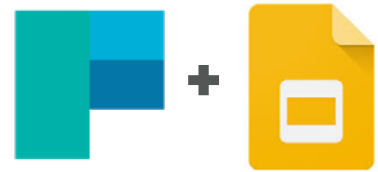


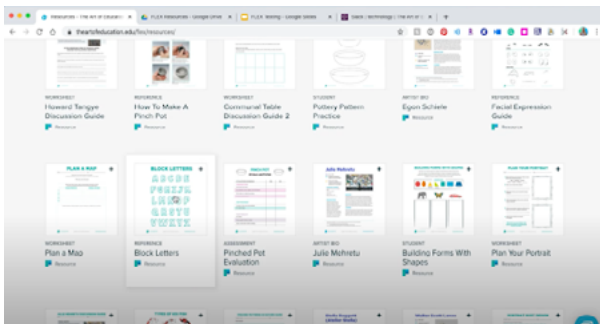
# FLEX + Google Slides Tutorial

This tutorial provides step-by-step instructions for downloading resources, assessments, or lesson plans and inserting them into Google Slides. These instructions share how to place an image of a FLEX file into a Google Slide as a reference and also how to hyperlink a PDF from a Google Slide for easy downloadable access.



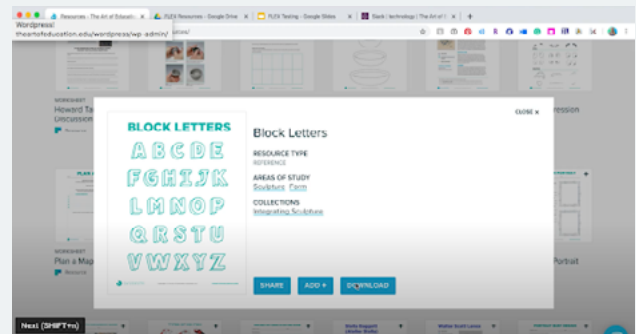
1

Select a resource by clicking on it.



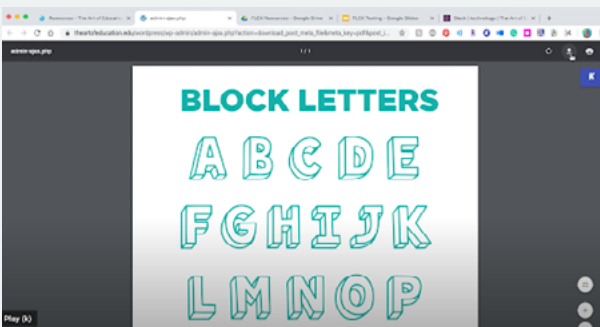
2

Click on the blue **DOWNLOAD** button in the bottom right portion of the window.



3

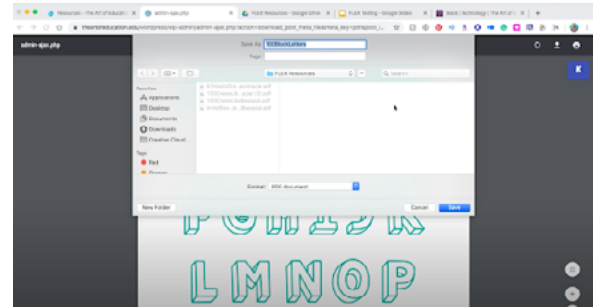
When the download opens a new window, select the download icon (a downward arrow with a line underneath it) in the upper right-hand portion of the screen.



4

When prompted, save the PDF file to the computer by clicking on the blue **SAVE** button in the bottom right-hand corner of the window.

Take note of where the file is being saved for future reference.



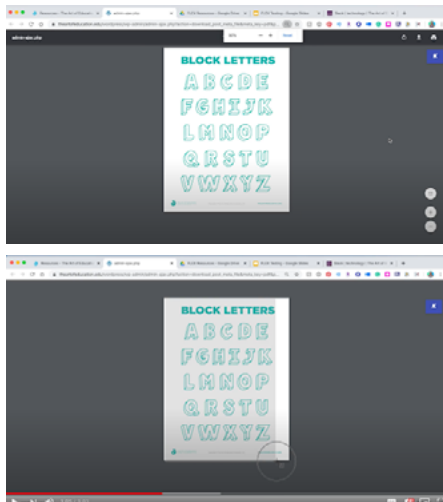
*Note: It is helpful to create a specific folder on the desktop for FLEX files. This screenshot shows a folder that the teacher has named "FLEX Resources" for organizational purposes.*

5

To insert an image into Google Slides, the file cannot be a PDF. Create a screenshot of the image to solve this challenge.

Press **COMMAND + -** to reduce the image size until it fits on the screen.

Press **SHIFT + COMMAND + 4** to select the desired area of the screen.



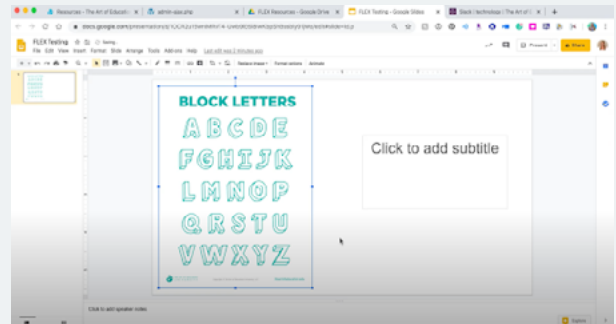
6

Open Google Slides.

Use Finder to select the recently completed screenshot.

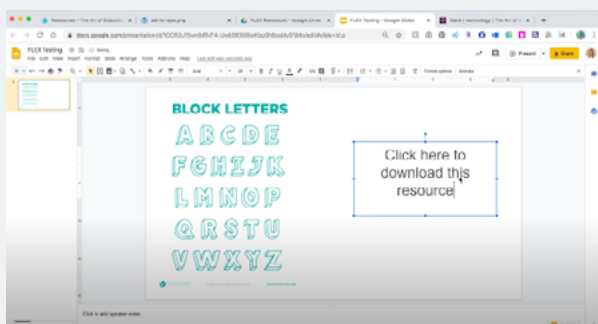
Drag and drop this image onto the Google Slide.

If students are using the image as a reference, the process is complete.



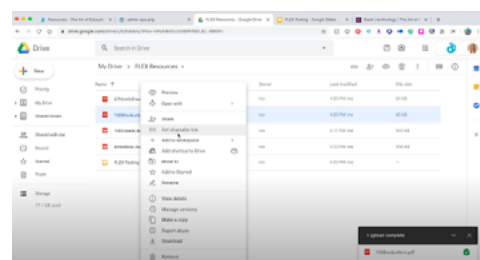
7

If students will need to download the file, add a text box instructing them to do so.



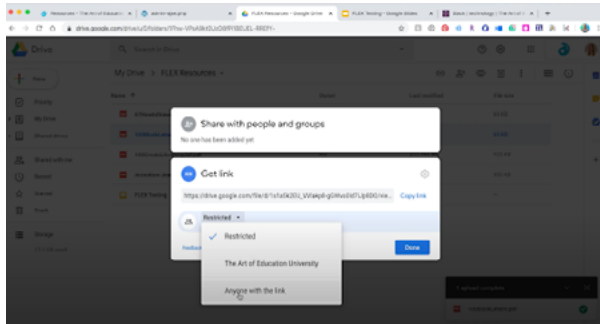
8

Return to the Google Drive folder where the FLEX files were originally uploaded and stored. Right click on a file to select **GET SHARABLE LINK**.



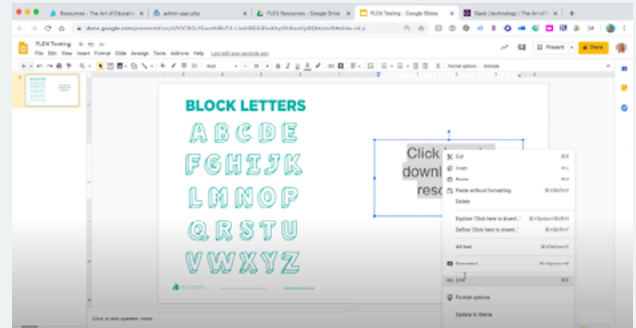
9

Be sure that the shared settings are accurate.  
Select **COPY LINK** from the light blue box on the right.



10

Return to the Google Slide and highlight the desired text.  
Right click the text and select **LINK**.



11

Paste the hyperlink in the pop-up box and select **APPLY**.

The FLEX document will now appear as a resource image on the left and a hyperlink to download the PDF document on the right.

