

Images in PowerPoint



Where to find images

* Use the graphics archive on the district website
<http://www.sd104.s-cook.k12.il.us/graphics/graphics-index.htm>

* Use Google Image search
<http://www.google.com/>

How to save an image

- * Right click on the image
- * Select Save Image As



- * Select a location to save the image: Save in
- * Check the file name and decide if you want to change it; click in the File name box and do so if necessary.
- * Note the image type.

Why does image type matter?

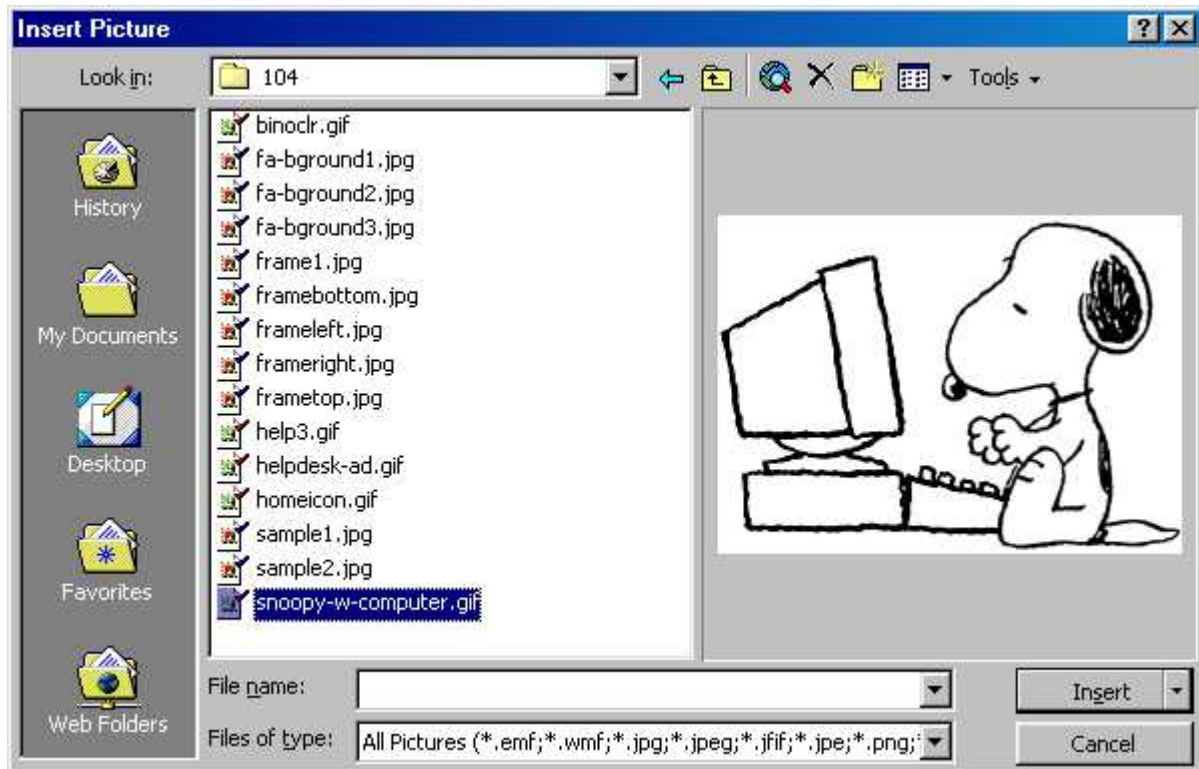
The image type is a description of the math used to create what you see. GIF images are designed to compress a large amount of data in a small file size. JPG images are less concerned about compressing the data, and are used for higher quality images. GIFs tend to be simple drawings, icons, or cartoons. JPGs tend to be used for text and photos.

The primary reason to worry about image type is that GIF image quality suffers a great deal if the image is later made larger than the original. JPG quality suffers as well, but not nearly as much.

Adding an image to a slide



Go to the Insert menu
Select Picture; Select From File



- * Look in: Browse to the folder or location where you saved the image
- * Once you find it, double click on it (or click on it once and then click on Insert)

After this step, your PowerPoint screen will look similar to this:



- * Notice the Picture toolbar (which will either be floating, as it is in the picture, or with the rest of the toolbar items near the top or bottom of the screen).
- * Also, note the white squares around the perimeter of the image.

Move the image

Move your mouse/cursor over the image. It will change to a four headed arrow, or cross. Click and hold down the left mouse button to drag the image to a new spot on the slide.

Change the size of the image

To change the size of the image, bring your mouse over one of the white boxes. If they aren't there, click on the picture once to bring them back.

When the cursor is over one of the white boxes, it will change to a two headed arrow. Hold down the left mouse button and move your cursor toward or away from the center of the image, depending on whether you are trying to make it larger or smaller. (Remember what was mentioned earlier about image types!)

Crop the image

What if there is a part of the image you don't need? You can crop the image. Cropping is basically just slicing off a section of the image.

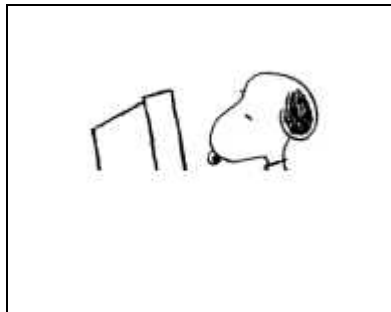
- * First you need to find that picture toolbar that was mentioned above.



- * Next, click once on the crop button.



After you do that, the mouse cursor will look like the graphic on the button when you move it over the image. Place the cursor over one of the white squares, then hold down the left mouse button and drag the cursor over the image; when you release the mouse button, the image will have a section lopped off of it.



Now is probably a good time to remind you about the Undo/Redo buttons on the toolbar:



Very useful if you accidentally crop a bit too much. 😊

Add another image

- * Repeat the steps above and add a second image to your slide.

Using image layers

When you added another image, it may have set itself on top of your previous one.



What if you want to have images overlapping, but you want to switch which one is in the foreground?

Right click the image you want to send to the background. You will get a menu like this:



Select Oder



Click on Send to Back. Use this technique whenever you need to send an image to the background, or you can bring an image to the foreground as well.

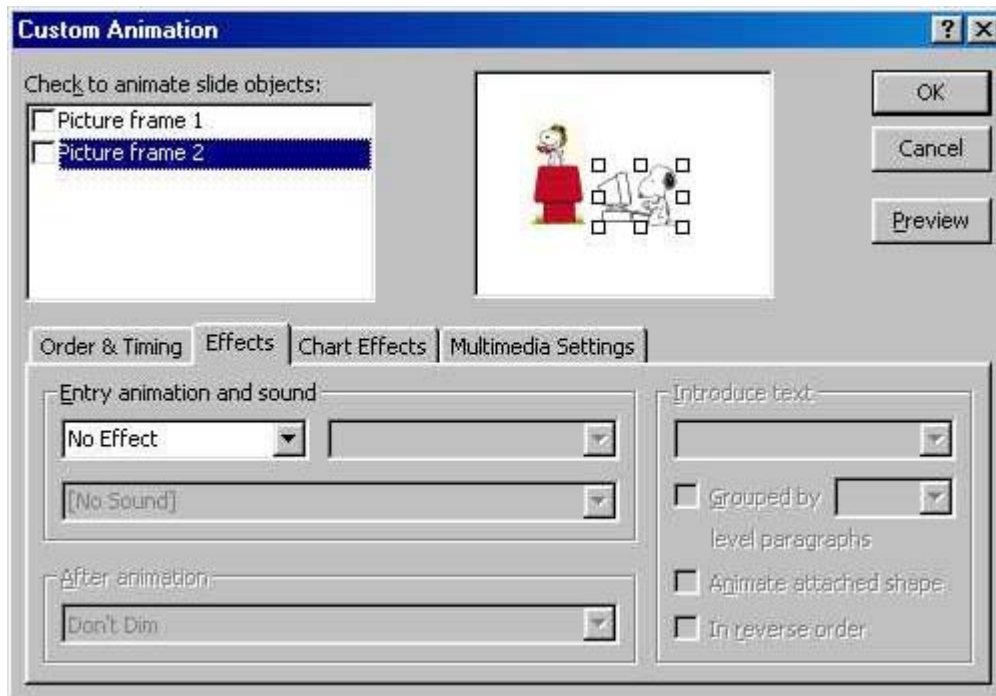
Animating the image

To animate the image, right click on it to get the menu we saw earlier:



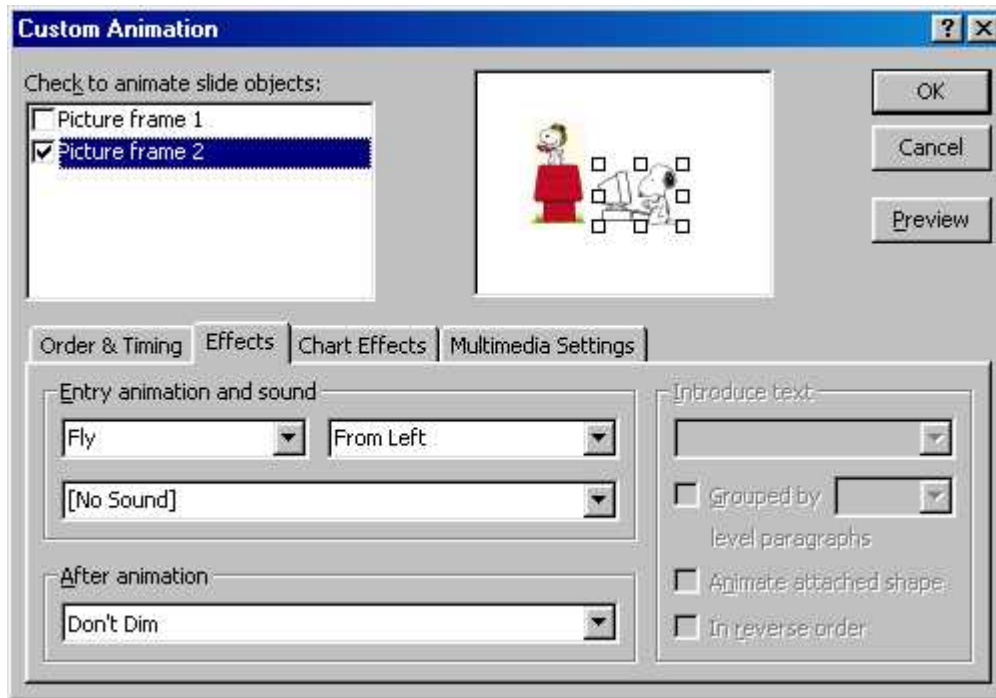
Select Custom Animation

Your screen ought to look similar to this:



Pay special attention to the top area of this screen. Notice how neither box is checked. Also notice that one of the items is selected (in blue); the selected item should match up with the image in the preview window with the white boxes around the perimeter.

Click on the checkbox next to the selected item, and note what happens to the rest of the screen:

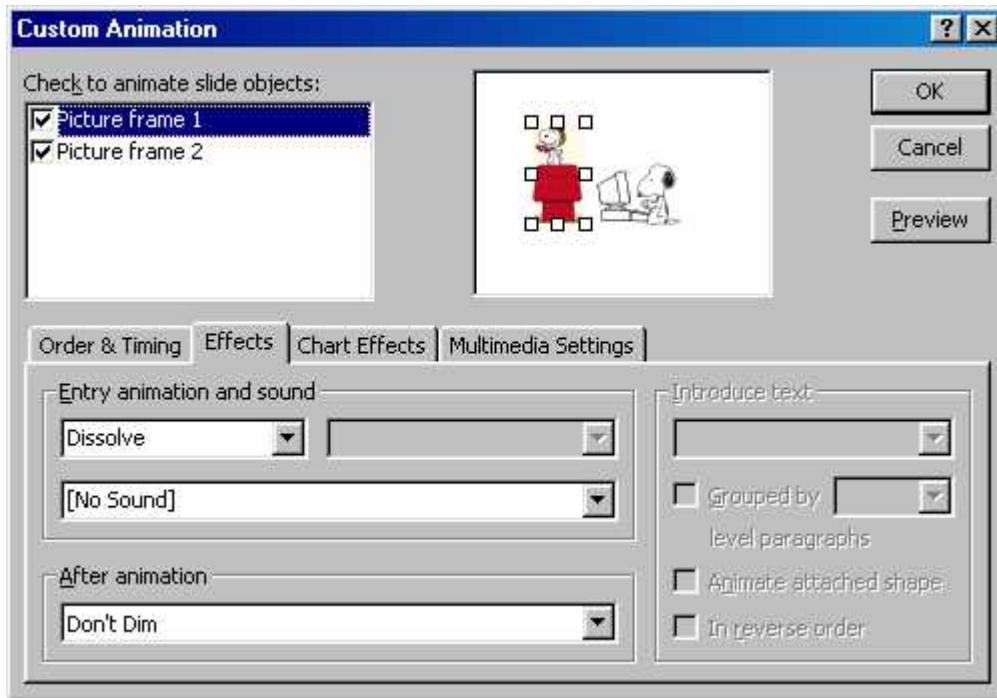


The bottom half is no longer grayed out. The program won't let you change any of the effects until it knows what image you are working with; this is why those checkboxes (and which picture object is selected) are important.

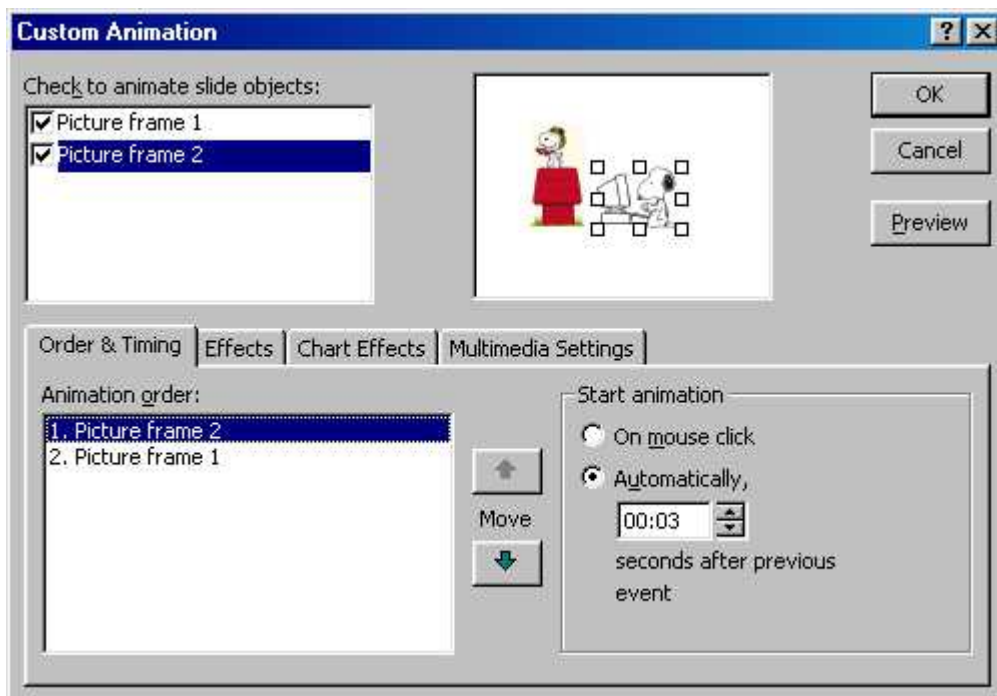
You can change the settings for the entry animation (which, in the example above, say "Fly", and "From Left" and view your changes in the preview window (By clicking on the Preview button).

When you want to edit the other image's action settings, click on the checkbox so that it allows you to change the settings.

(Example next page)



The Order & Timing tab allows you to set times for the action to take place:



Adding actions to the image

Right click on an image to get this menu again:



Select Action Settings

