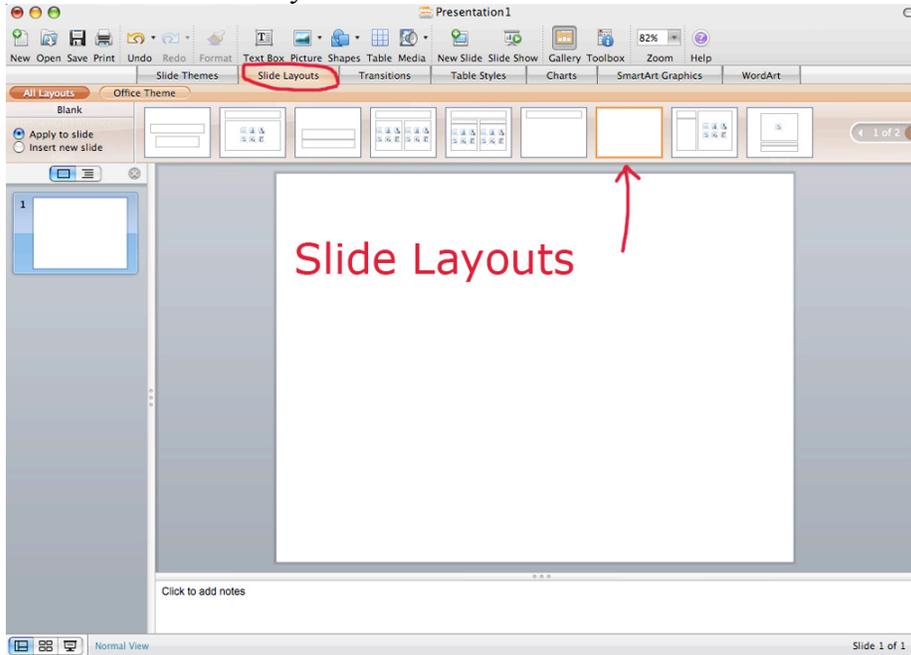


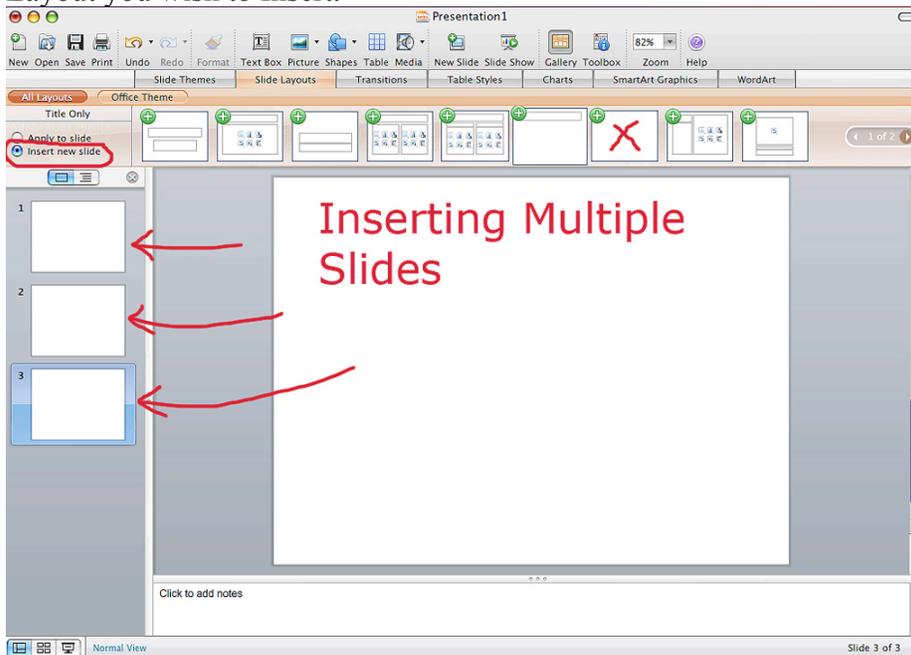
# POWERPOINT: LAYOUTS & BACKGROUNDS

OPEN a New Presentation

Choose Your Slide Layout. Below the “Blank” Slide is chosen.

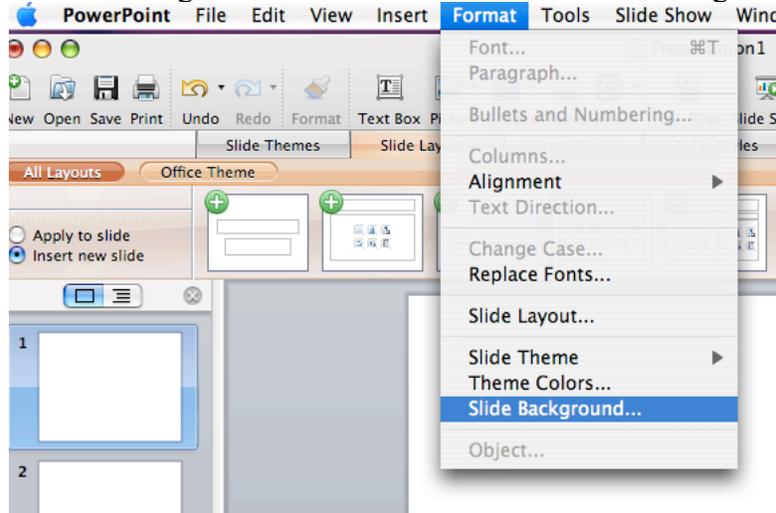


To Insert Additional Slides, Choose “Insert New Slide” (left) and click on the Slide Layout you wish to Insert.

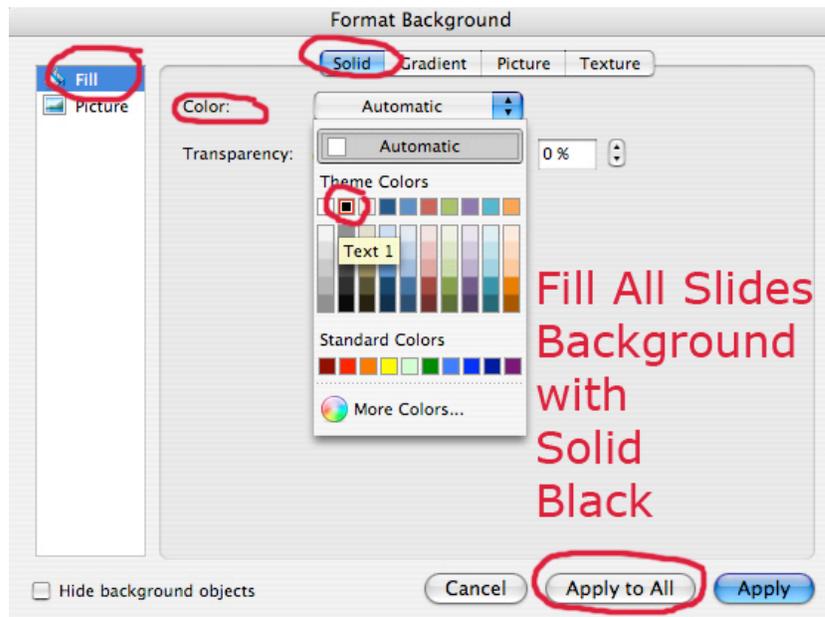


A dark, solid background is recommended for digital projection – to minimize eyestrain for students and to keep the focus on the art images.

### Choose Backgrounds in the Format Menu – Slide Background



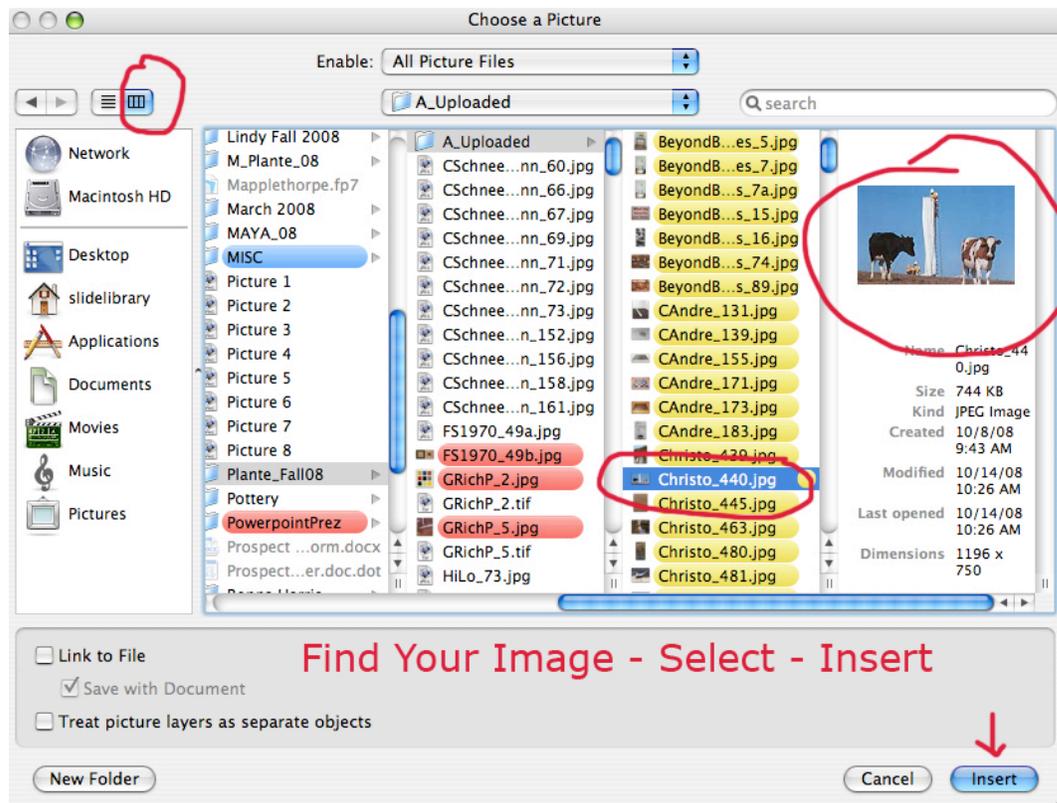
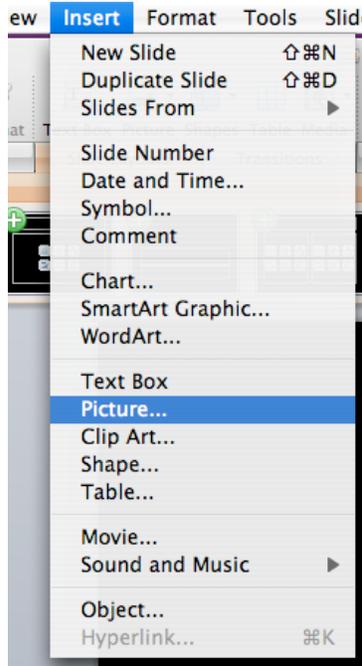
Select a color from the drop down menu.

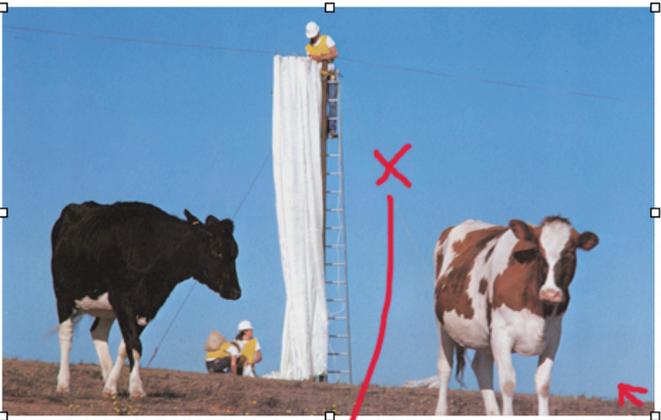


Apply to All – and all slides in your presentation will have the same background color.

# POWERPOINT: INSERTING PICTURES

There are several ways to insert pictures into Powerpoint. The easiest way is to use the Insert Menu and select Picture... then choose your image and insert it.

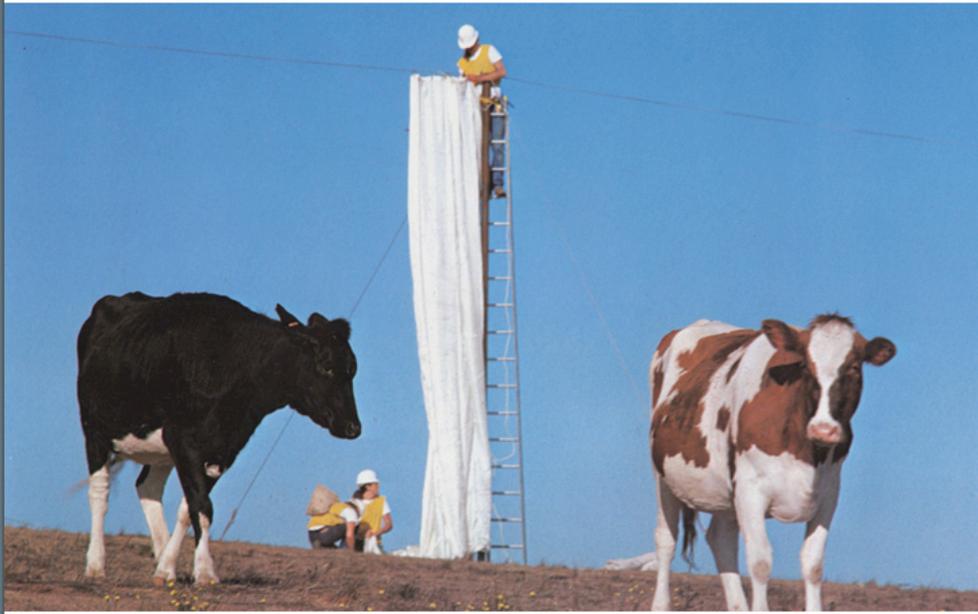




Pull from a Corner of the image to Change the Size (expand or shrink to fit)

Click On the Center of the Image (you will see a Hand Icon) to move image around screen

### Moving Images & Changing Image Sizes inside Powerpoint



Try to Fill Your Screen, either top to bottom or side to side

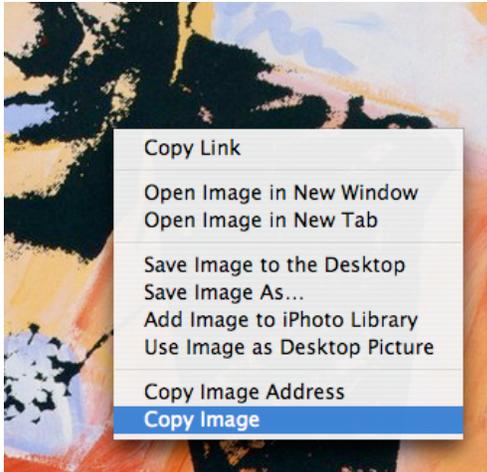
## IMAGES from the Web or LUNA.

By Right Clicking (Control + Mouse Click on Macs) on an image, both in Luna or on the Web, you can access a menu. From that menu you can choose to either Save the image or Copy the image. Both work, but Saving is the safest bet.



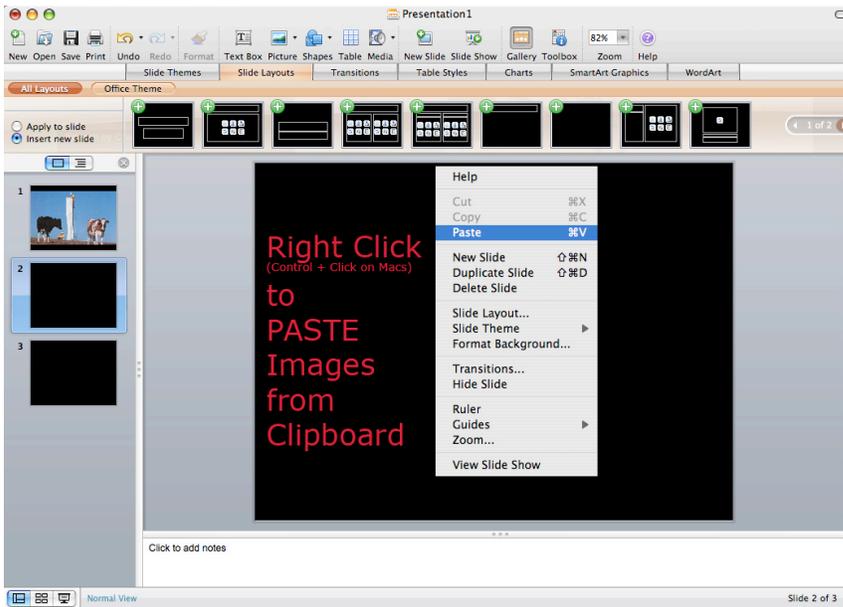
When you SAVE the image – save it somewhere easy to find, like the Desktop, and give it a simple label/filename.

Then you go back to Powerpoint – the Insert Menu, choose Picture – select the file you just saved and insert it into your presentation.

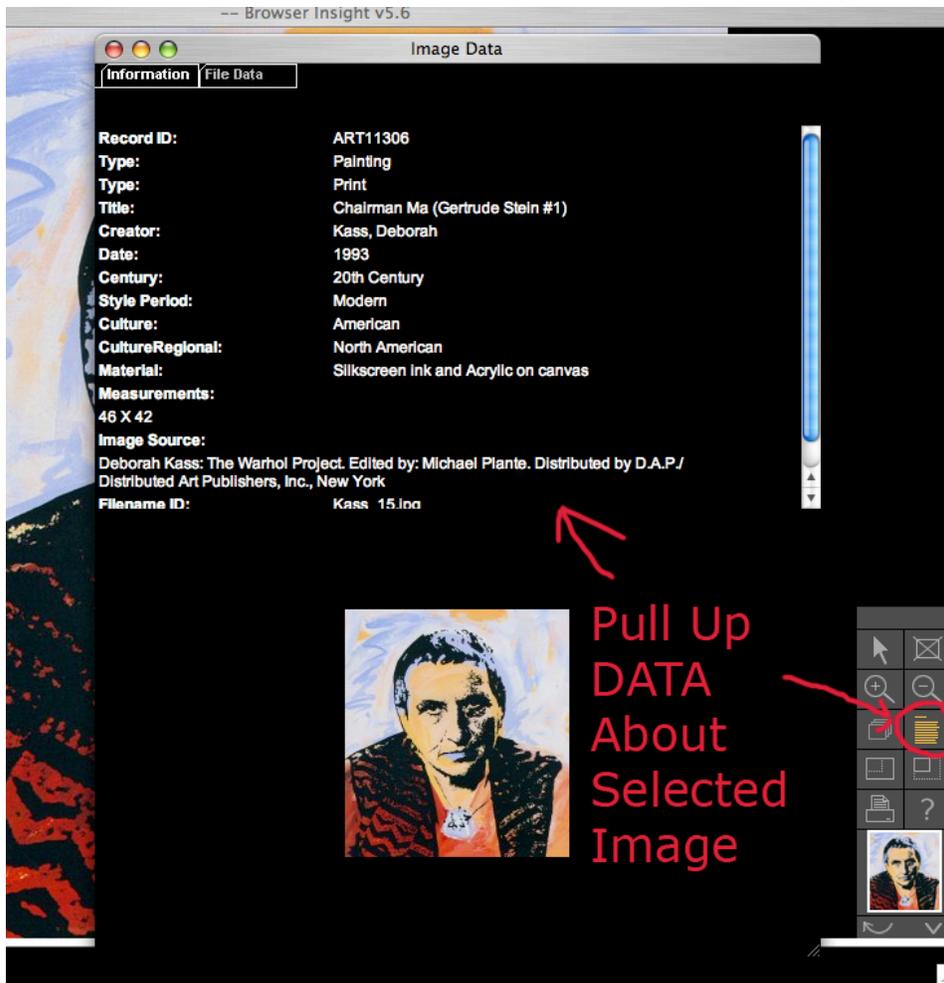


When you COPY an image – your computer places the image onto temporary storage called the Clipboard.

If you COPY an image, you should go immediately and PASTE the image into your presentation. Just Right Click on the space you want the image to appear, and the pop up menu will give you an option to Paste.

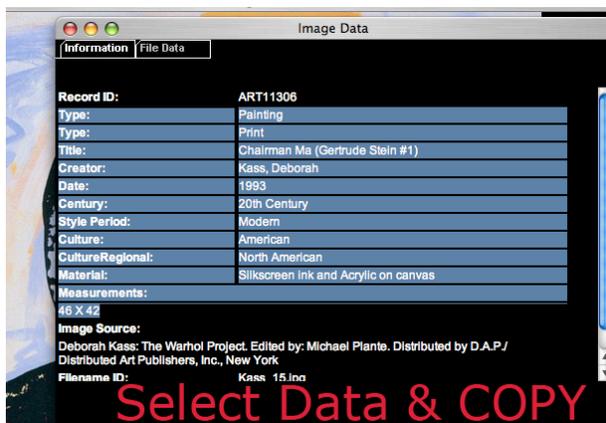


Images from the Web: If the image does not appear, or text or a small white square appear instead of the image, then there is either a.) a problem with the source file or b.) the image you tried to copy was protected. Try saving the image and inserting it. If you still get the white square, then you are not able to make a replica of that image.



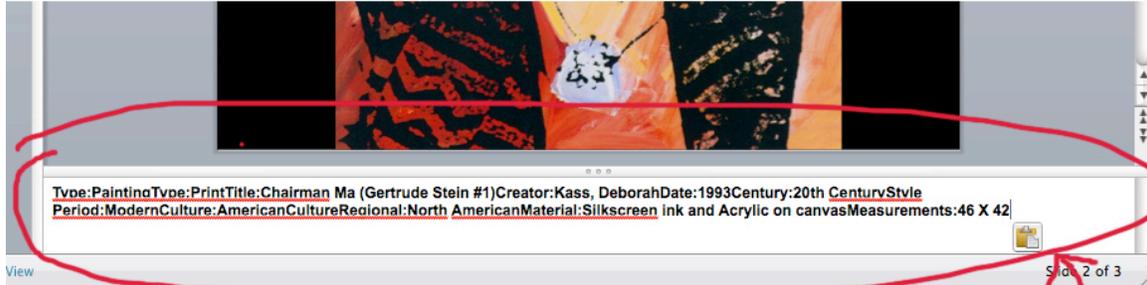
When Using LUNA, you can also COPY the data for the image file. Pull it up from the Data Icon – then highlight the text you want to copy.

TO COPY TEXT: Select/Highlight Text and Right Click, choose Copy (or Option + C)



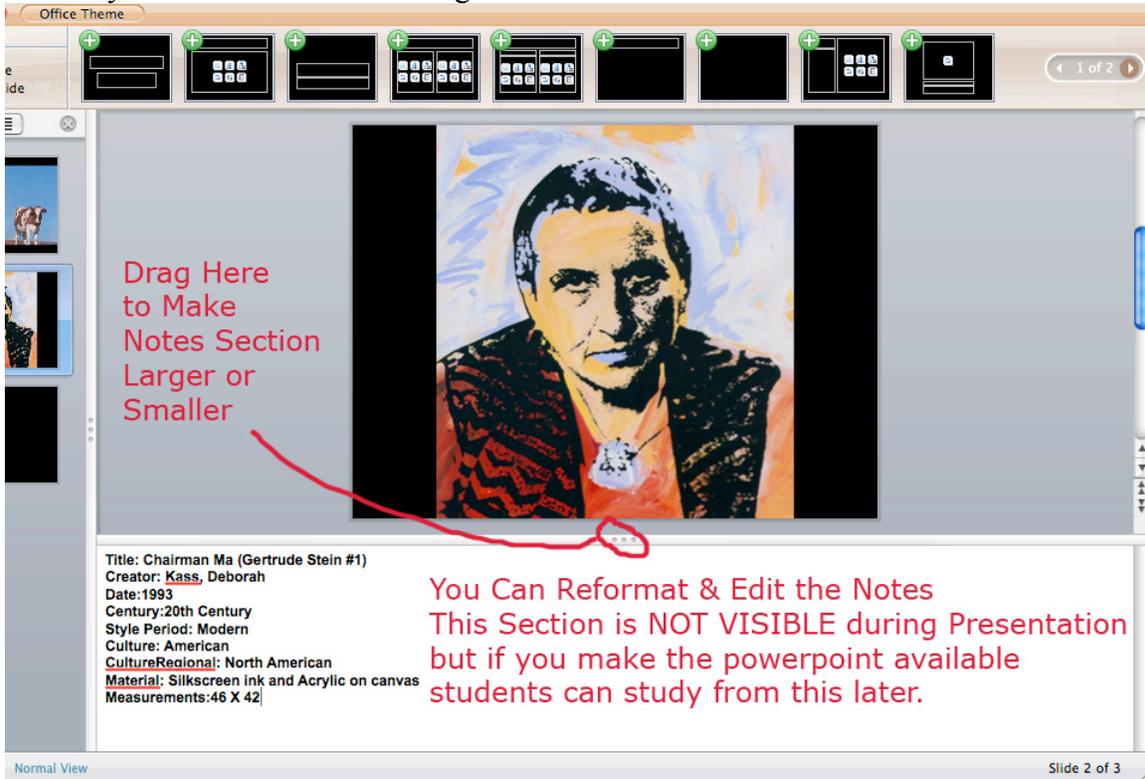
In Powerpoint – you can Paste the Text into the NOTES section.

TO PASTE TEXT – Select area you wish text to appear: Edit Menu and select Paste, Right Click and Paste, or Option + C



## Paste Data Into Powerpoint Notes

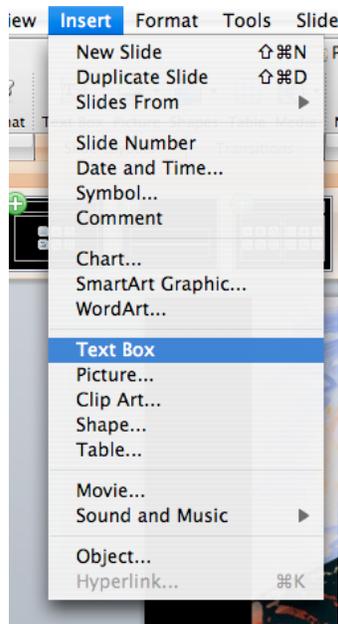
You may want to edit the formatting.



You Can Reformat & Edit the Notes  
This Section is NOT VISIBLE during Presentation  
but if you make the powerpoint available  
students can study from this later.

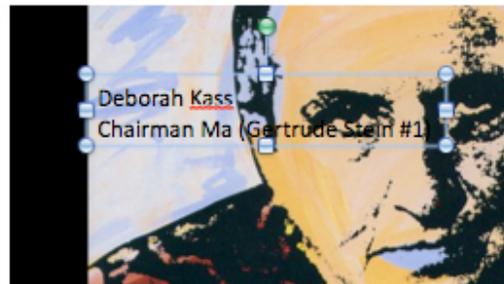
## Using Simple Labels inside the Presentation

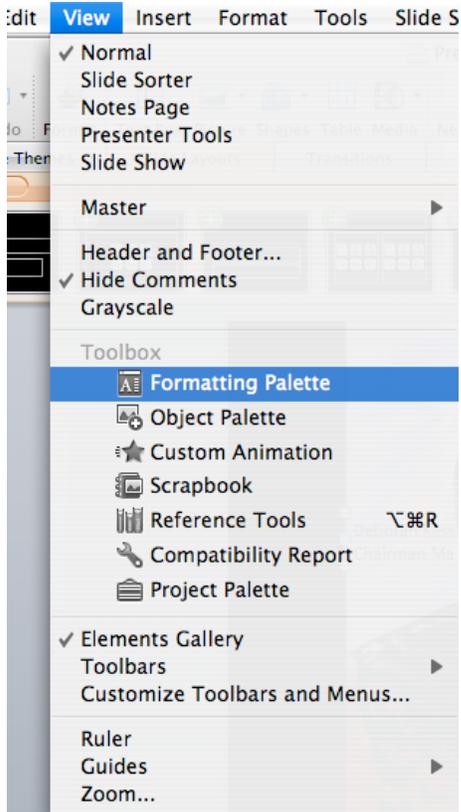
### TEXT BOXES



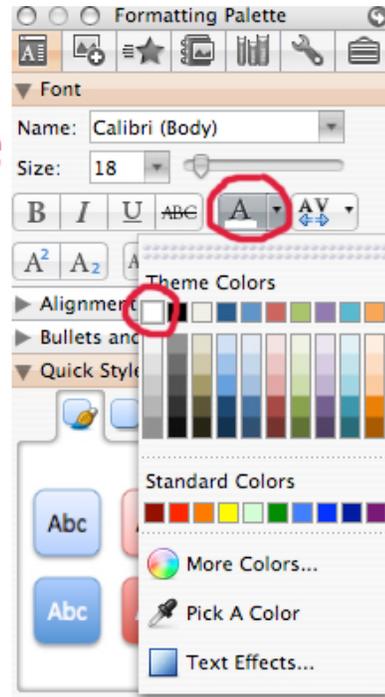
From the Insert Menu, select TEXT BOX. On the presentation slide, your cursor will create a small “A” – click this where you would like your text box to begin. Note – the text will be BLACK by default, so it may be difficult to see until you change color.

**Text in a Text Box is Black by Default  
to make it White or another Color  
Select the Text and  
Go to Formatting Palette**

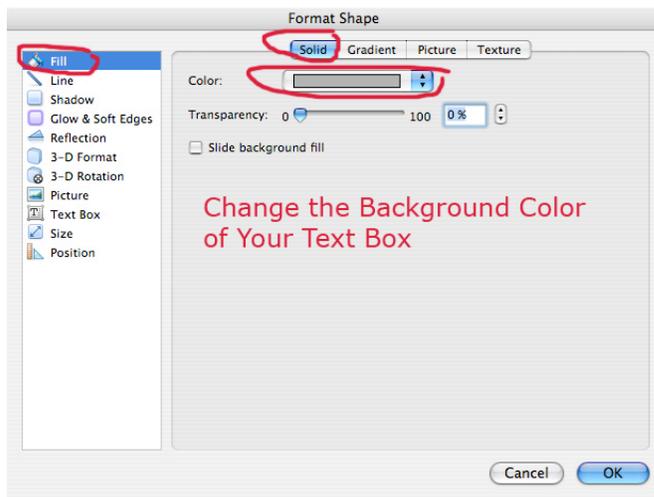




Change  
Font  
Color  
in  
Formatting  
Palette



If you make your TEXT white, you will easily see it on the black background. If you want to change the color of the text box as well as the text, it is easy to do. Just double click on the text box to pull up the Format Shape menu.



Change the Background Color  
of Your Text Box

Deborah Kass  
Chairman Ma  
(Gertrude Stein #1)

Title: Chairman Ma (Gertrude Stein #1)  
Creator: Kass, Deborah  
Date: 1993  
Century: 20th Century  
Style Period: Modern  
Culture: American  
CultureRegional: North American  
Material: Silkscreen ink and Acrylic on canvas

Text Box Label, will be visible  
Notes Box info, will only be  
visible to presenter

Slide 2 of 3

Now we have a Text Box with a dark gray background and white text on the presentation slide. We also have more detailed information in the Notes section.

MOST IMPORTANTLY... don't forget to SAVE your presentation frequently while building it.

TO SAVE: File Menu + Save or Save As... (Option + S)

