

# INTERACTIVE ACTIVITY COPY AND SAVE INSTRUCTIONS

*Follow the steps below to copy and/or save interactive activities so that the slides can be manipulated by you and your students.*

## USING A LAPTOP OR DESKTOP

*Interactive activity elements cannot be manipulated in a PDF or in the view only mode of the slide deck. Therefore, once the presentation is open on your computer, you need to make a copy or save a copy to enable editing.*

### USING THE ACTIVITY IN GOOGLE WORKSPACE

*Click on "File" and then "Make a Copy"  
The copy is now yours to manipulate  
and will automatically be saved in your  
Google Drive.*

### USING THE ACTIVITY IN MICROSOFT OFFICE

*Click on "Enable Editing"  
Then click on "File" and "Save As" to  
ensure the Power Point is saved to the  
location of your choosing.*

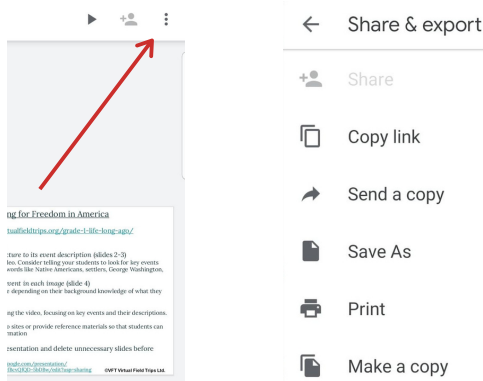
## USING A MOBILE DEVICE

*Once the presentation is open on your mobile device, you need to do the following to allow for manipulation and editing of the slides.*

*Begin by clicking the three dots in the upper right corner of your screen to bring down the menu of options.*

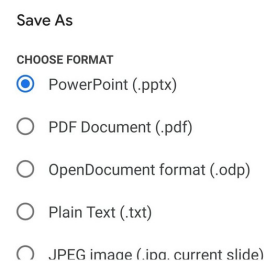
### USING THE ACTIVITY IN GOOGLE WORKSPACE

*Click on "Share & Export" and then  
"Make a Copy"*



### USING THE ACTIVITY IN MICROSOFT OFFICE

*Click on "Share & Export".  
Then click "Save As" and "Power Point".  
In the Power Point, click on a slide and  
select "Edit Slide".*



Cancel OK