

Inserting Images in PowerPoint

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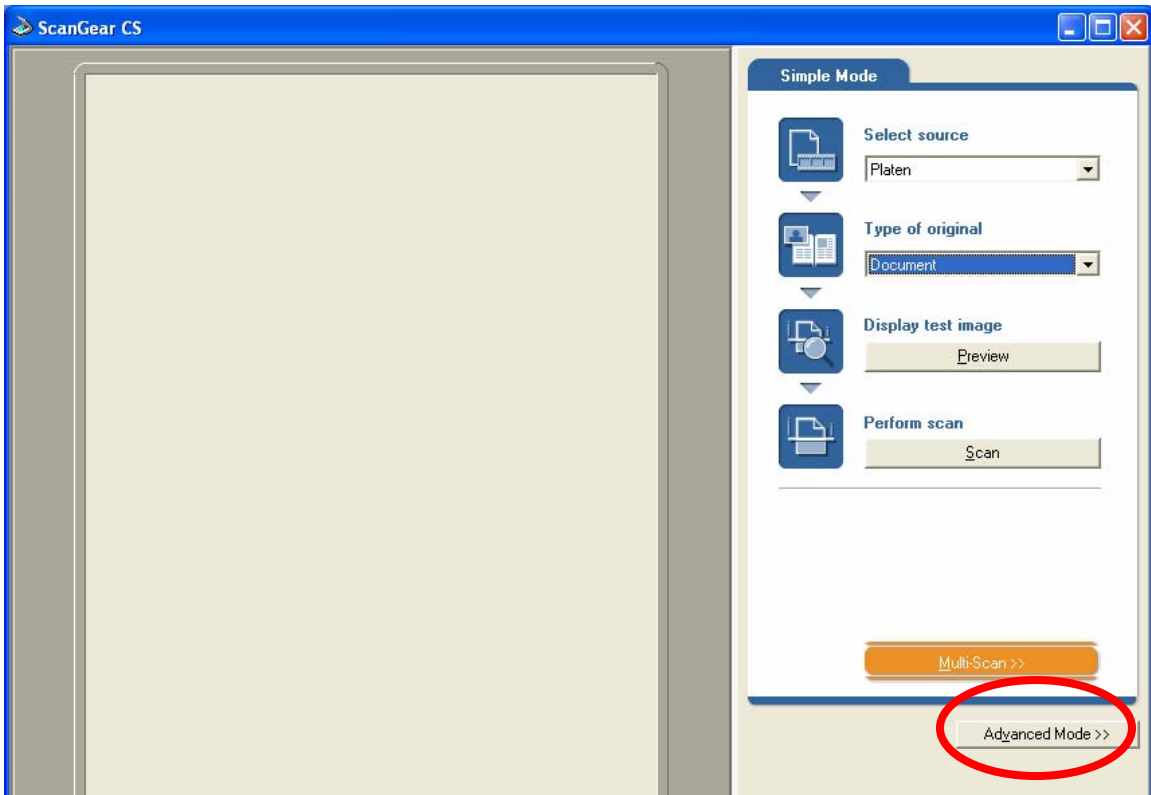
TO CREATE PDFS OF NOTES PAGES FROM POWERPOINT.....8

Scanning documents to include in PowerPoint slides

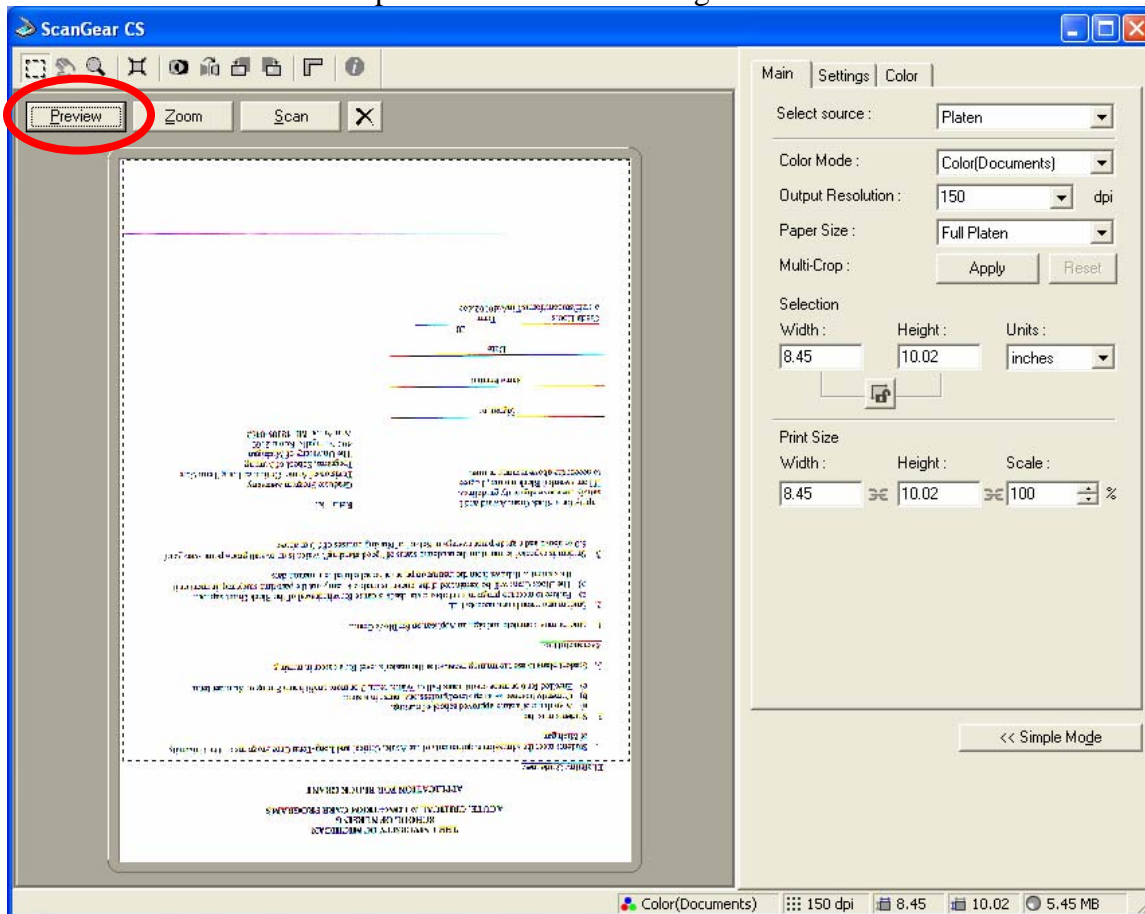
These instructions are for the Windows computer in the SITES computer lab on the 4th floor of the 400 North Ingalls building. Last updated Thursday, January 05, 2006.

Scan the image

- Log into the Windows computer with the scanner (just behind the drinking fountain).
- Place your first document face-down on the scanner and close the lid. If it's a transparency, put a sheet of white paper behind it.
- Go to the Start Menu → Programs → Image Creation → Adobe Photoshop.
- Once Photoshop loads, go to the File Menu → Import → CanoScanLiDE.
- A window will appear that lets you set your scanning preferences.
- If your screen looks like the one below, click the “Advanced Mode” button in the lower-right corner

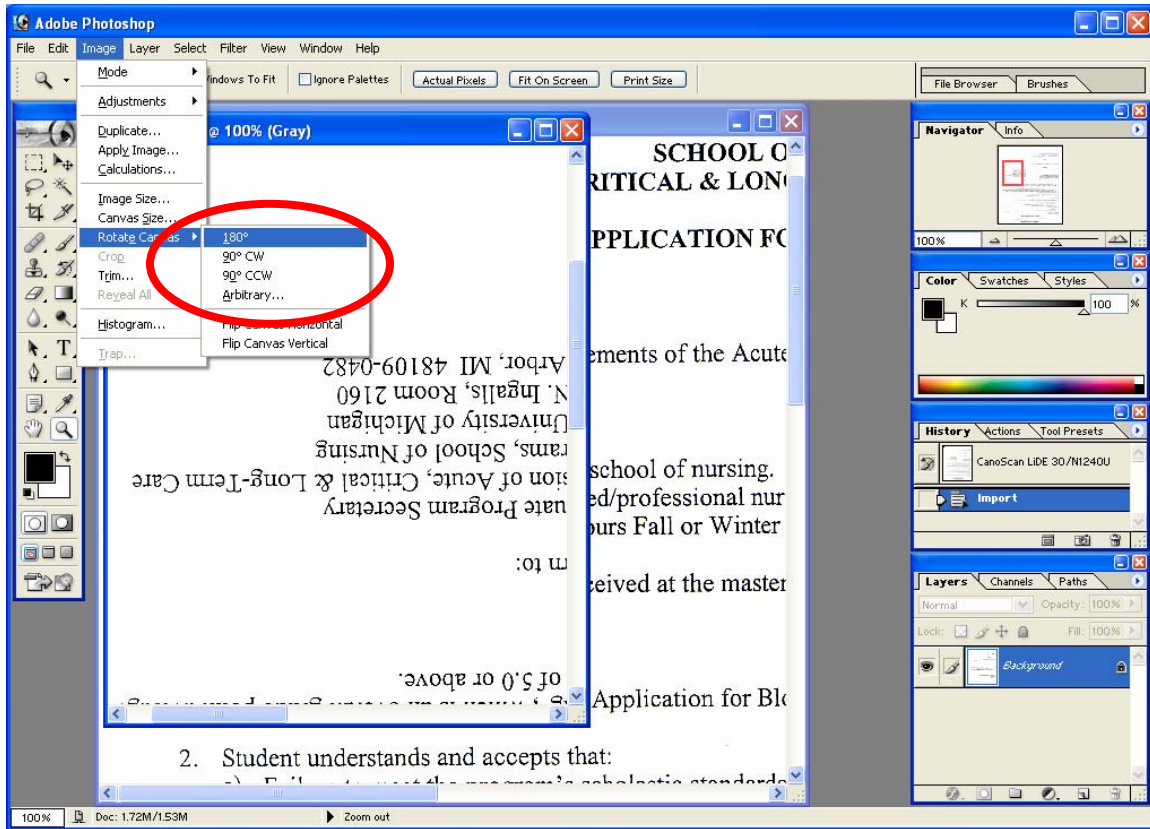


- When your screen looks like the one below, set your preferences to:
 - Set the “Source” as “Platen”
 - Set the “Type of original” as “Greyscale,” “Color(Documents),” or “Color(Photo)” according to the type of document you’re scanning. Don’t use “Black and white.”
 - **Important:** Set the Output Resolution to 150. This will give you good quality scans and keep the file size small enough to use on the web.



- When your settings are correct, click the Preview button in the upper-right corner. Don’t worry if this preview doesn’t look perfect; it’s more to give you an idea of the area of the page that’s going to be scanned in the next step.
- Adjust the area to be scanned by dragging the dotted rectangle in the preview so it encloses your entire document, but not any blank borders around the document.
- When you have the dotted rectangle around everything you want to scan, click the Scan button.
- **Important:** When the scan is complete, close the scanner window. If you don’t close the scanner window, when you return to Photoshop, you won’t be able to click on any menus.

- If needed, you can rotate the page choosing Image Menu → Rotate Canvas → 180 Degrees



Save the image to your disk

- Choose File Menu → Save
- Choose the location (disk) to save your document.
- Give it a logical title.
- **Important:** Choose the correct file format.
 - **For text documents and line art** (cartoon-like sketches), choose “Compuserve GIF”
 - When asked if you want “Normal row order” or “interlaced,” choose “Normal row order.”
 - **For photographs**, choose JPEG as the format.
 - When asked, choose “medium” as the image quality.

Repeat the procedure for each of the items you need to scan. Then go into PowerPoint and insert the images you just saved (see page 5).

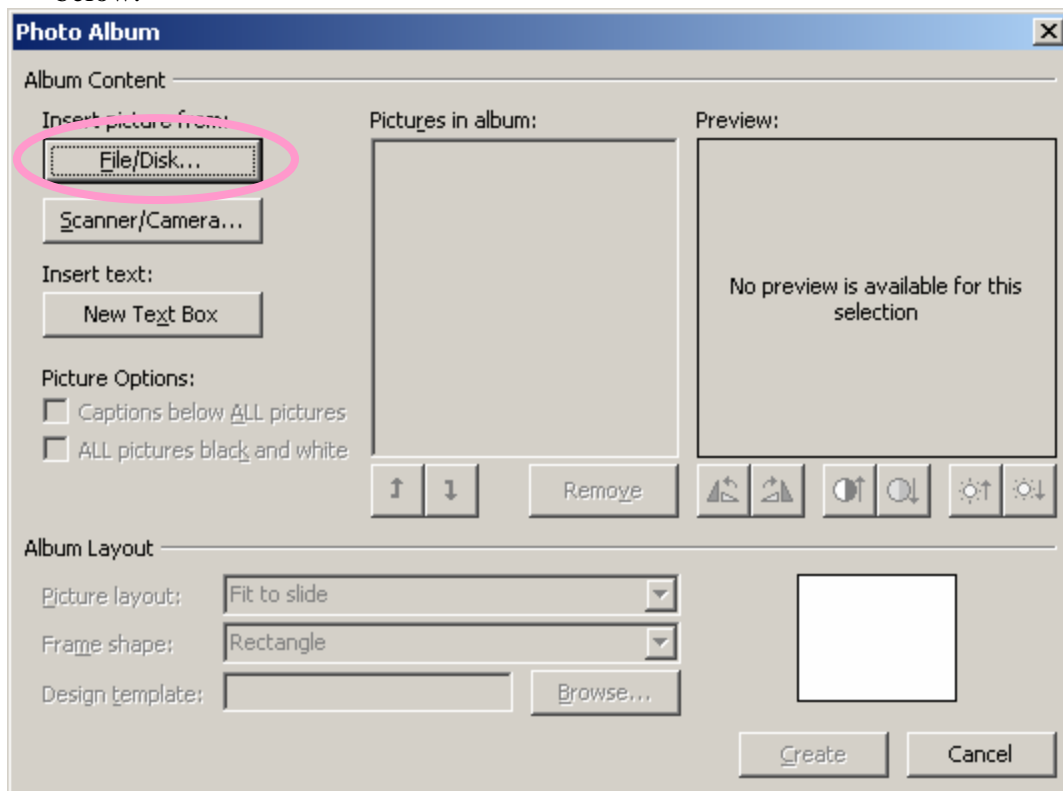
Inserting Images into PowerPoint

- Open PowerPoint.
- Create a new slide (Insert Menu → New Slide).
- To add an image to this slide, choose the Insert Menu → Picture → From File...
- Browse your disk until you find your image. This image may be something you scanned, something copied from the web, a digital photograph you've saved, etc.
- Click the image and choose "Insert."
- You can resize the image by dragging the circular "handles" at the corners of the image.
- Be sure to save the PowerPoint deck with a good file name – short, descriptive, with NO SPACES in the file name. (e.g., Lecture1.ppt)

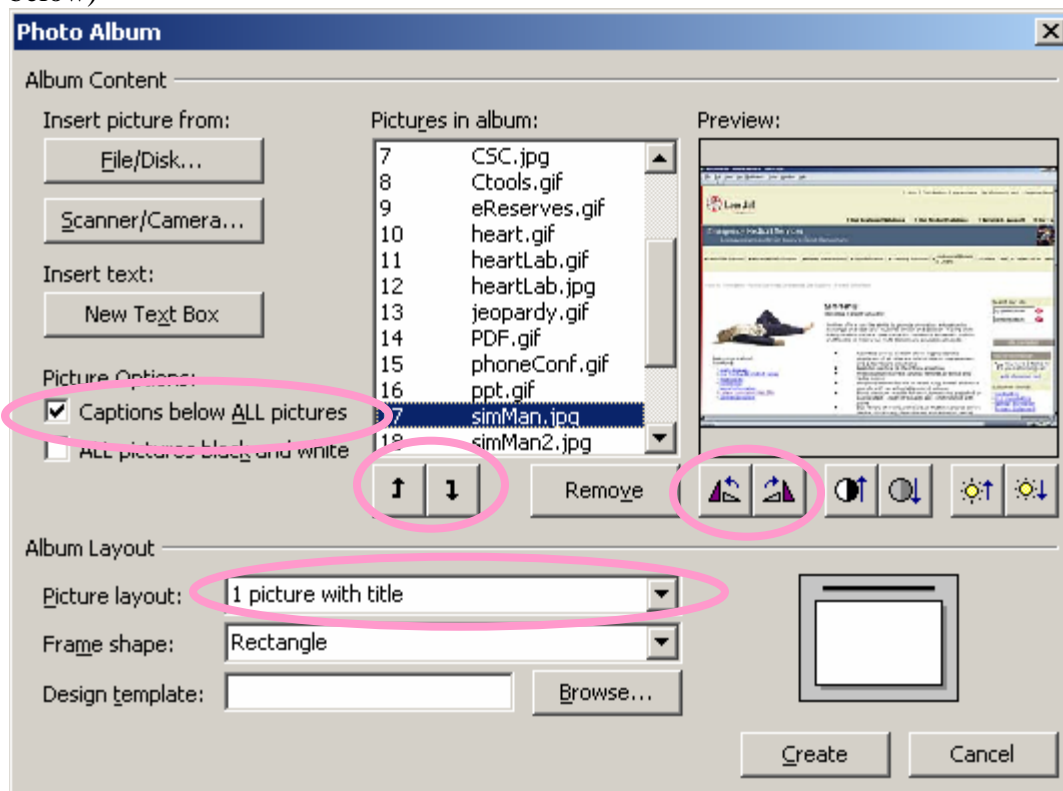
Inserting a Large Number of Images at Once

You can insert a number of images into PowerPoint at the same time. Each image will be placed on a separate slide, and you can go back and add captions.

- [Scan your images](#) as usual and store them in one folder. If you are using clip art, also put it in this folder.
- Open PowerPoint and create a new blank presentation (or a new presentation based on your favorite template).
- Click on Insert → Picture → New Photo Album. You'll see a dialog box like the one below.



- Click “File/Disk” to choose what images to include.
- Browse to the folder that has your images in it.
- Select all the images in the folder. You can do this in two ways:
 - Hold down the CTRL key and click on all of the images you want to include.
 - Click on the first image in the folder, then type CTRL-A to select all the images in that folder.
- Click “Insert.”
- You will now see a list of images in the window called “Pictures in Album” (see below)



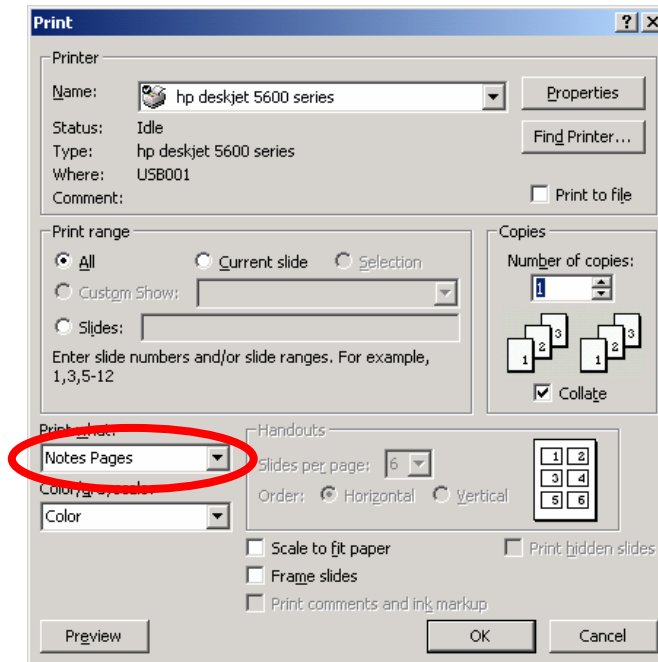
- First, change the “Picture Layout” to “1 picture with title.”
- Then, check the box next to “Captions below ALL pictures”.
- You can change the order of the images by clicking the name of the image and clicking the up and down arrows.
- You can rotate the image by clicking the “rotate” buttons.
- You can choose a design template, if you like.
- When you are finished, click “Create.”

This will create a presentation with a blank title slide, then one picture per slide, with room to add a title and a caption later.

Don't forget, if you want longer descriptions than will fit in the caption, you can type information in the “notes” section, post a PDF of the “Notes pages” in CTools. To do so:

To print Notes pages from PowerPoint

- Open the deck of slides in PowerPoint.
- Choose File Menu → Print
- In the lower left corner, choose “Notes Pages” from the “Print what?” drop-down.
- Click OK.



To create PDFs of Notes pages from PowerPoint

- Open the deck of slides in PowerPoint.
- Choose File Menu → Print
- Set the Printer to Adobe PDF.
- In the lower left corner, choose “Notes Pages” from the “Print what?” drop-down.
- Click OK.

