

# PowerPoint Pictures & Drawing Objects

## Inserting and Editing Pictures

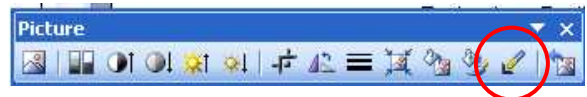
Choose pictures when and where they enhance your presentation. Resist the temptation to place images on every slide. Clip art makes your presentation look unprofessional and distracting. There are two ways to insert an image. Each method assumes that you already have an image saved to a known location on your computer.



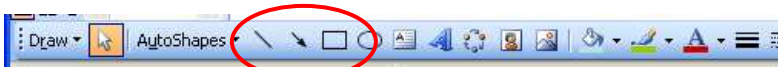
1. From the **Insert** menu choose **Picture > From File...** OR use the image icon in the **Drawing Toolbar** (preferred).
2. Navigate to the image to insert and press **Insert**.

Once your image is on the slide, it will require that you make some changes in size and location. Consider using images full screen, called a *bleed*, or as an object at one of the “power points.”

- To move the image, click and drag the picture
- To change the size of the image, click on the image and use the handles in the corners of the image.
- Use the green handle at the top of the image to rotate.
- Use the **Set Transparency Color** tool in the **Picture Toolbar** to remove colors and image backgrounds that are distracting.



## Basic Shapes – Lines & Rectangles



Three of the most useful drawing tools for simple design are the line, arrow, and rectangle tools. Add these items and then double-click on them to adjust properties.

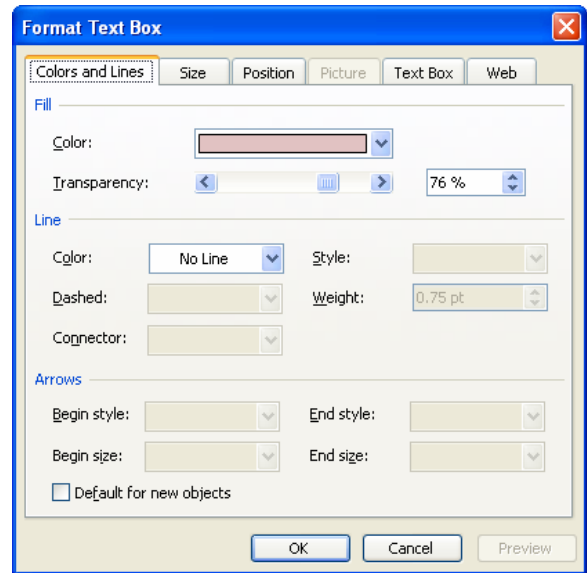
- **Lines** make great breaks between information under titles or for separating two groups of information.
- **Arrows** are particularly useful if you need to point something out in a complicated screen.
- **Boxes** (rectangles) should be used cautiously as they can easily add more noise to the screen.



## Transparency

Any object in PowerPoint that has a fill color can have a transparency applied to it. Add a semi-transparent box behind lettering when the image on the screen has a lot of noise or busyness to it that makes the text difficult to read. They are also a great way to add a little color without being intrusive to the message.

1. Double-click on the object.
2. Click on the **Colors and Lines** tab.
3. Choose a **Color**.
4. Set the **Transparency** to a higher value and press **Preview**.
5. When satisfied, press **OK**.



## Grouping and Ordering

Working with objects can be frustrating as they are built in layers. When you insert a new object it is, by default, on top of previous layers. If this is not what you want, you will want to change the layering order. If multiple objects belong together, keep them together by grouping. This will ease your ability to move them on the slide.

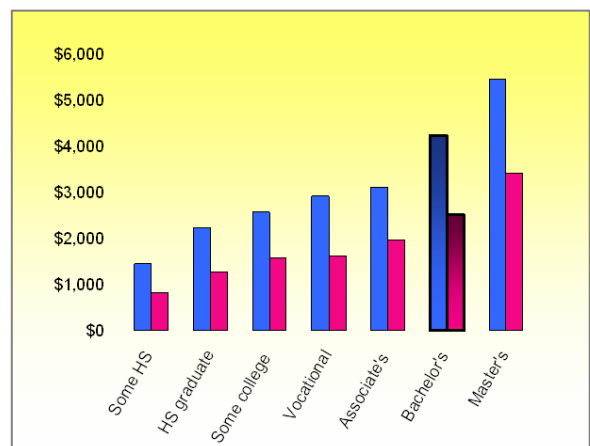
1. Select the object(s) to order or group.
2. Right-click on the object(s).
3. Choose either **Order** or **Grouping** and make your choice.

## Graphs and Charts

Graphs are, by their nature, visual representations of otherwise boring numerical information. It is always best to use Excel to produce your graph and then *Copy and Paste* it into your presentation. This method gives you the most control over your image. Double click on a graph to adjust properties.

### Tips:

- *Remove any unnecessary items* (borders, lines, titles) by selecting it with the mouse and pressing delete.
- *Highlight data of choice.* Click once on a bar to highlight the set. Click a second time to highlight an individual bar. Then change its properties.
- Make fonts large enough to see. Also simplify text as much as possible.



Also consider using PowerPoint's built in chart feature (**Insert > Chart**) when time is limited.