



A Quick Start Guide to Using PowerPoint®

The following instructions are for newer (2000+) versions of PowerPoint.

The Architecture Library's Visual Resources Collection
University Libraries, Ball State University

Introduction

What is the Digital Media Repository?

The Digital Media Repository (DMR) is a group of digital collections maintained by the University Libraries. The Visual Resources Collection's digital image collection is a part of the DMR. The DMR provides access to digital resources for teaching, learning, and research and can be accessed under **Digital Media Repository** in the **Resources** heading on the University Library's web page at <http://www.bsu.edu/library/> or directly at http://libx.bsu.edu/collection.php?CISROOT=%2FBSU_ArchSlidesCpght

After obtaining access to the DMR home page, you can search for images in much the same way you search for slides in CardCat. Once needed images have been identified, it is possible to transfer the images from the DMR into a PowerPoint presentation in a few easy steps using the **Architecture Image Retriever Power Point Plug-in (Version 1.0)** (PC users only) which will be referred to as the Image Retriever in future references.

What is PowerPoint?

PowerPoint is an easy-to-use presentation software package that allows the user to create computer-driven slideshows. In PowerPoint you can put pictures, text, charts and even animation into your "slides." You can advance slides one by one, just like you would in a traditional slide show, and by connecting your computer to an LCD data projector you can project your presentation just as you would with a slide projector. PowerPoint is part of Microsoft Office and is available for use with both Mac and PC.

Using PowerPoint

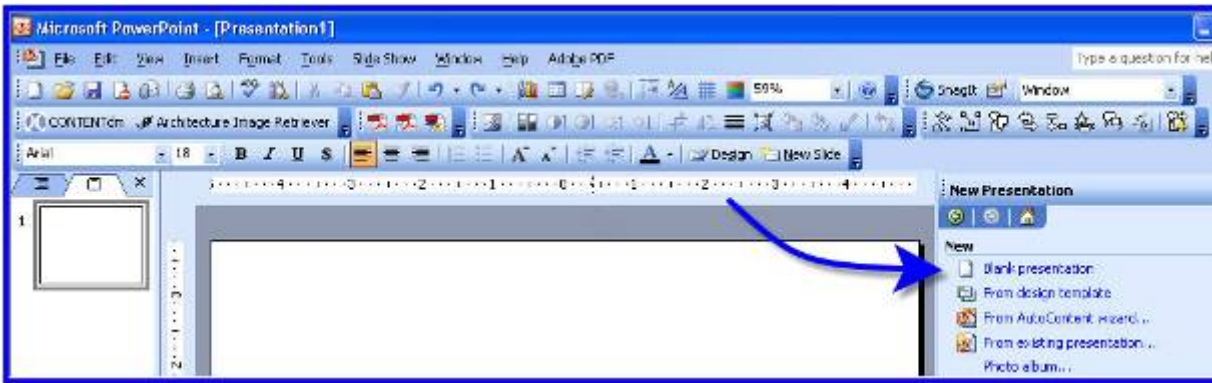
Add your images to "My Favorites" in the Digital Media Repository (DMR) before you begin making your PowerPoint presentation. When you bring images and metadata from "My Favorites" into PowerPoint using the "Image Retriever", the images and any text you choose will remain the same size and are placed in the same format. If this is not how you want the presentation to look, you may use PowerPoint commands to make changes. You may also add images, text and new "slides" to the presentation you created using the Architecture Image Retriever Power Point Plug-in. PowerPoint accepts images in .jpg, .tif, .gif, and other formats. For best results, use PowerPoint set to 1024 x 768 pixels and 16 bit colors and make sure the data projector will project at 1024 x 768. Mac users should begin with a blank PowerPoint presentation and add images from the DMR. **The Architecture Image Retriever Power Point Plug-in has been designed to work only with a PC. Mac users should begin with blank Power Point presentation and copy and paste images from the DMR into the presentation.**

The following instructions include:

- How to open PowerPoint
- How to create slides
- How to change background colors
- How to insert a picture into your slide
- Adjusting your picture size and position
- Adding additional pictures to your slide
- Adding additional new slides
- Saving Your Presentation
- Viewing Your Slides / Presentation
- Moving Slides Around Within the Presentation
- Adding Text to Your Slide (Text Box)
- Adding Speaker Notes to Your Slide
- Printing Your Speaker Notes
- Printing Options
- Using CAP's Equipment
- Frequently Asked Questions?

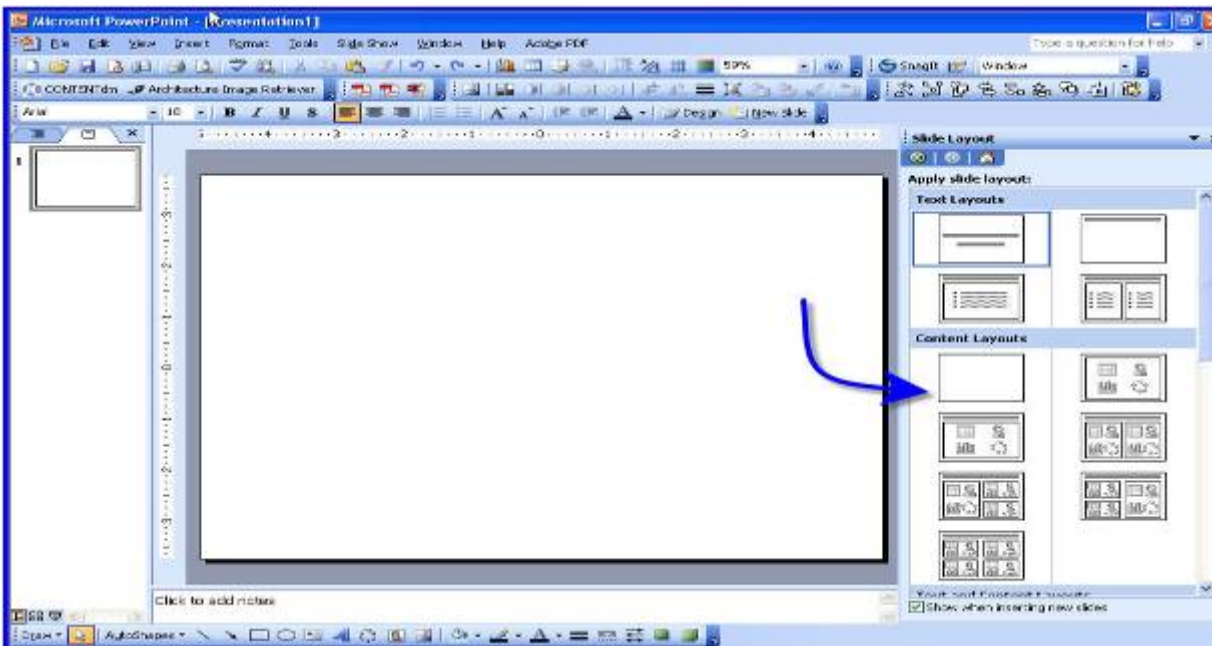
Opening PowerPoint

From the **Start** menu select Microsoft PowerPoint.
PowerPoint will open and will automatically prompt you to create a new presentation or open an existing one. Select a **Blank presentation**.



Creating Your First Slide

Now, you will be prompted to create your first slide. You must choose an **autolayout** for your slide. Select the **Blank layout** by clicking on it once.



You now have your first slide displayed on the screen.

Adding a Background (color) to Your Slide

From the **Format** menu on top toolbar select **Background...** In the **Background** dialogue box click on the pull down menu to see your color options. If you like one of the square color samples, click on it once. If you don't like any of the colors shown, then, click on **More Colors...** In the **Colors** dialogue box choose the **Standard** tab. Click on the color that you like and click **OK**. Now you are back in the **Background** dialogue box. If you want to apply this color to the background of ALL YOUR SLIDES click **Apply to all**. If you just want to apply this background color to the current slide click **Apply**.

Inserting a Picture into Your Slide

Click the **Insert** menu, then rest your mouse on the **Picture** selection until you see the fly-out menu pictured below. You will be inserting a picture from a file (your folder of images), so select **From File...** on the fly-out menu. In the **Insert Picture** dialogue box use the **Look in:** drop down menu to find your folder. Select your picture file by clicking on it. Click on the **Insert** button to insert your picture. You can also simply use the icon in the bottom toolbar.



Adjusting Your Picture (size and position)

Size

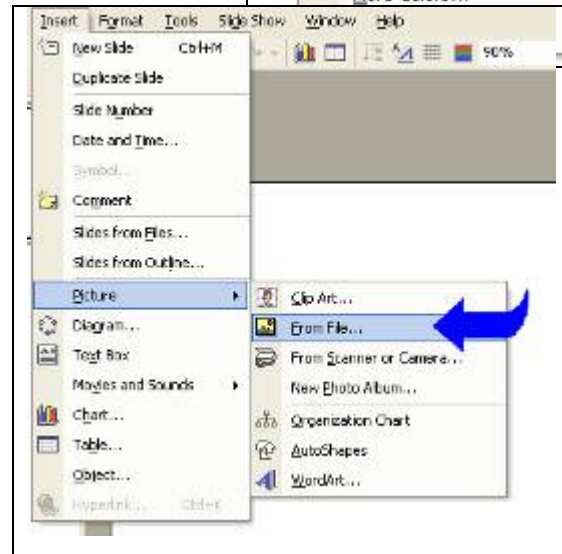
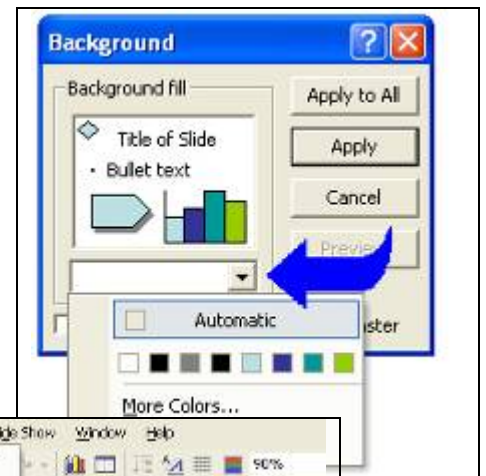
First, select your picture by clicking on it once. You will see the circular "handle bars" outlining the image. To enlarge or make the image smaller, simply position your mouse over a corner circle. It will change to a double-headed arrow; click and drag. **Important:** Always use a "corner" handle and drag diagonally. This will maintain the aspect ratio of the image and not distort it. (The image will distort if you drag the center handles up and down). If you select the top green circle, it will allow you to rotate the image.

Position

Make sure your object is selected (the "handle bars" should be showing). When you move your cursor into the center of the image, it will turn into a 4-headed arrow. Now you can move the entire image around on your slide; simply click and drag the picture to the desired location. You can also use your keyboard arrow keys to nudge the object up and down and side to side.

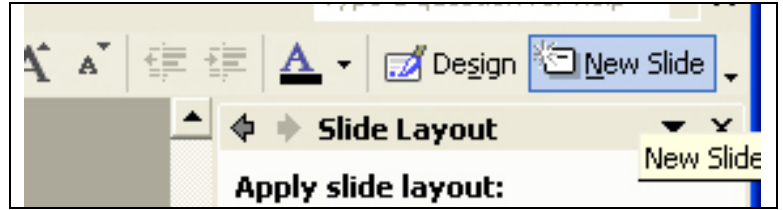
Adding additional images to a slide

Repeat the steps to insert an image, while still working on the same slide. Both images can be moved and resized until they look good together.



Adding additional new slides

On your **Standard Toolbar** (the top toolbar) click the **New Slide** button or from the **Insert** menu select **New Slide**. Select the **Blank Slide** from **Choose an AutoLayout** sidebar.



Adding a Background (color) to Your Slide and “Apply to all”.

Saving Your Presentation

Select **Save** under the **File** menu. In the **Save in:** drop down menu find the folder and/or disk in which you want to save your file. Once the correct location is showing in the **Save in:** drop down menu, type the name of your presentation in the **File name:** box. Click on **Save** to save your presentation.

Hint: You can (and probably should) save both the original image folders and your finished PowerPoint lectures. Keep just the current lecture or two on your computer, and store the others “offline” on CD’s or other storage media or central storage. Redundant backup copies are always a good idea.

Viewing Your Slides / Presentation



There are three view choices in PowerPoint: **Normal View**, **Slide Sorter View**, and **Slide Show (from current slide) View**. You can access these views under the **View** Menu at top or by clicking on the view icons at the lower left hand side of the window.

Normal View

This is the main view window. In this view you can easily edit your slide, create a background color, insert a picture, format a picture, insert text and/or format text.

Slide Sorter View

This view shows thumbnails of every slide in your presentation, like a light table. You can move slides around (click once and highlight, then drag), delete slides and choose where to add new slides. Double clicking on a thumbnail will take you back to the main view to edit that slide. The left-hand column in the Normal View works the same way, but this view gives you a much larger work area, handy if you have many slides.

Slide Show View (from current slide)

You can view your slides just as they will appear during a presentation. Each slide will cover the entire surface of your computer’s screen. Click your mouse to proceed to the next slide, or use the computer’s arrow keys to go back and forward. At the end of the presentation, click once on your last slide to return to your previous view, or hit the Escape key on your computer. To view the whole show from the beginning, you can also use **Slide Show → View show** from the top toolbar. If you select this (instead of the toolbar icon), you will see a small triangular tool in the lower left. Click on this and it will give you other options. One nice option is **Pointer Options**. This allows you to use a pen or pointer tool as you show your presentation. (Play with this—it’s fun.)

Moving Slides Around Within the Presentation

In the **Slide Sorter** view, click once the slide to select/ highlight it. Now drag and release where you want your slide to go. You will see a thin line appear as you move your cursor—this indicates where the slide will appear when you release your mouse button. You can also do this in the left sidebar of the **Normal View**.

Adding Text to Your Slide (Text Box)

In Normal View, on the top toolbar, select **Insert** menu → **Text Box**. Or on the bottom **Drawing Toolbar** click on the **Text Box** button. Your mouse pointer will turn into an upside down cross. Click and drag your mouse to create a **Text Box**. If your box shape isn’t perfect, don’t worry. You can always adjust the size and placement later. Inside your new **Text Box**, you will see a blinking cursor. Go ahead and start typing. To get a new line hit the **Enter** key just as you would normally do in a word processing program.

Formatting Text

Within the **Text Box** highlight the text that you want to format. Format the text just as you would in Microsoft Word. Select **Font** from the **Format** menu or use the various buttons on the **Formatting** toolbar to format your text. (Hint: If you don't see your text, make sure the font color is white against a black background→ **highlight it**—go to **Format**→**Font**→(font dialog box)→**color**

Adjusting Your Text Box (size & position)

Moving and adjusting the text box works the same as sizing and moving images.

Adding Speaker Notes to Your Slide



Click where it says "Click to add notes." (You may need to enlarge the view a little to see this clearly. Use the **Zoom** button on the top **Standard** toolbar to adjust the view. Click into notes, then **View**→**Zoom**). You should now see a cursor in the **Speaker Notes Text Box**. Go ahead and start typing your notes. These will not show up in your presentation.

Printing Your Speaker Notes

From the **File** menu select **Print...** In the **Print what:** drop down menu choose **Notes Pages**. Click **OK** to print. Your slides will print out one per page with your speaker notes underneath.

Printing Options

To print your presentation, choose **Print...** from the **File** menu. Most of the printing options are very similar to what you would find in Microsoft Word. However, the **Print what:** drop down menu gives you a number of options unique to PowerPoint. They are described below:

Slides

Just like it sounds, this option will print one slide per page.

Handouts--2 slides per page, 3 slides per page and 6 slides per page

Again, just like it sounds, this option will print two, three or six slides per page.

Notes Pages

Slides will print out one per page with your speaker notes underneath.

Outline View

This will print out your presentation as it appears in the Outline View.

Using CAP's Equipment

You can use one (or two in AB100) of CAP's data projectors and laptops to give your presentation. The CAP staff can also inspect your personal laptop to make sure that you have the necessary video port, and that it is compatible with the CAP's data projectors. We suggest that you reserve equipment ahead of time by calling the CRC at 285-8180. The CRC staff can help you (or can direct you to other appropriate help) with imaging and presentation questions.

Frequently Asked Questions?

Why would I want to use PowerPoint instead of a traditional slide show?

There are some benefits to creating a PowerPoint presentation. Once you have your images scanned and saved you can view them anytime, anywhere--you won't need the use of slide projectors to check your presentation--just run your PowerPoint show on any computer with PowerPoint software. You won't need to wait to have slides made and developed, and you can easily put images from the web into your presentation.

PowerPoint also has some extra features that may or may not be relevant to you and your students, for example, the ability to use animation, play a very short digital movie clip, the ability to easily add text to a slide, and the ability to create automatically updateable charts.

At the same time, using any type of digital method for your presentation does require some extra time and forethought. ALWAYS BACK UP YOUR FILES. Remember to plan ahead, and make sure that all the equipment you will need is available. You don't need to be afraid to give a digital presentation, but you do have to plan accordingly.

What are all these other slide layout options?

Microsoft created a variety of prefab layouts for common slide set-ups, such as a "Title" slide, a slide with a heading and a bulleted list, and a slide with a heading and two columns of text. Many of these slides are not necessary in an arts related presentation, so they are not covered here; however, you may find some of them useful for conference talks, etc.

If I can only view one PowerPoint slide at a time, how do I view more than one image at the same time?

You can insert multiple images into a slide. If you want to compare two art works or two views of the same work, simply insert both pictures into the same slide. Both images can be moved, adjusted and changed in size until they look good together. In classrooms with two data projectors and two workstations, such as AB100, you may want to run two PowerPoint presentations simultaneously.

How do I delete a slide?

In the **Slide Sorter View**, select the slide you want to delete by clicking on it once. A thick blue border will outline the slide, indicating that it is selected. From the **Edit** menu select **Delete Slide**. Your selected slide will now be deleted. You can undo the delete by selecting **Undo** from the **Edit** menu.

Won't my images look fuzzy or pixilated when the projector enlarges them?

Actually, what you see on your screen (in slide show mode) is what you will get in your digital projection. As long as the image looks good on your screen, it will look good projected. Bear in mind that there is a color shift with most projectors at this time, but it is usually within acceptable bounds. In some large auditoriums, the image may look pixilated up front from the speaker's podium, but is usually fine seen from the students seats.

What if I want to use a picture that I found on the web?

On the web page with the image, right click on the picture you want to use. Choose **Save Picture As...** Choose where you want to save the image and type in a file name (just as you would with any Windows save).

How can I check the size of my presentation file?

From PowerPoint go to the **File** menu and select **Properties**. The file size will be listed under the **General** tab.

Adapted by Cindy Turner from an adaptation of "Using PowerPoint To Create an Art History Presentation" by Elizabeth S. Funk, NYU, Institute of Fine Arts by Susan Jane Williams & William Staffeld, Cornell University

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