



Virtual Office Creation Guide

[Visit the Center for Global Education Virtual Office!](#)

1. Materials needed
 - a. Google Drive
 - b. Bitmoji (optional): requires use of Google Chrome browser and a smartphone
2. Create your design document
 - a. Log into [Google Drive](#) with your university credentials.
 - b. Create a New Google Slide document. Change slide layout to blank.
3. Create the background and add your decor
 - a. To **add objects and images**: Insert > Image > Search the web. A search bar will appear to the right of your slide that you can use to search for image. When you find once you like, you can simply drag and drop an image into your slide. You can also image search straight from google, download the image, and upload from computer.
 - b. Start with the space **background**, meaning walls and the floor. You can use search terms such as “wall floor background” or “virtual office background” to generate results.
 - i. Pro-tip: You can use the Crop feature to pick the pieces of an image you like best and pair them together.
 - c. Begin adding **furniture/decoration**. Use the term “transparent” in your searches to help narrow your results to those with transparent backgrounds.
 - i. Make sure the angles of your different items are in the same dimension. This can be played around with a bit, but too much will distract viewers from your space.
 - ii. Make sure all the feet/legs/bottoms are on the floor – no anti-gravity in our offices today!
 - iii. Think beyond what you can see. You can flip or rotate an image, crop out items you don’t want (i.e. cropping out a laptop on a desk, cutting a bookshelf down a shelf), or lengthen/shorten pieces.
 - d. When layering your décor, make sure that you are creating enough **color contrast**. Some of your visitors may not be able to distinguish images that have similar colors from each other (think light beige over white).
 - e. Found the perfect desk plant but it doesn’t have a transparent background? Use [remove.bg](#) or other background remover sites. They are not perfect if there’s little spaces, but much better than nothing. Download then upload the image from your computer.
 - f. What AREN’T you adding now?
 - i. Do not include any items that you want to be linked or easily edited – like text boxes, logos, posters, etc. This will become the slide background in your final office, which means you won’t be able to move or edit it without uploading a new background image.
 - ii. Important information. Visitors using a screen reader will not be able to read the background image so you should only include decoration here.
 - g. You can also create your background in another application or software and save it as a PNG or JPEG. For example, you could use [Canva](#) or [Adobe Photoshop](#) to create your

perfect office background so long as the image dimensions match your Google Slide dimensions.

4. Turn this slide into your background

- a. There are a few ways to turn your slide into a background image and the best option may depend on your computer. You may have to try both to see which one gives you the clearest image.
 - i. Open/maximize your finished office slide for clearest image. Screenshot your office slide and save on your computer.
 - ii. Download the current slide as a PNG or JPEG and save the file. Under File > Download > JPEG image or PNG image.
- b. Add new blank slide
- c. Select Background from menu bar > Choose Image > select your screenshot.
- d. Now, you won't accidentally shift around your background as you add in your detailed items and any visitors using a screen reader will not be distracted by additional decorative images in your slide.

5. Add your linked items

- a. Use transparent in your search terms for images. You can take some relevant screenshots of webpages, brochures, etc, or create posters in [Canva](#). Insert these by uploading the images from your computer.
- b. Make sure to continue watching the spacing and dimensions of your objects – you can't put an angled plant on a flat table and remember gravity does exist in our virtual worlds!
- c. Add alt text to all images that aren't background with information about image and, if not clear in image description, where to hyperlink goes.
 - i. If you're adding a decorative image that doesn't provide helpful or necessary information for a visitor, you can add the alt text description alt="" to mark that the image is decorative.
- d. Change the slide layout to Title Only and use the provided text box to write a greeting and instructions for visitors. You can edit the size of the box and the text formatting to fit your office. By using the title layout, that text is marked as title text and will be the first item read by a screen reader.

6. Speaker Notes

- a. Add Speaker Notes with all the links and resources you include in your slide. Make sure to use [best practices for accessibility](#) when including hyperlinks.
- b. Visitors will be able to view your Speaker Notes easily from your presentation by selecting the Gear icon in the menu bar.

7. Bitmoji

- a. Add Bitmoji extension to your web browser (this extension is only available in Chrome).
 - i. [Download the extension](#) in your Chrome browser, then log in using your Bitmoji account. You will need to create your Bitmoji on a mobile app first.
- b. Then you'll be able to click the browser extension, search for the pose you want, and drag and drop into your slide.
- c. Don't have or want a Bitmoji? You can upload an image of yourself after removing the background instead!



8. Publishing your office

- a. When you're ready, you will create a second Google Slide deck then copy your finished office slide there and any other slides you want to add (resource library, drop-in slide, etc). You will then click share, and make sure to set the link to VIEW ONLY and choose how restricted viewing access will be. Now you have one slide deck to edit in and one outward facing for visitors.
- b. File > Publish to the web > do NOT check start slideshow > Publish. Use link given in Link and you can use embed code for embedding.

9. Ways to use a virtual office or classroom

- a. Create individual offices that you can link to from your email signature or website specifically tailored to your expertise.
- b. Create an one office for the whole department that can link to individual offices or include each office as another slide. You can also add additional slides based on subject matter (i.e. one slide for resources for a specific group or subject).
- c. Embed your office/classroom into your Canvas course or webpage for easy direct access for your students. You can keep your office/classroom updated with the most recent assignments or deadlines and it gives your students a visual home base.