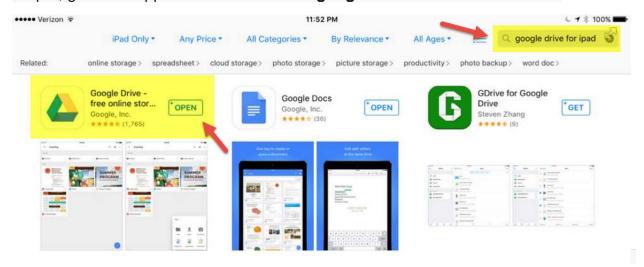
Viewing Power Point Slides with Audio using an iPad

Step 1, go to the App Store and search for google drive for iPad and install.



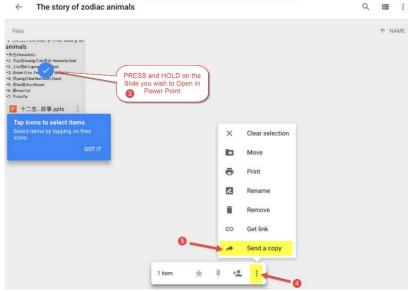
Step 2 go to the App Store and search for PowerPoint for iPad and install.



Step 3 open google docs and navigate to the slide deck. **Press** the file you want and **HOLD**. This will open a menu bar on the bottom. If you just tap without holding, it will open as a Google slide instead.

Step 4 Release and tap on the **three dots** on the right side.

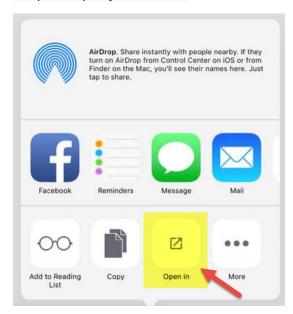
Step 5 Tap Send a copy



Updated: 01/05/2016 J. Powell 1 | Page

Viewing Power Point Slides with Audio using an iPad

Step 6 Tap Open in icon



Step 7 **drag** the icons to the left to view additional programs until you see the **PowerPoint** icon.

Step 8 tap the **PowerPoint** icon to copy and open file in PowerPoint.



Updated: 01/05/2016 J. Powell 2 | Page

Viewing Power Point Slides with Audio using an iPad

Step 9 Select a slide with an audio icon indicating an embedded audio file. Ie. Slide 4. Icon located on the lower right of the slide.

Step 10 Tap the speaker icon, you will get a message to run in slide show and on top an option to run from the current slide.

Step 11 Select **From current** unless you want to start from the beginning to listen to the audio.

