**Flowboard**

1. Download Flowboard and register and sign in
2. Decide if the presentation will be for a group or a report to be viewed on a device.
   1. Group presentation - use bulleted phrases
   2. Device viewing - can use extensive text
3. Tap on large + button
4. Scan though layout options > use preview > in preview swipe to view slides. You will also have the option to insert simple placeholder templates
   1. tap Choose when on the slide layout you want to select
5. Tap on the first screen
   1. double tap on text to edit
   2. You can change the font size , color (next to the word Text) and font style
   3. Tap once to move text box, delete text box or move it up or down a level and with the handles you can resize the text box
   4. Tapping the delete icon gives you the option to add other media
   5. pinching with two fingers lets you rotate and scale
6. You can add media to place wherever you want by tapping anywhere on the template
   1. This only works on pre formatted layout (the ones with images and text already formatted.)
7. Tap Done when you want to start a new slide
   1. You can select a detailed formatted slide or a simple white one
8. When you are back in the thumbnail view, give the presentation a title at the top and tap Done
9. Tap the Share button and select one of the options
   1. You can paste the URL into a browser or email it to another party, etc…
   2. embed code in a website or blog