



Personalising the Present Pal for Google Slides Add-on and Creating Flashcards

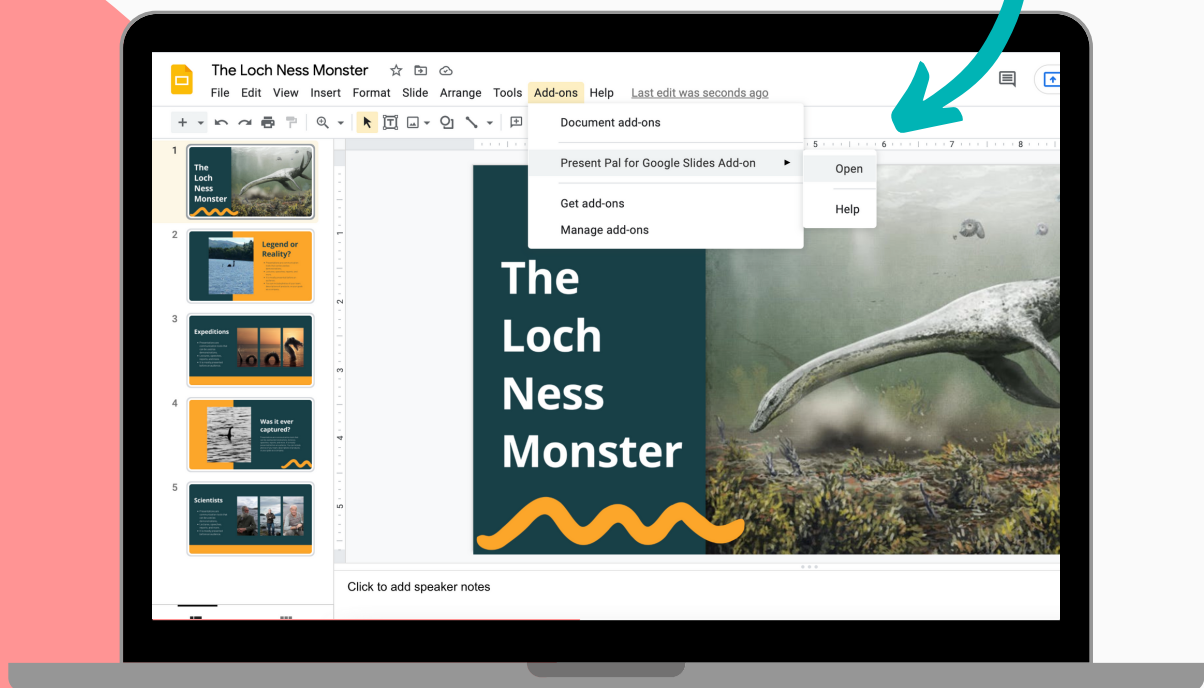
In this guide, you will learn how to personalise the Present Pal for Google Slides add-on. Choosing the optimal font, font size and colour overlay will increase readability and improve your overall presenting experience. You will then learn how to create your first set of flashcards!

1

Open **Google Slides** and select any presentation OR create a new blank presentation.

2

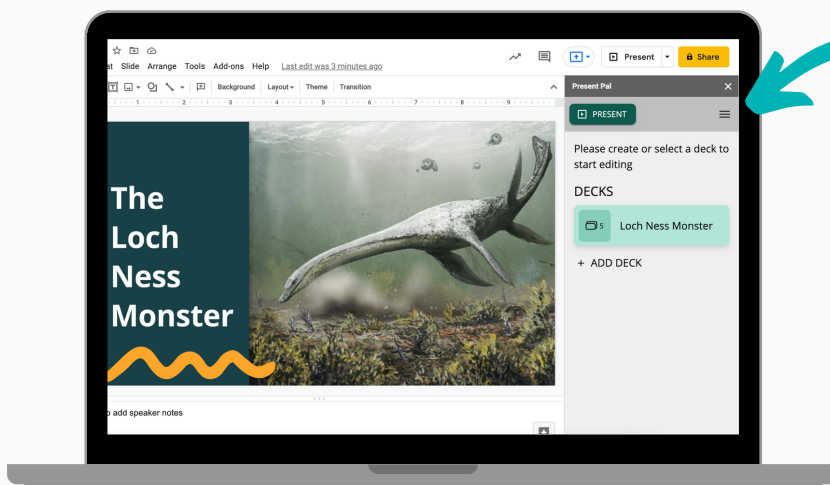
Open the Present Pal add-on by clicking on '**Add-ons**', then clicking on '**Present Pal for Google Slides Add-on**', then selecting '**Open**'.



Personalising the Present Pal for Google Slides Add-on

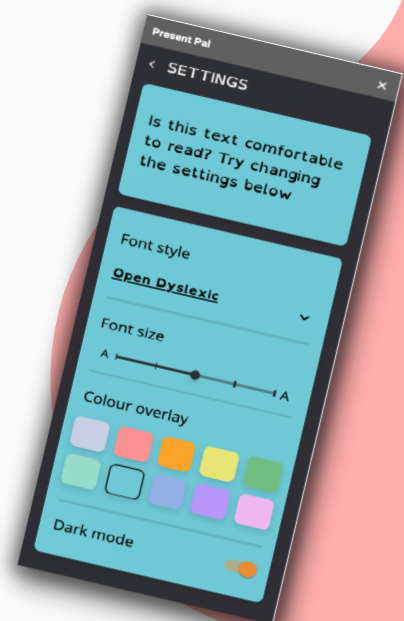
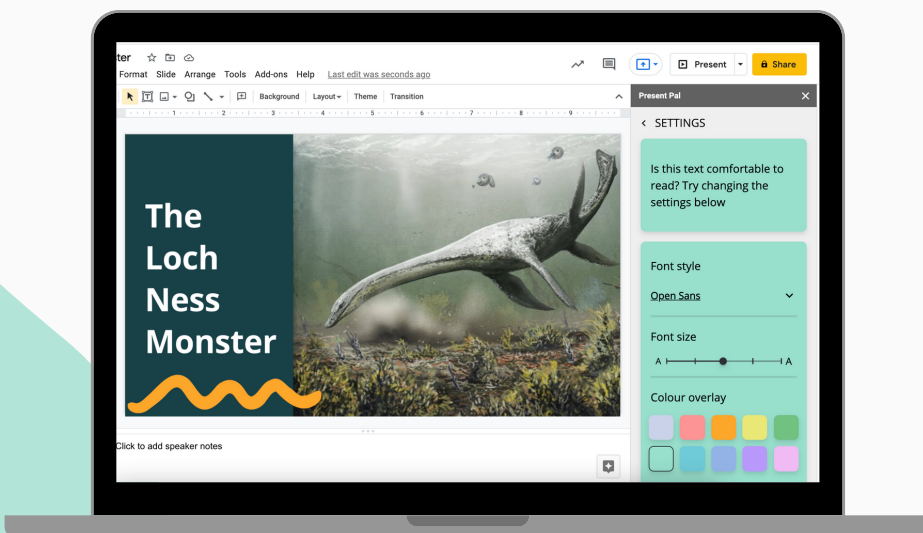
3

In the Present Pal add-on tap on the **burger menu** icon and tap '**settings**' to start personalising the visual settings to your personal preferences.



4

In settings, you can choose your preferred **font**, **font size** and **colour overlay**. You can also choose to switch on the **Dark Mode** if you prefer inverted background colours or to reduce eye strain.



Personalising the Present Pal for Google Slides Add-on

5

Once you're happy with the way your Present Pal add-on feels, just click the **arrow** on the left at the top of the add-on window to go back to the main menu.

Don't worry, all the changes you have made will be saved automatically and you can update these at any time by jumping back into the settings page.

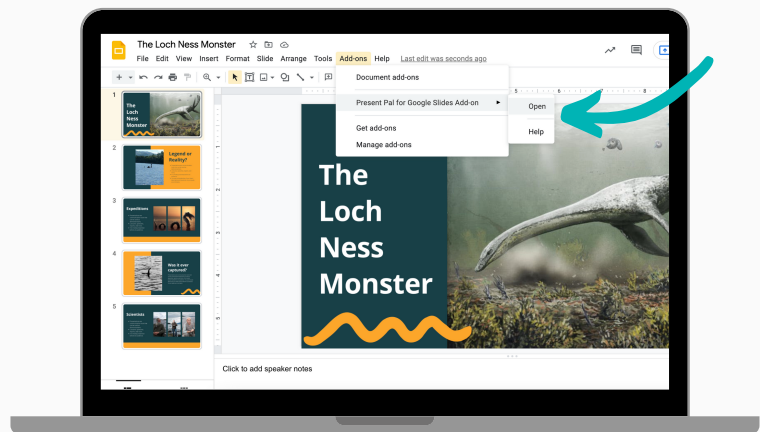


Now you are ready to create your first set of flashcards!

Creating Flashcards

1

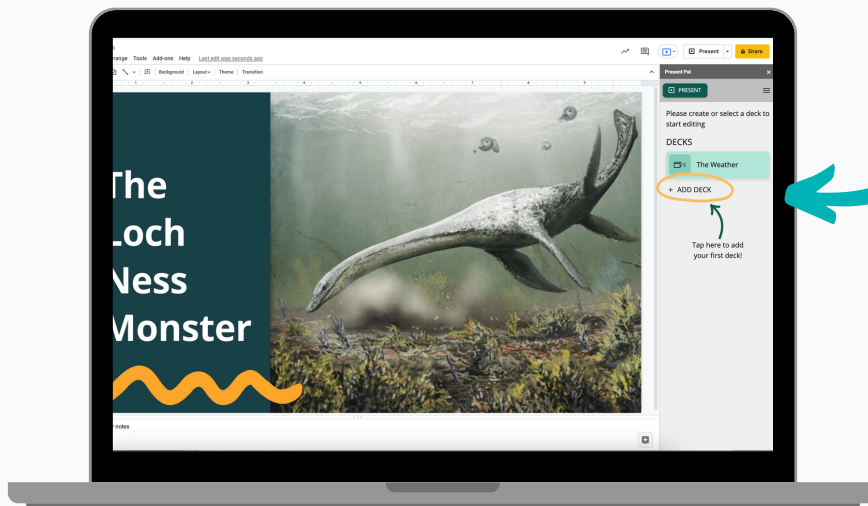
To get started, open an existing Google Slides deck or create a new one, then open the Present Pal add-on by clicking on '**Add-ons**', then '**Present Pal for Google Slides Add-on**' then clicking '**Open**'.



Creating Flashcards

2

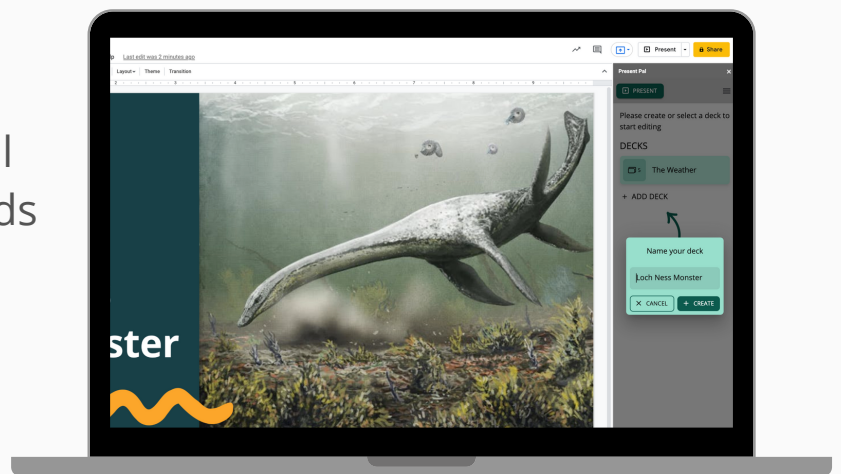
Create your first deck of flashcards for your presentation by tapping **'add deck'**.



3

Name your deck (this is usually the name of your presentation), then click **'Create'**.

In this example, the presentation is about the Loch Ness Monster so we'll name the deck of flashcards **'Loch Ness Monster'**.



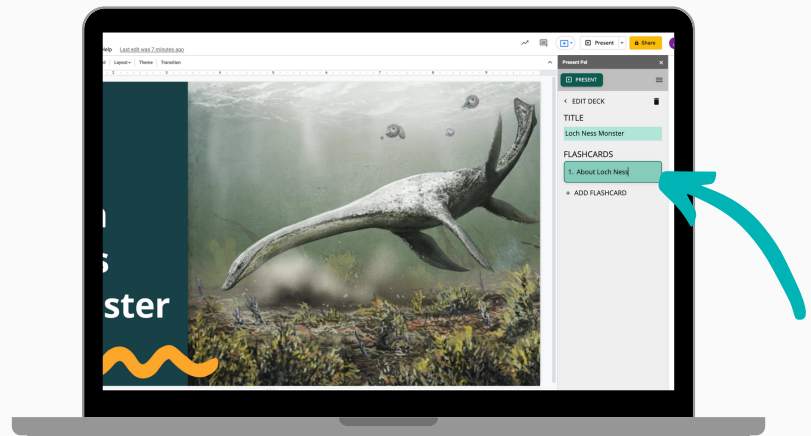
Creating Flashcards

4

Tap '**add flashcard**' to start creating notes for that individual slide.

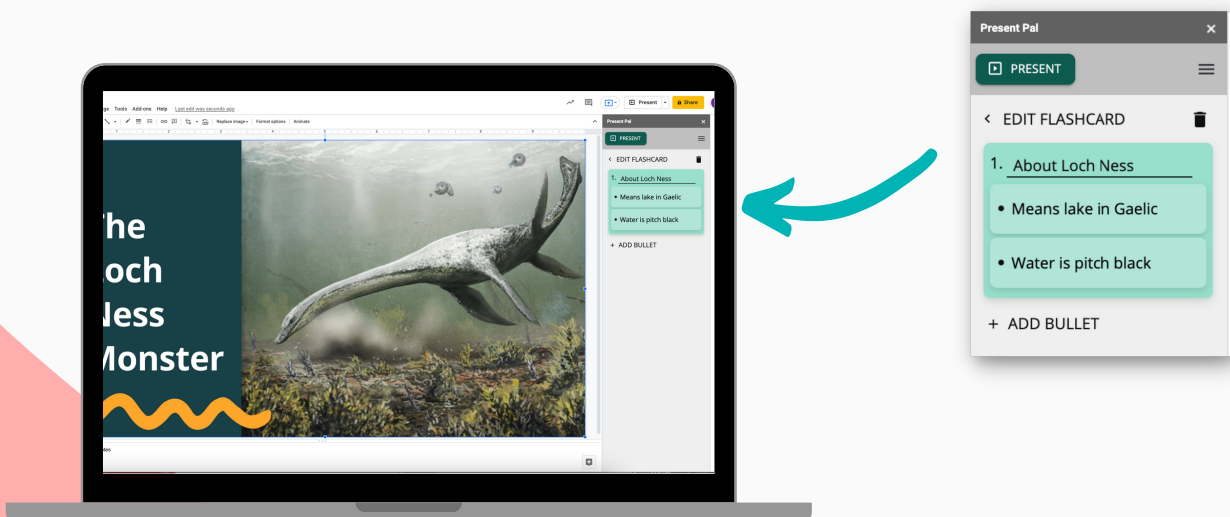
5

Name your flashcard. This should be something memorable like the topic of the flashcard, or if you are creating presentation notes - the name of the presentation slide you are creating notes for.



6

Click on the flashcard and start adding bullet points with your notes summarised. We recommend using **3-5 key trigger words** to summarise your point instead of full sentences.



Creating Flashcards

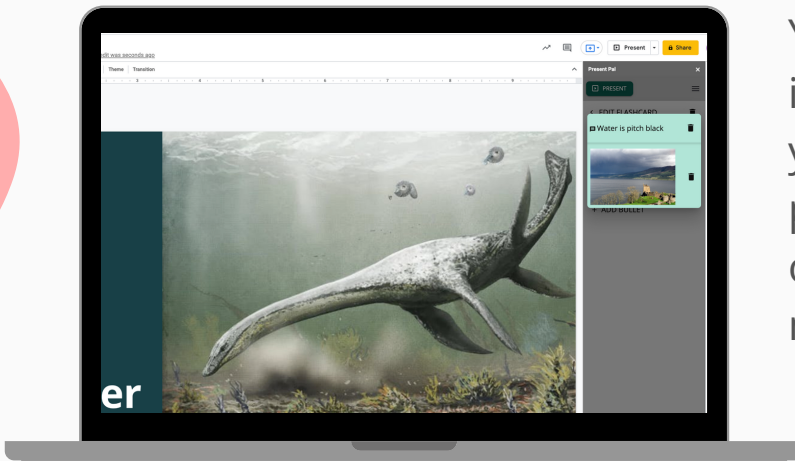


Top Tip

You can rearrange your bullet points at any time by right-clicking and holding the bullet point you want to move and rearranging accordingly.

7

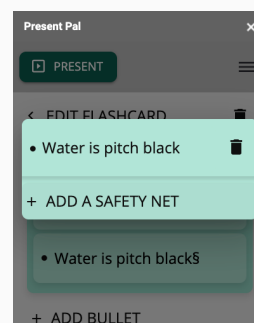
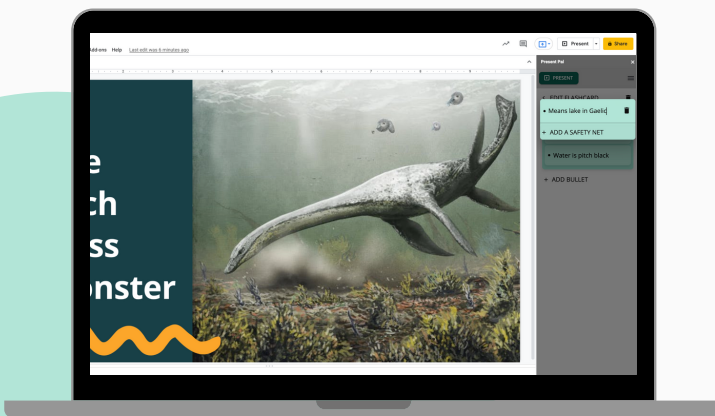
You can also add additional text or images to support your notes by using the safety net feature. Add a safety net by tapping on a bullet point then clicking the '**Add Safety Net**' option.



You can add additional information to support you further when you are presenting your content or add images to jog your memory.

8

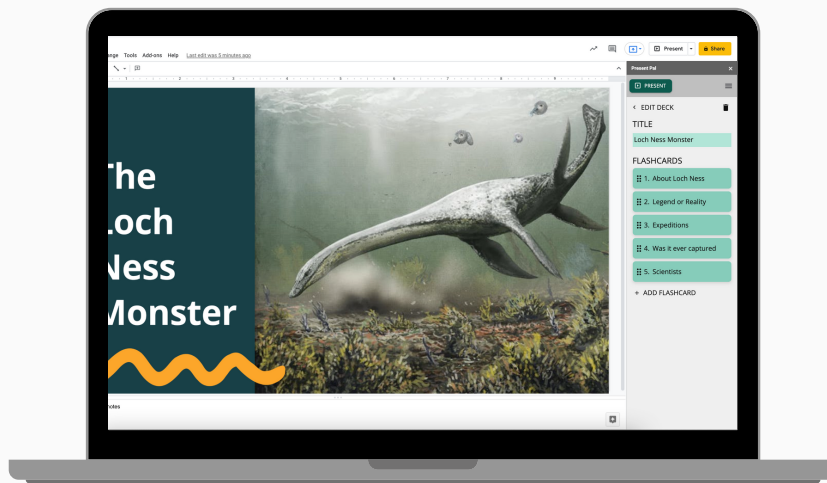
To delete bullet points just click on the bullet point you want to delete then **tap the rubbish bin icon** on the right corner. To delete the whole flashcard just tap the delete button at the top right corner of the add-on.



Creating Flashcards

9

Continue this process to create flashcard notes for your slides as you build out your presentation. Each time you create a new slide in your presentation the Present Pal for Google Slides Add-on will create a new flashcard for that slide.



Once you are happy with your presentation and notes you can now get your devices connected and start practising your presentation!

Other Resources



Having Trouble?
Read our FAQ's or contact our team.

[Get Support](#)



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