

Inserting Images into PowerPoint or Word

Once you have your image, you can insert it into your presentation or report. But first, here are some key tips and reminders. The Power Point XP handout gives you lots of help with using images in your presentation. Here are a few more.

Image size and quality:

For **Power Point or the web**, anything that will be displayed on your computer, it is usually best to save your images in the **lowest** possible size and at a quality **that still looks good** on the screen. The computer can only show 72 – 96 pixels (little colored squares) per inch anyway so files that are too big don't really help you. By the same token, if the image is too small has to be stretched because doesn't have enough pixels to fill the space you want it to go, it will look bad. Find the "sweet spot" – the right size at an acceptable quality. This minimizes problems of not enough memory when you run your show or slowing down when your web page is loading.

- You can do this by **cropping** your image to remove unnecessary or distracting parts of the image, or **reducing the size** and/or **quality** of the image when you save it.
- You can crop or resize an image in PPT or Word, but it will still be the same size memory wise because it's still the same image with the same number of pixels. It only looks smaller. .
- **For printing** however, such as for a report or other assignment, save the image at high quality since the printer needs more (150 – 300) pixels in each every inch to look good.

Text:

Although your text may look all right on the screen for Power Point, if you print it in Word or Works, unless it was saved in high quality your text may be changed to large pixels, that look fuzzy or blocky when printed. To avoid this problem sometimes it's easier to save *just* the picture. Then insert your image into your Word or other wordprocessing document. Then, add the text over your image in a "Text Box".

Backgrounds

Backgrounds should enhance rather than distract from your message. Make sure there is enough contrast to make your text very clear. This means lightening or fading your background a lot. Since it will be faded anyway, you can usually save it in very low quality, saving memory. You can save even more memory by adding it to the Master Slide just once. Then it will show on every slide without taking up any more memory. Another good way is to have a faded background image that covers the whole slide for your *title* slides. Then for the rest of your *content slides*, use just a narrow slice of your image in full color along the left, top or bottom border. On a white background the smaller image takes less memory and it looks great!

Do it in Power Point or Word

You can make some adjustments your image inside Power Point or Word using the Drawing Toolbar. Some important adjustments such as moving an image on top of or behind another or making it transparent, won't work unless the image is a "floating image" that can be dragged around rather than an "inline" image that moves only on a line of text. You will learn how to change it from an inline to a floating image and vice versa.

Think layers - get creative

You can add more than one image to a slide by layering them. You can then reveal them one at a time as you speak using "animations". Animations reveal your image in a variety of ways - from the center out or in or fading in or out fancy ones such as "blinds" or flying in. Tip – avoid the fancy ones, and avoid adding sounds unless it's necessary. They are usually more distracting than helpful. Fades, box in/out and dissolves are usually most professional. Use animation to *focus* the viewer on the point you are making.

1. **Open** your document in Microsoft PowerPoint or Word or Works.

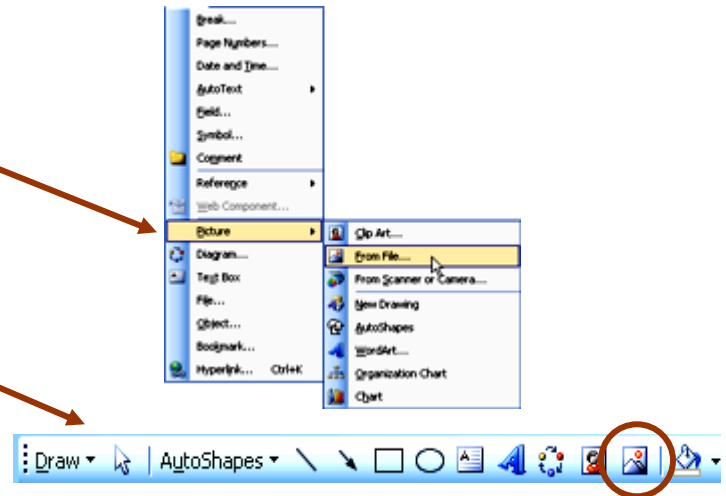
Click at the location in the file where you want to insert the image.

Insert the image in one of two ways:

Method 1: From the menu choose **Insert > Picture > From File**. Navigate your computer folders to locate the file and double click to select it. OR

Method 2: Display the **Drawing Toolbar** if not already showing. Fromtop the top menu bar -- **View > Toolbars > Drawing Toolbar**.

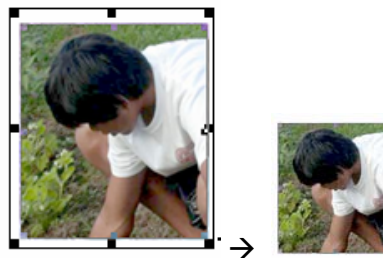
On the Drawing toolbar click the icon that looks like a mountain and sun. Navigate to locate your image and **doubleclick** to select and insert it. It will now appear in your document. Remember, having your project images in the same folder will make this job easier.



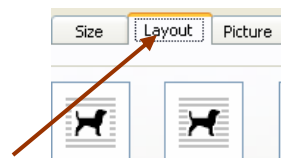
Position and resize your image.

Resize. Once your image is inserted you can resize it by dragging one of it's the corner or side black boxes. HOLD down the Shift key as you drag one of the corners to keep it in proportion. Images stretched one way and not the other look bad.

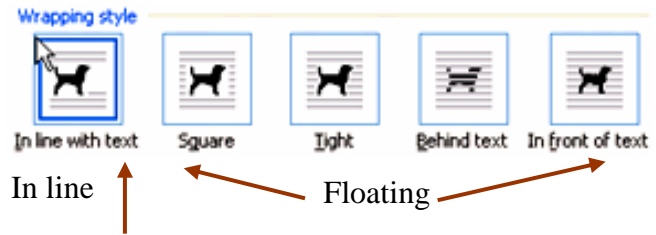
Note: This optimizes the **physical** size, but it doesn't change the amount of memory the image is using.



Positioning. In Word your image is inserted as an "In line" image, meaning it's a part of the sentence or line it was inserted into. Type text to the left of it and its pushed to the right. Trouble is, only one line of text can appear to its right so you waste space next to a tall image.

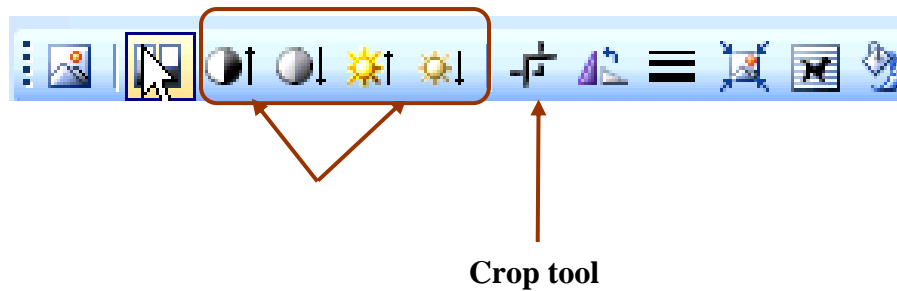



So to make text “wrap” around or next to the image, you need to change the image’s “layout.” **Doubleclick** the image and choose “Layout tab” from the Picture dialog box. Then choose **Square or Tight**. You can now drag the image around, add a border, or place it on top of another image. .



If you want the image **behind the text**, you should probably lighten the image enough to keep it from overpowering your text. Click once to select the image, then decr. contrast & incr. brightness from the Picture toolbar. OR edit in Picnik first.

Notice you can choose Wrapping Style from the Picture toolbar also.



 **Tip:** Sometimes when you move a floating image it will “fly away” from you. If so, just undo (Control-Z, Cmd-Z on a Mac) and try again. Use your keyboard arrow keys to move the image Up, Down, Left or Right.

Press Control + the arrow key to move just a little bit.

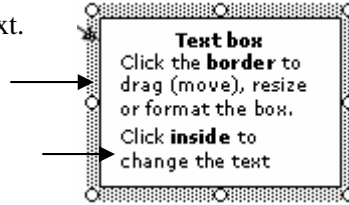
To crop and click on the **crop tool** then on the image. **Drag the boxes in the middle of each side** inward to crop off the borders. You also drag them out again if you change your mind, the image is still all there.

To add a textbox to your image:



Click on the Textbox icon and type your text.

Then, so that the picture will show behind the text box, remove any border and background color the textbox may have.



Bucket to fill an object with a color.
Line tool to color its border.
Choose "no Fill" or "No Line" for no fill or border.



To change the fill (inside) of the text box. Click **inside** the box to select the fill. Then on **the Drawing Toolbar** Click the Fill (bucket) color icon and choose No fill.

To change the Border color (outside) Click the text box (notice it looks different from when you click inside the box). **On the Drawing Toolbar** click the Line (the brush) color icon and choose No Line

That's it!