

## Visual Media Resources

### Creating a PowerPoint Presentation

Before starting your PowerPoint presentation, you should have collected the digital images you would like to include. These images should be in jpeg format and should ideally average around 2MB per file if you resized them to approx. 1000 pixels on the long side in Photoshop (See Basic Photoshop Image Correction). A PowerPoint slide is 1024 pixels wide and 768 pixels high, so there is never any reason to have a larger image. Larger image files will result in larger presentations that will take longer to load and may cause problems when you try to run them. The ideal size for a completed PowerPoint presentation is around 10MB, although you can get away with presentations up to 40 MBs. If you are creating a presentation with only one image per slide, you can download a utility that will allow you to import image into a PowerPoint Presentation automatically. (**See Using the Photo Album Feature**)

1. Open **PowerPoint**. A dialog box may appear asking you to create a new presentation. Select the **Blank Presentation** option and press the **OK** button. If this dialog box does not appear, go to **File > New** and select **Blank Presentation** from the dialog box that appears.
2. Another dialog box may appear asking you to choose an Auto Layout. Select the blank slide option and press the **OK** button. If this dialog box does not appear, you can change the slide format by going to **Format > Slide Layout** and selecting the blank slide option. The layout you select here will be the default layout for all subsequent slides.
3. **Insert an Image**. Go to **Insert > Picture > From File**. Go to your folder on the desktop and select one of the images you would like to put into the presentation and press the **Insert** button. If your images are on the Student Server go to: My Network Places>Students on Imageserv and find your folder.
4. **Move an image once it has been inserted**. You can use the mouse or the arrow keys to move an image into the desired position.
5. **Resize an image**. When you bring an image into PowerPoint it may not appear at the correct size. You can increase or decrease the size of an image on a slide by putting your cursor on one of the corner squares and moving it in or out. It is best not to use the squares on the sides, as this will distort the image. **NB: If your original digital image is smaller than 768 x 1024 be careful not to make it too large on the PowerPoint slide. As you increase the size of the image, the quality will be compromised.**
6. **Insert a New Slide**. Go to **Insert > New Slide**. Select the blank slide option and press the **OK** button.
7. **Insert multiple images on the same slide**. Follow Step 3 above on a slide that already has an image on it and resize and move the images as necessary.
8. **Insert text**. Go to **Insert > Text Box**. Your cursor will change into a line with a dash through it and you can click anywhere on the slide and begin typing. **NB: Try not to use any unusual fonts, as you cannot be guaranteed that they will be available on the**

**computer from which you are running your presentation. Arial and Times New Roman are always a safe bet.**

9. **Move the text box.** You can move the text box in the same way as you move an image, using the mouse or the arrow keys.
10. **Edit text.** To edit text, click inside the text box to make any edits. To change the appearance of the font, highlight the text and make format changes in the format menu.
11. **Change the slide order.** To change the slide order, go to the Slide Sorter view, which you can get to either by choosing **View > Slide Sorter**, or clicking on the **Slide Sorter icon** (four little white boxes) in the lower left-hand corner of the screen. It is the second to last of the five icons. You will now see all of the slides in your presentation and can click and drag them into place.
12. **Return to the Normal View.** To return to the mode that allows you to insert slides and images choose **View > Normal**, or click on the **Normal View icon** in the lower left-hand corner of the screen. It is the first of the five icons.
13. **View your presentation.** Go to **View > Slide Show**, or click on the **Slide Show icon** in the lower left-hand corner of the screen. It is the last of the five icons. To advance the presentation, use the arrow keys. To exit, hit the **ESC** key. This is the same mode you will use when giving you presentation in class.
14. **Save your presentation.** Go to **File > Save** and save it on a folder on the desktop.
15. **Printing your presentation.** PowerPoint presentations can be printed in a variety of styles. These options are available when you go to **File > Print**.
  - **Slides** – will print one slide per page
  - **Handouts** – multiple slides per page; if you select three slides per page, it will print three slides along with some lines for note taking
  - **Notes pages** – will print one slide per page, plus any notes you have made under the slide (**See below for a more effective method for printing notes.**)
  - **Outline View** – this style will only work if you have used the outline formatting for the text in your presentation
  - **Exporting your presentation to Word** - Go to **File > Send To > Microsoft Word**. From the menu that pops up, click on **Notes Next to Slides** and then press the **OK** button. Word will launch and the images and notes will be inserted into a word document that you can save and print.
16. **Giving an in-class presentation.** Save your presentation to a CD (**See Burning a CD**) or copy it to your personal Jump Drive (See **Using a Thumb Drive to Save Files**). Copy the presentation from the CD or Jump Drive onto the desktop of the classroom workstation before presenting it in class to ensure it runs more smoothly.