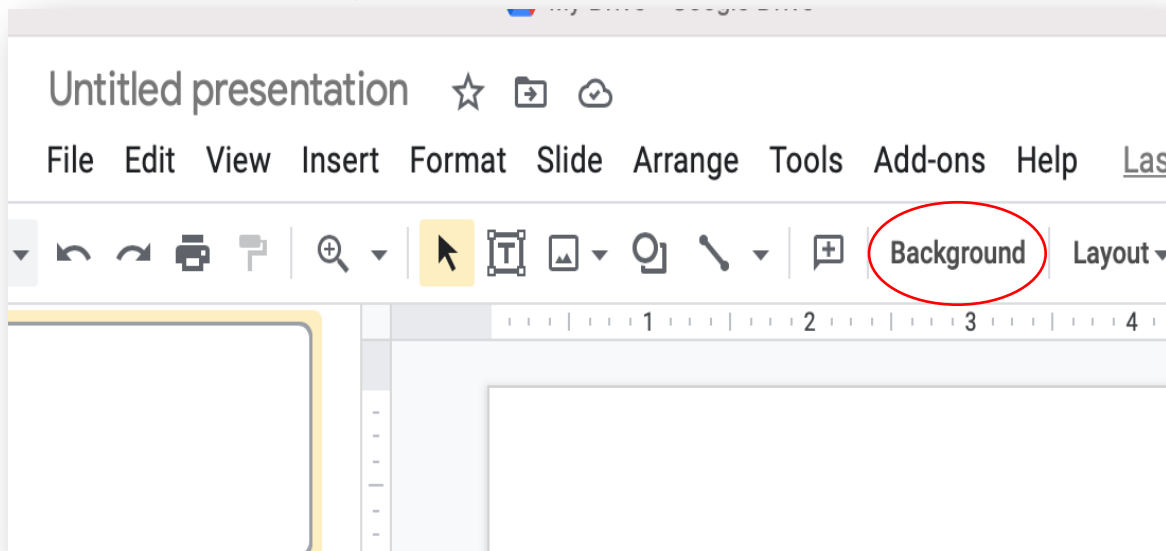
Images



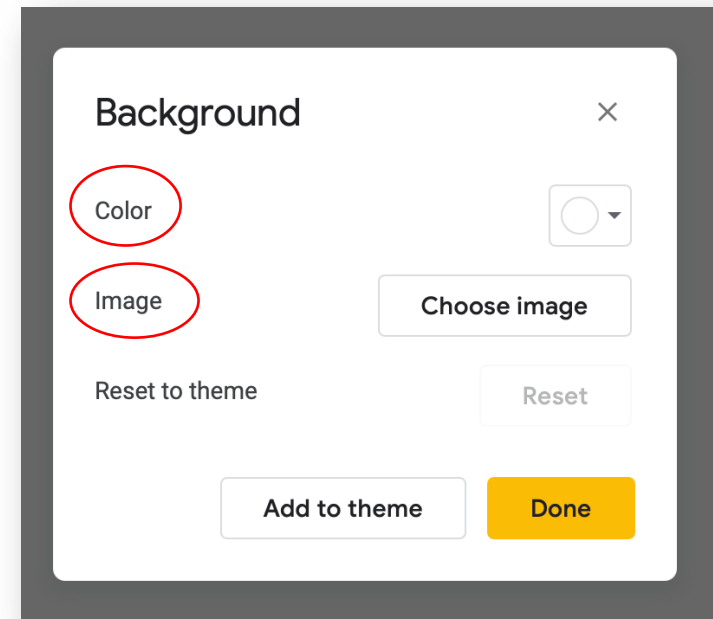
Text

Add background

Click **Background**

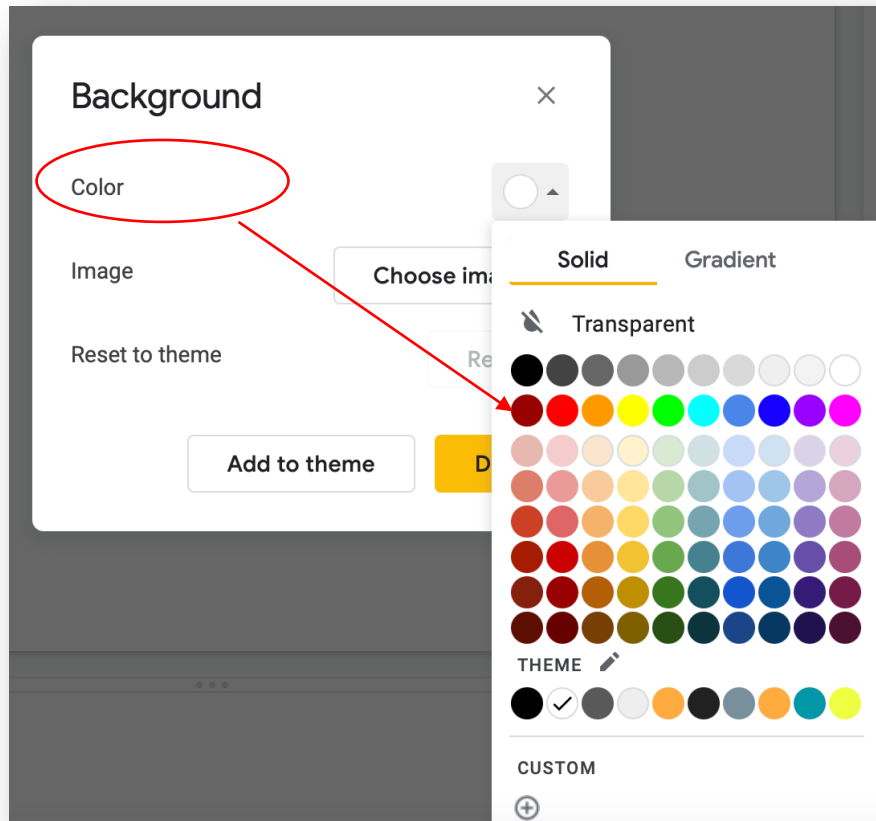


Choose **Color or Image**

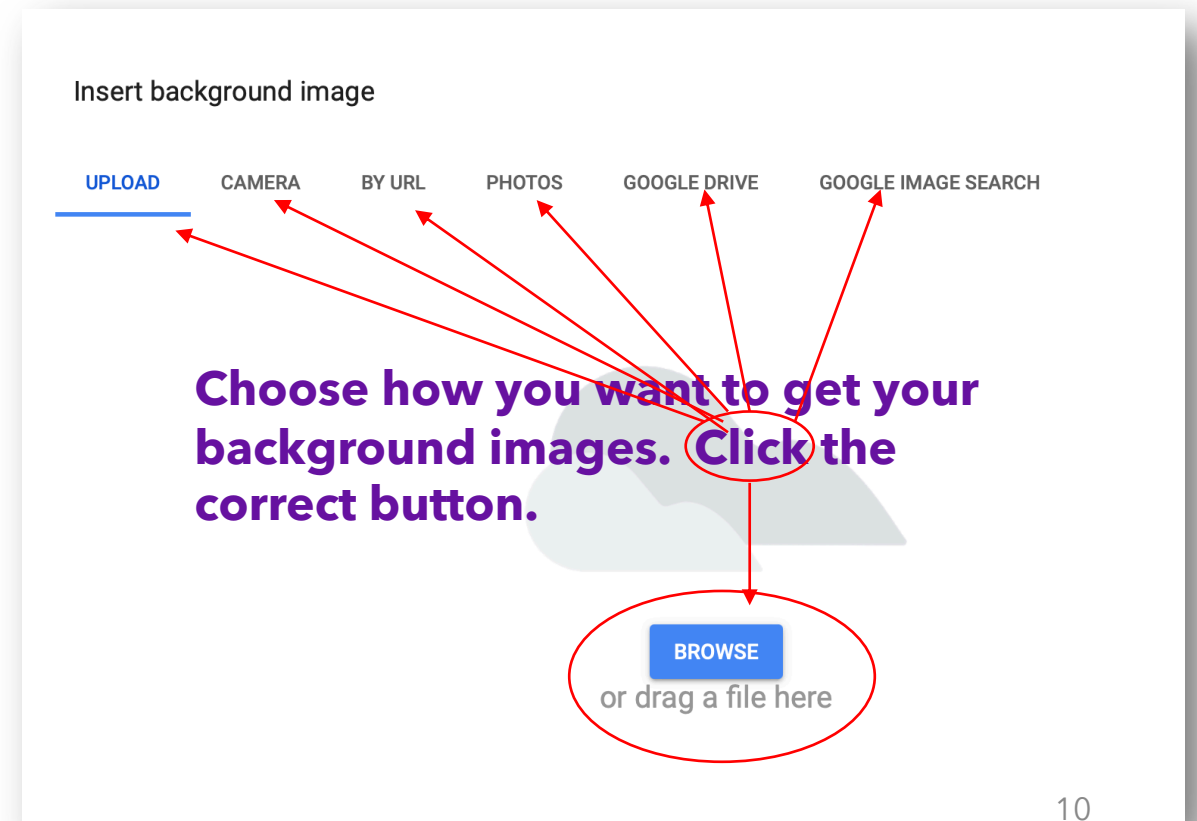


Background Options

Color

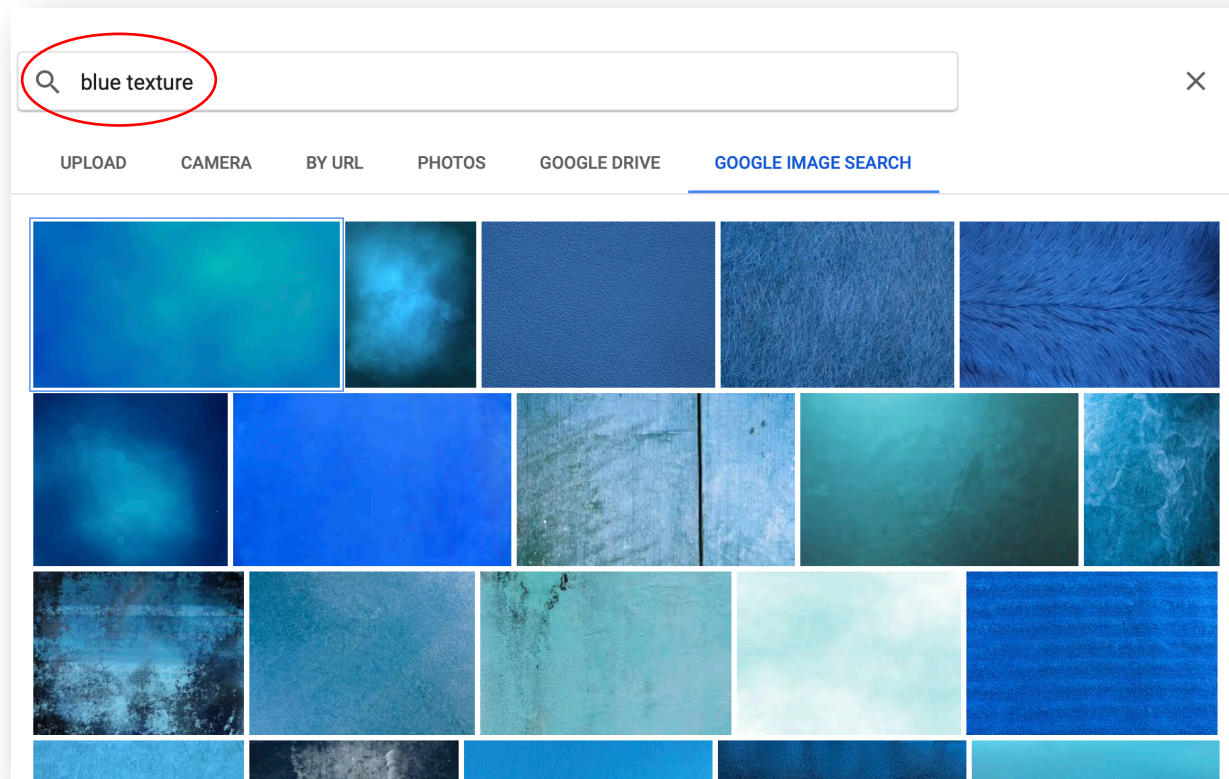


Images



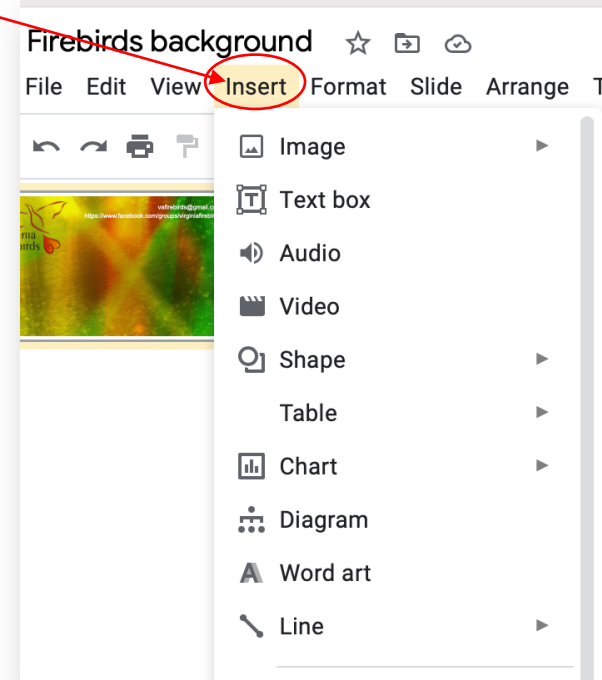
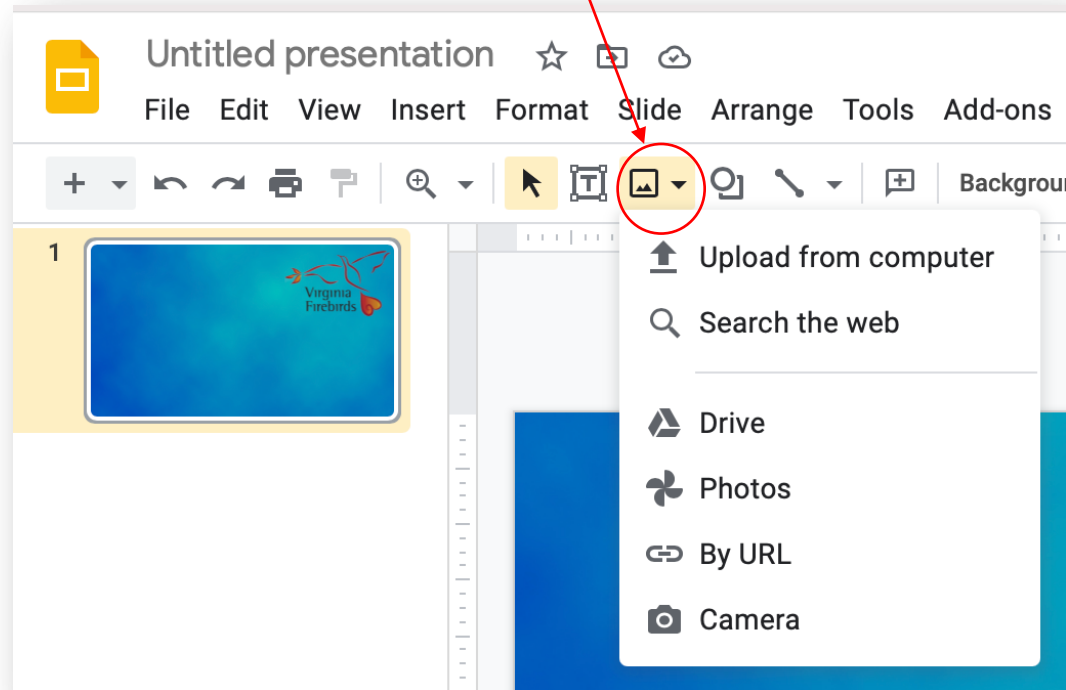
Google image search

- Type in the search box and hit return.



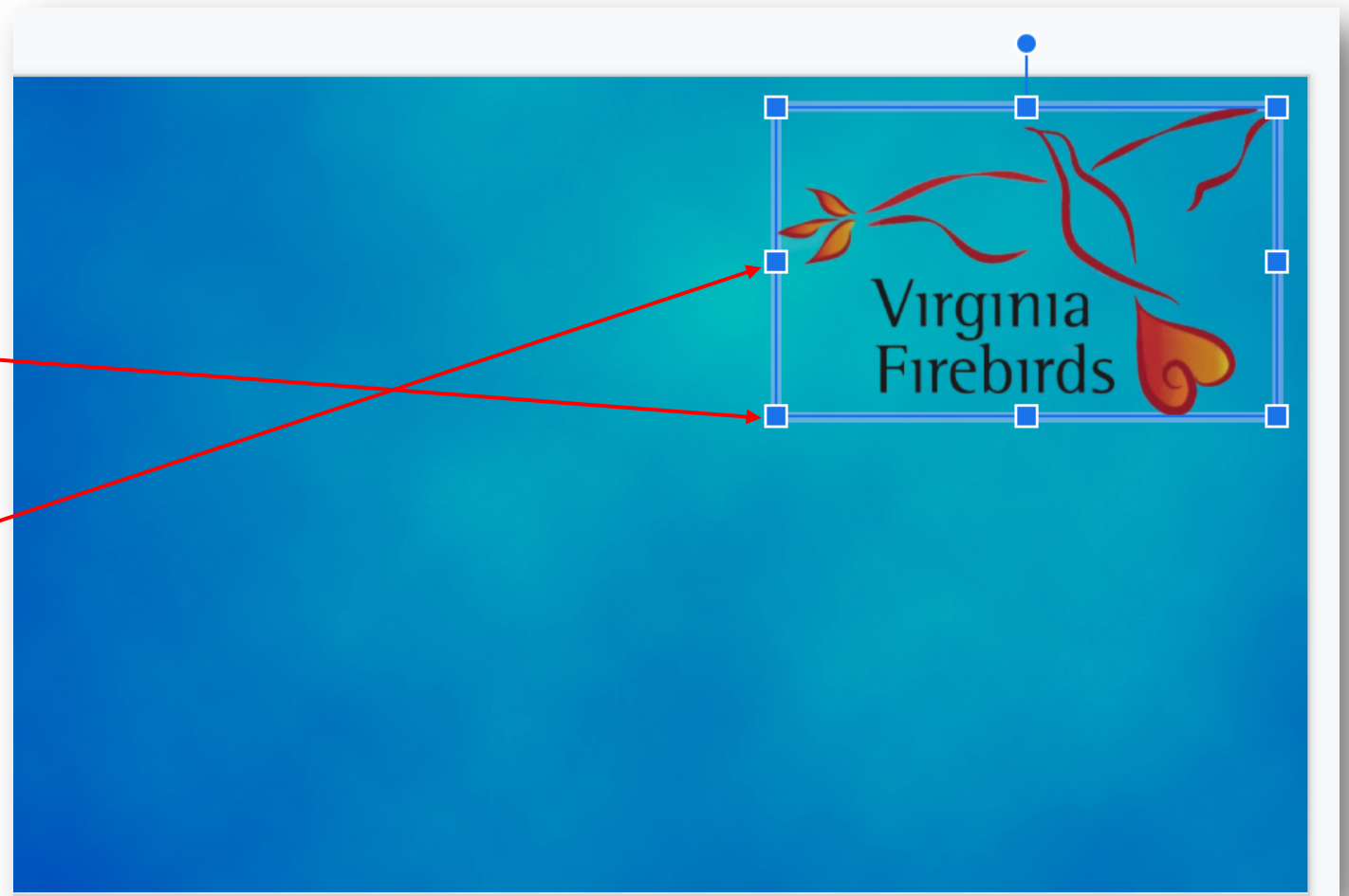
Add images...different ways to do it

Add image from Icon or Insert on menu. Use whichever is easier.



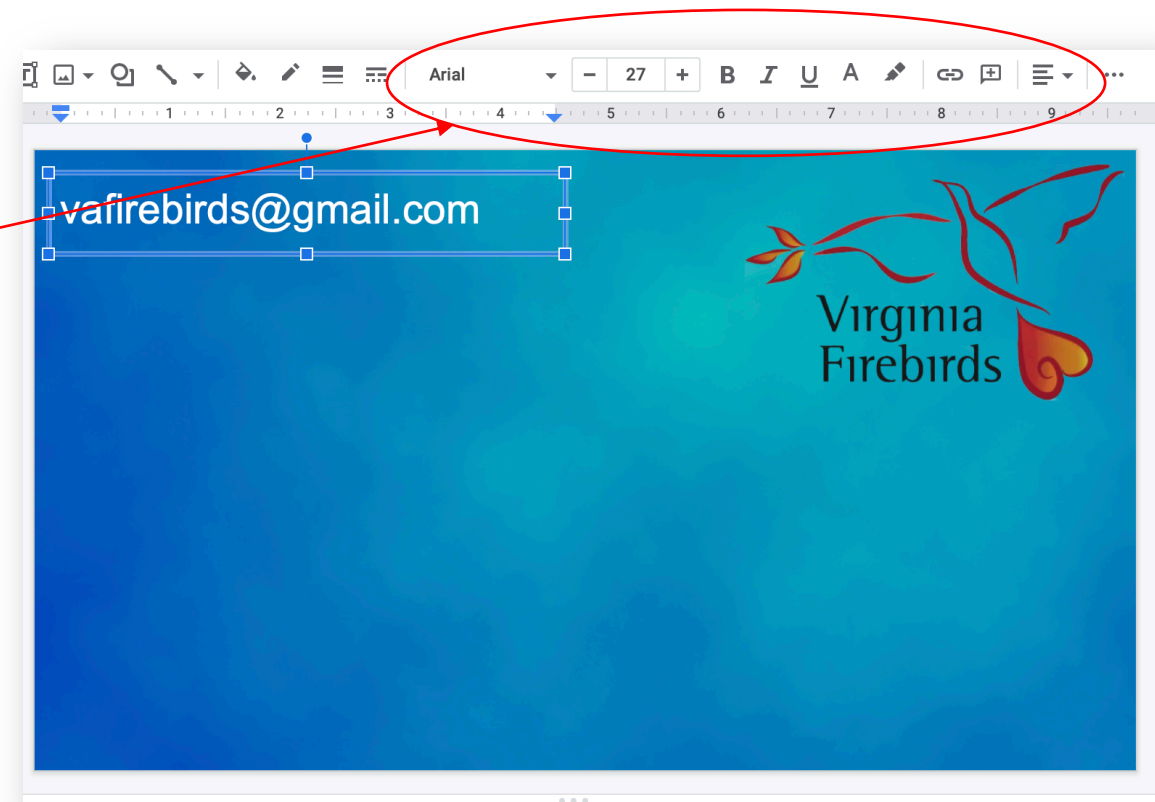
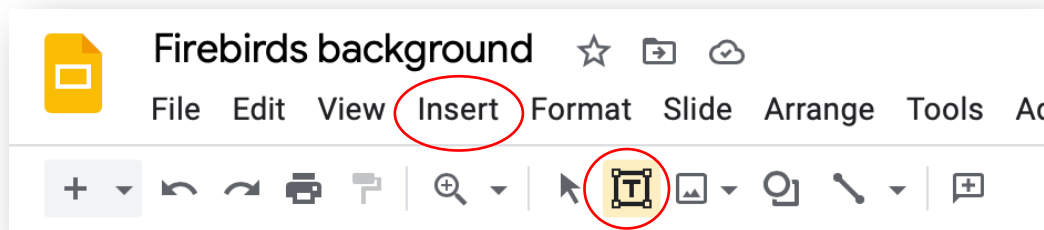
Images

- Once you have inserted your picture resize it by dragging a corner in or out. This will not distort the image.
- If you drag the center side or top squares you will distort the image.
- Move the image by clicking, holding and dragging to where you want it

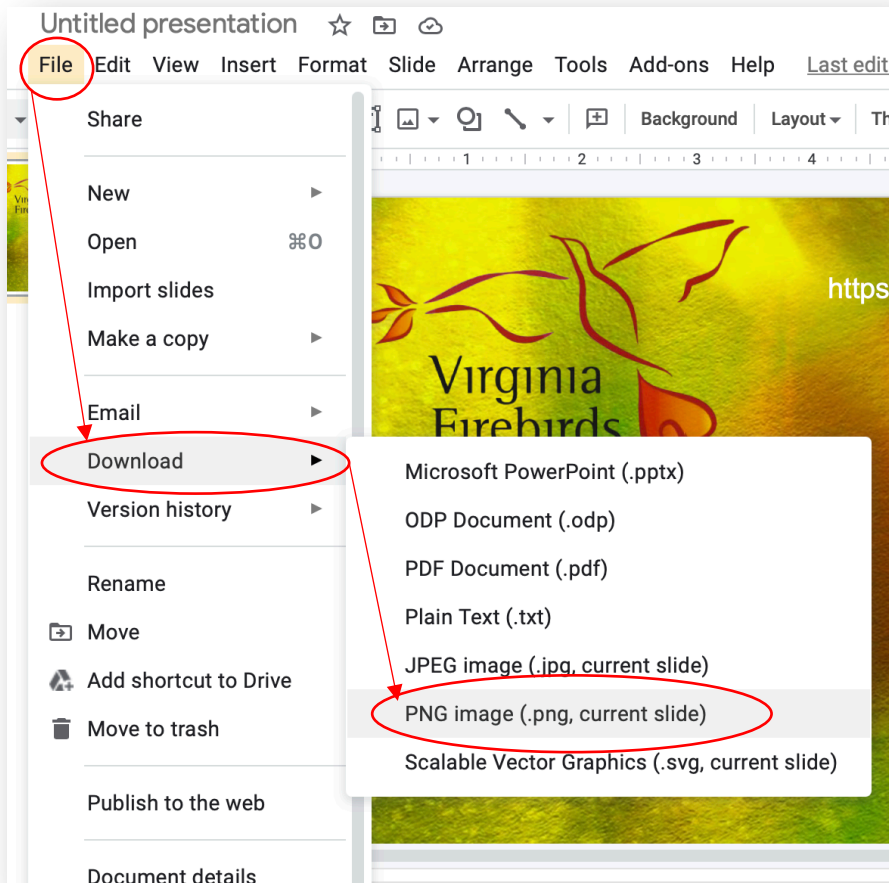


Adding a Text Box

- Use either **Insert** or the **Text Box** icon to add text.
- Type in your text in the box
- Change the font, size, color, etc...
- Drag text box to wherever you want it



Saving your slide for Zoom



- Zoom recommends that you save your image as a PNG image to upload and use it as a virtual background.
- I keep all my zoom backgrounds in a separate file in my documents folder.

Create different backgrounds



1

Make different backgrounds and save them as PNG files.



2

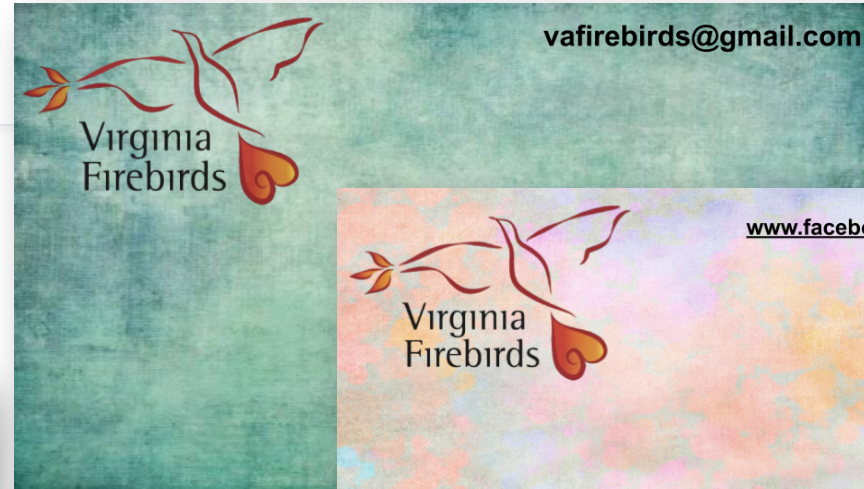
You will find that different colors and textures will change how things look in Zoom.



3

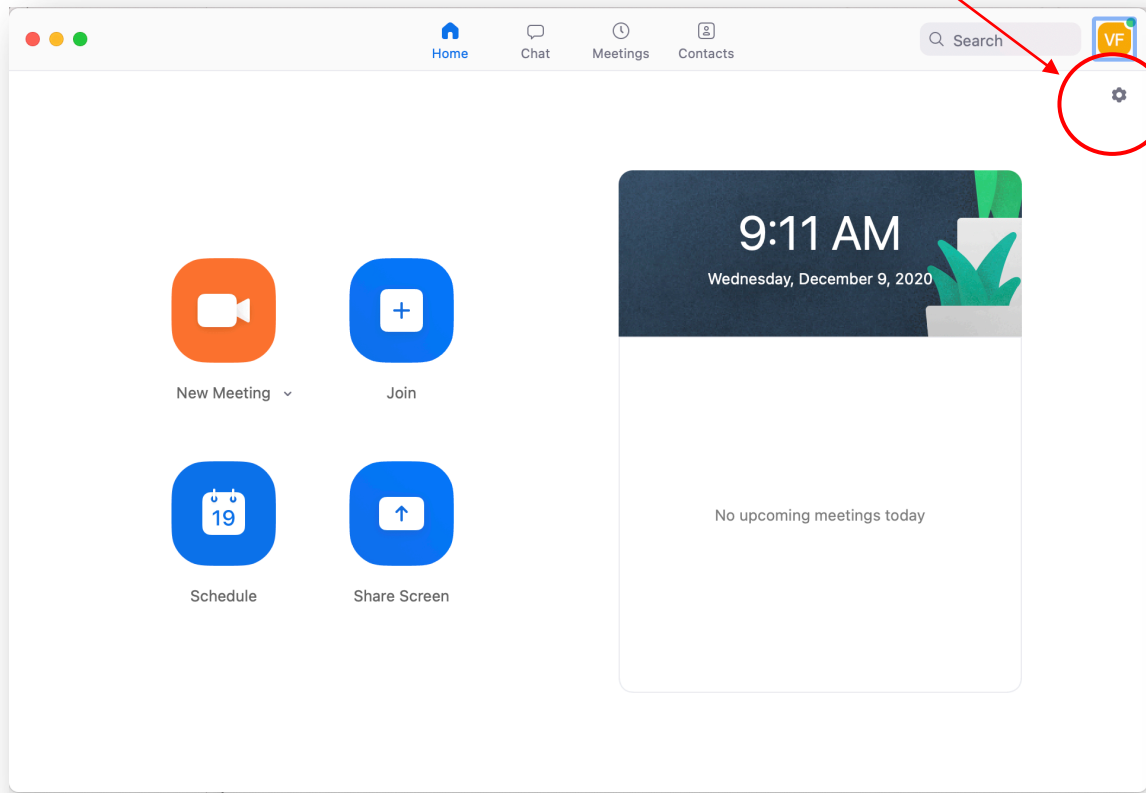
Upload different versions of your slides to Zoom so you can try them.

Sample backgrounds

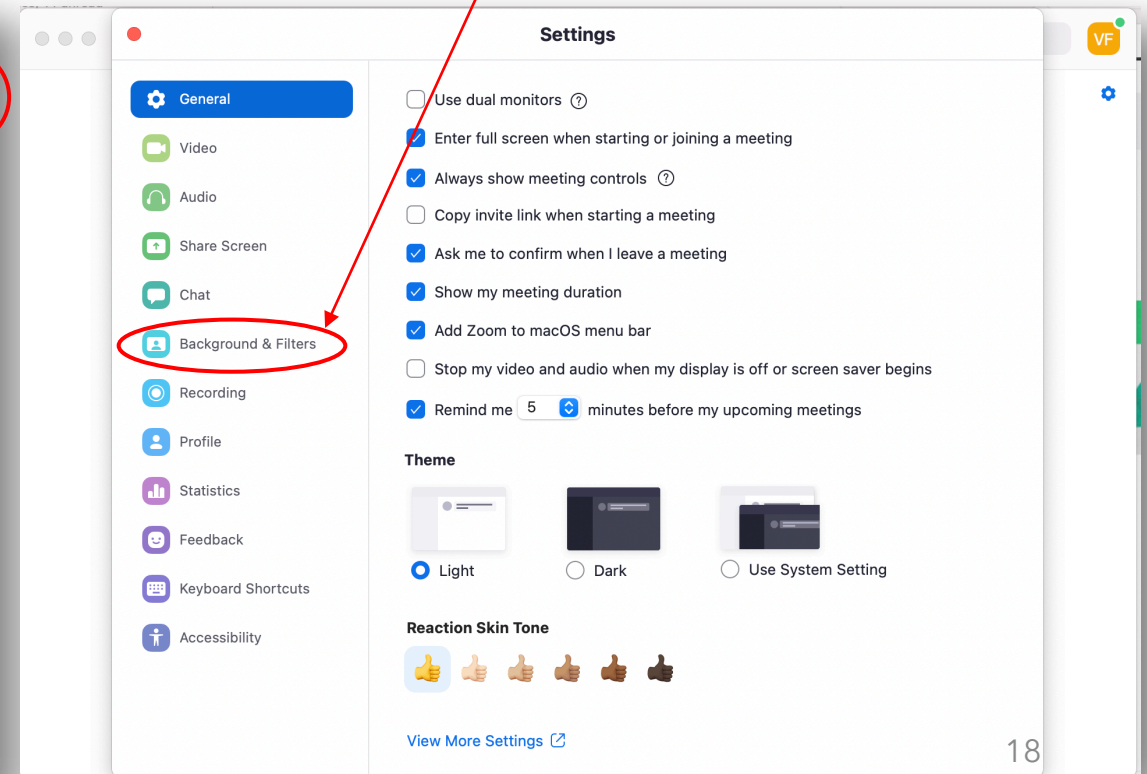


Upload Google Slide to Zoom

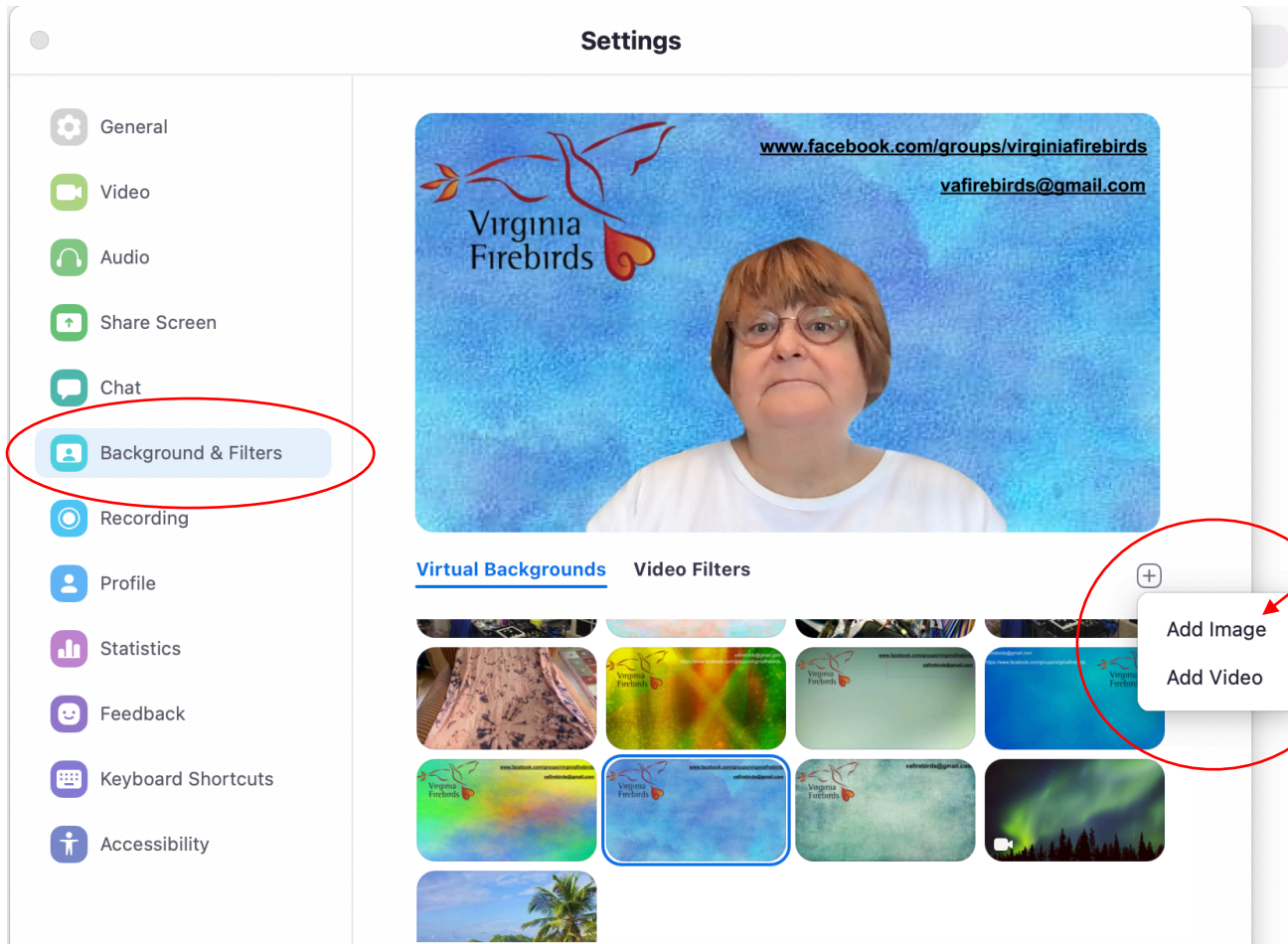
Open Zoom account and click **Settings** icon



Scroll to **Background and Filters** and click



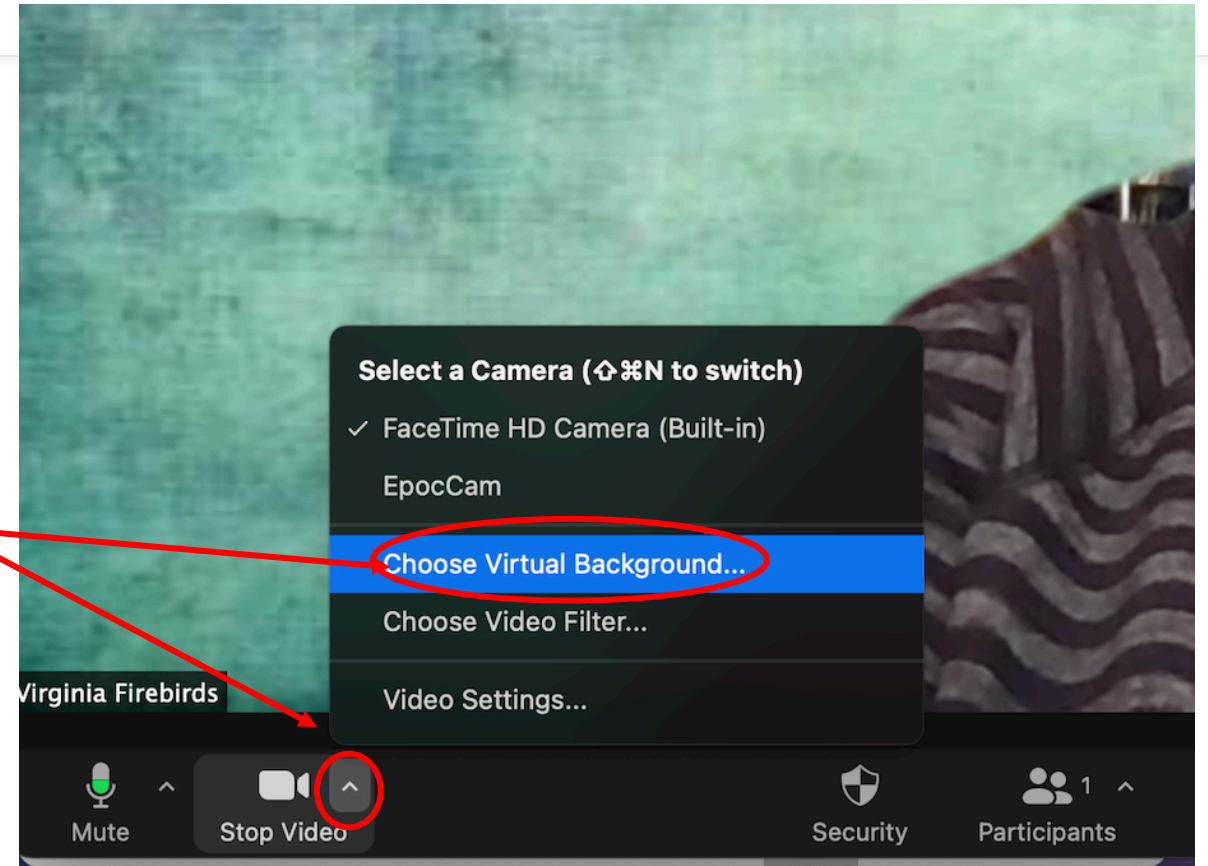
Upload Google Slide to Zoom



- Click the Plus sign and then click **Add Image**.
- Follow the prompts to choose the folder where you saved your slides, and then click on file.
- It will now be in your **Virtual Backgrounds** and you may change the backgrounds at any time just by clicking the picture..

Change Virtual Background while in a Zoom meeting

- While in a meeting, click the **arrow** next to the **Video** button in the bottom left of your screen.
- Select **Choose Virtual Background** and follow the prompts



Things to think about

- Where you place images and text is important. You want people to see them when you are in the picture.
- Choose backgrounds that will compliment you and be easy on the viewer.
- If you download an image off the web, make sure it is public domain. Do not use copyrighted images unless you pay for them.



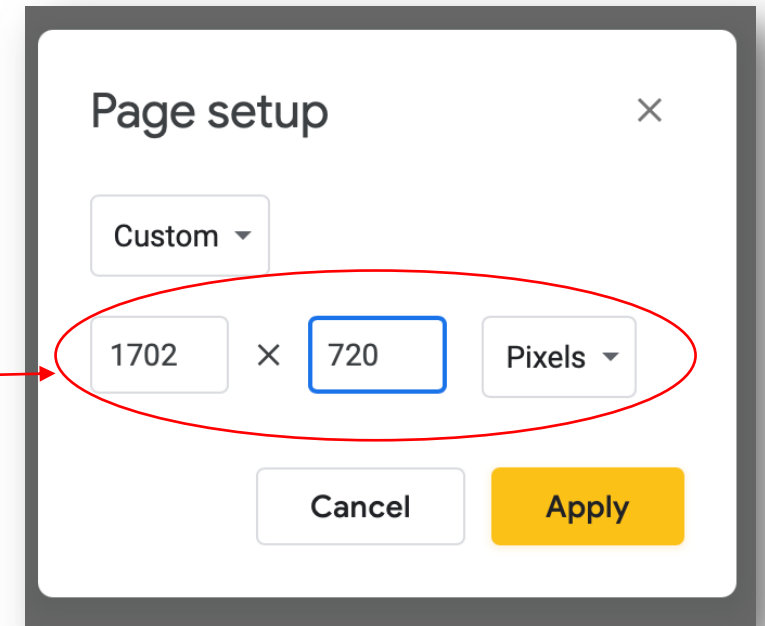
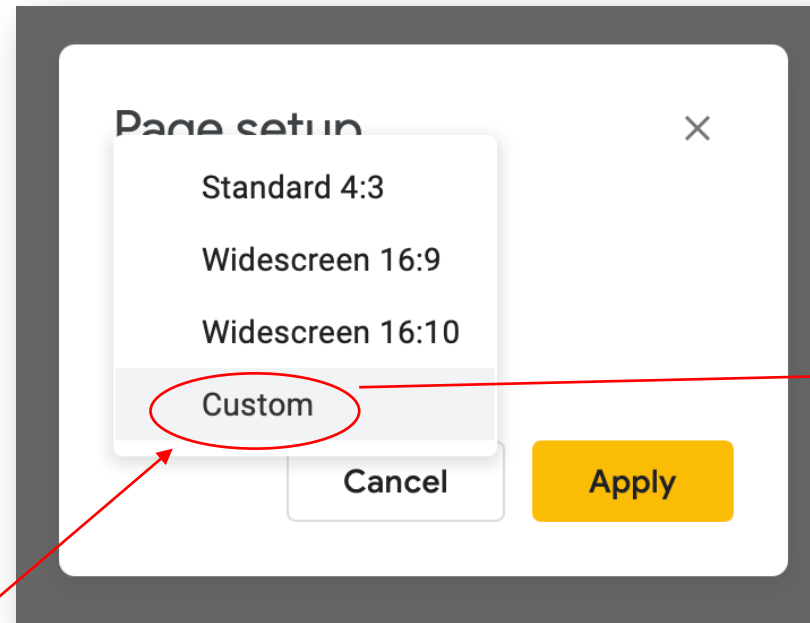
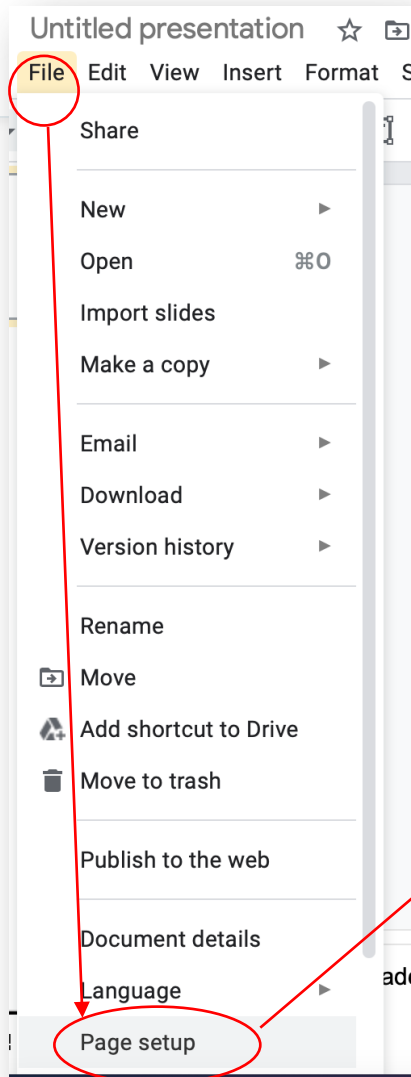


Other ways
to use
Google
Slides

Slides for Social Media...common sizes

- CHANGE **PAGE SET UP** TO PIXELS
- Facebook banner: 1702 x 720
- Instagram: 1080 x 1080
- Twitter: 1500 X 500
- Zoom backgrounds: 1920 x 1080 (16:9 aspect ratio)
 - Slides are automatically created in this size

Create a custom Page Setup in Google Slides





Now go have fun and
be creative!

Kathryn Lagassey

If you you have any questions,
I can be reached at:

- kathrynlagassey@gmail.com
- Facebook at:
<https://www.facebook.com/kathryn.lagassey>

