

## Using PowerPoint Software, K. A. Meyer, a presentation to GCPC, January 2014

- This software is designed to run on PC's, Mac users have something similar in "Keynote".
- Before beginning, **consider one's workflow**; *here's how I handle image processing...*
  - Crop initially
  - Remove artifacts (use the Clone tool and/or Healing brush)
  - Set true black & white screen threshold levels; this effects all the other tonalities in one's image
  - Adjust brightness and contrast
  - Save the image as a master copy e.g. Master xxxx/name it DSC 1234. This is an unsharpened image from which copies can be made for e-mailing, printing or projection.
  - For image projection , resize to 1024 pixels in the longest dimension , then flatten the image
  - Sharpen ( I use Unsharp Mask in Photoshop), convert to sRGB, save the image as a jpeg file
  - Move the finished image(s) to a unique folder for the upcoming PPT project.

I put this folder n my desktop naming it specifically for the subject of the PPT presentation. Move all the photos you intend to use for this presentation to it (one's picture files should be between 500 KB and 1 MB.

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- **Open the PowerPoint program** by double clicking on the PPT icon on your monitor; *it is also possible to paste an icon for this on one's taskbar on the bottom of your monitor.*
- **Basic Screen Appearance** - consists of four major panels. The upper one is the **Main Menu...** it contains a string of tabs. Below that on the left is the **Slide Panel** – this shows the number of slides in your program and which one you have open. To its right is a **Preview Panel** where one does most of the work and below that is a thin menu bar which contains icons to select screen appearance, a slide sorter, full size previews and a ruler that controls the image size one sees when working in normal screen mode (one quickly gets used to working with this menu bar). *The basic screen with its four panels is what you'll use for most of your work.*

The **Main Menu bar** in the 2010 version of this software has 9 tabs... File, Home, Insert, Design, Transitions, Animations and several others of less importance – the bulk of one's work is done with tabs 2-4. *Later software versions may have more.*

Begin in the left panel (**Slides/Outlines**) - the slide which appears, the title slide, is initially white. For better projecting/viewing, change its appearance to something darker as described in the next section.

- **Design Selection:** Clicking on the **Design tab** on the **Main Menu** will bring up a string of templates (more are available using the drop down arrow to the right of this block). In **Normal View mode**, use your cursor to hover over the different types available and the **Preview Panel** will show you how it looks. When you find a type you like, click on it - dark gray or black ones like “Technic” or “Metro” are good for projecting pictures. Their names will appear below each icon when the cursor hovers over them. Click on whichever template you like; you can change the design appearance later if you wish.
  - There are two parts to these templates" – a background color and an overlay; the latter can be turned off if it is distracting; to do this right click on the image you are working on, go to **Format background** and check the box to hide the background graphics. Then hit **Close** to apply this to just this slide or leave the box unchecked to apply to all slides if you want to modify your entire sequence.
  - Once you have a template you like, you can duplicate it easily by holding down the Ctrl key and the C key simultaneously. This copies the image, then hit Ctrl/V keys as many times as you want to add new slides (*Ctrl/V is the shortcut sequence for paste*).
- Another way to add more slides is to go to the **Home file tab** on the **Main menu**, then **New slide, Layout**, and pick the slide type you want; blank ones are useful for pictures. Both techniques are valuable.
- To add one's photos to slides, click on **Insert** on the **Main menu bar**, then **Picture**. Then find the **file folder** where your photos are (having them on the desktop is convenient), click on the one you want and hit the **Insert** button on the bottom of the page.
- **Resizing and Positioning one's image** - To shrink a picture's size, use the cursor to grab one of the dots around the edge of the picture, hold it down and slide the cursor inward. Let it go of the mouse button when you like the result, then move the cursor anywhere over the picture, hold the mouse button down again and slide the image around until you like its location.
- **Inserting text on image slides** - make sure that the slide block for the image you want to work on is highlighted on the left panel. Then go to **Insert, text box** and **click**; place your cursor where you want the text to appear and click. The *dialog block* you create can be changed in its size by grabbing the tiny blocks surrounding the block. To shrink or expand, grab any of the circular blocks - to compress it use the square blocks and slide the cursor inward or outward. To move the block to a different place on the image, hover the cursor over any boundary line surrounding the text, then holding it down, drag the block till you are happy with its location.

### Other Tips:

- **Deleting slides or rearranging them in one's program.** Any slide can be deleted by highlighting it w. a click on the left side of the screen and hitting the delete key.
- **Sequence Re-arranging** - Go to the bottom menu on the right find the icon that looks like four squares, click on that and it will show you the whole array of pictures on the preview screen, to rearrange any of these highlight it with your mouse and do a drag and drop.
- Use the image block on the lower right side of the monitor to *toggle between screen appearances* including full screen.

If you ever find yourself in a screen mode that you can't figure out how to get out of, hit the **Escape key** (top left) on one's keyboard to return to the normal working mode.

**SAVE your work when done!!!** Use the icon at the top left most part of the monitor screen to do this.

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**Program cost... Retail \$109.99, Academic Version \$80 - a 30 day free trial is also available at [Adobe.com](http://Adobe.com)**