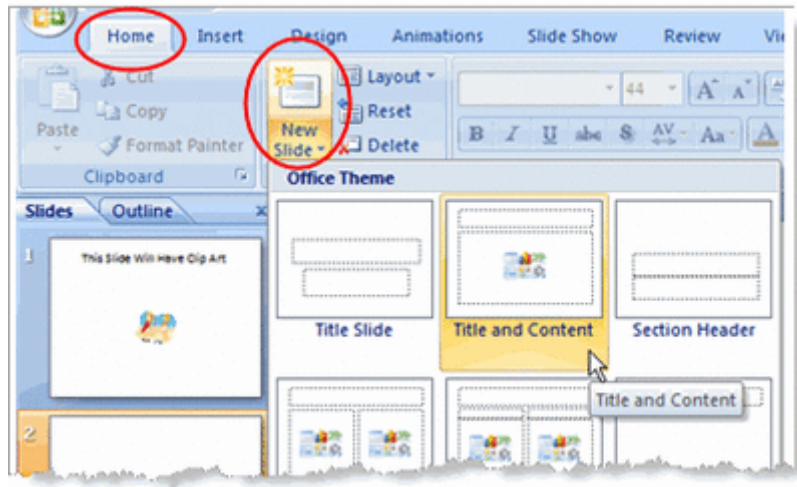


Add Clip Art and Pictures in PowerPoint 2007



Insert a Title and Content layout slide

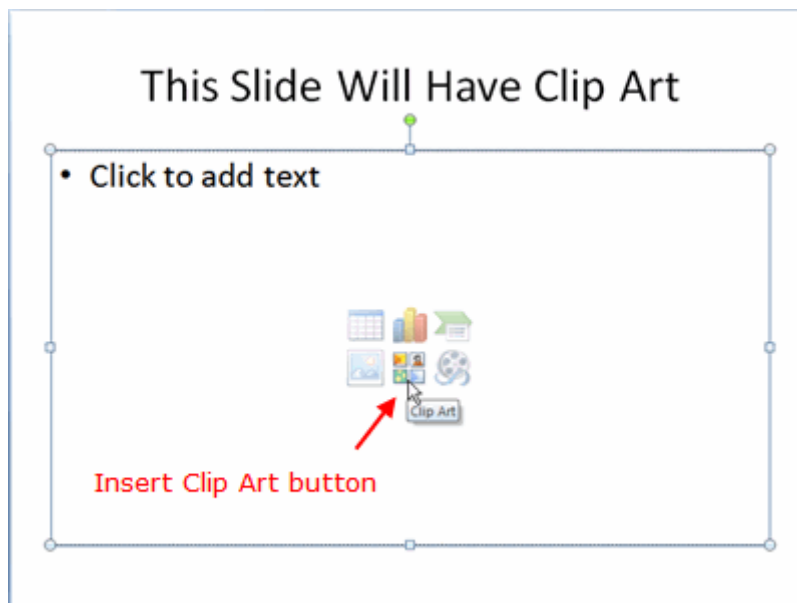
Use a Content Slide Layout

PowerPoint 2007 offers you a number of different ways to add clip art and pictures to a presentation. Perhaps the easiest way to do so is to select a slide layout that contains a placeholder for content such as clip art and pictures.

On the *Home* ribbon either click on the *New Slide* button or change the current slide layout by clicking on the drop down arrow beside **Layout**.

There are a number of different *Content* slide layouts available for you to choose from. To add a single picture or a piece of clip art, click on a simple layout such as *Title and Content* and the layout of your current slide will change to match your choice.

Click on the Clip Art Icon on the Title and Content Slide Layout



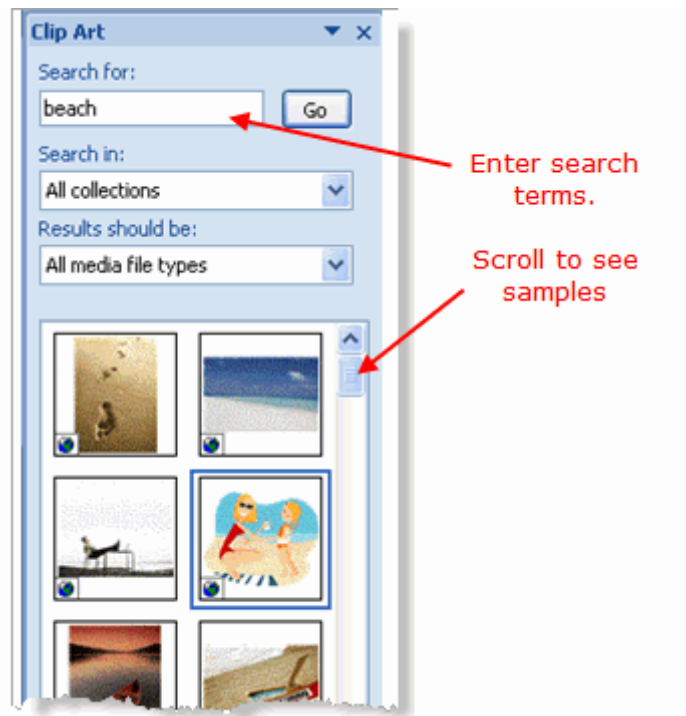
Use the Clip Art button on the content layout slide in PowerPoint 2007

Adding Clip Art

If you have chosen one of the simple content layouts, your PowerPoint 2007 slide should resemble the above graphic. The content icon in the middle of the slide contains links to six different types of content that you can add to the slide. The clip art button is in the middle of the bottom row of icons.

Tip - If in doubt about which button to use, simply place your mouse over a button until the little help balloon appears. These balloons or *Tool Tips* will identify what the button is used for.

Search for Specific Clip Art



Search for clip art in PowerPoint 2007

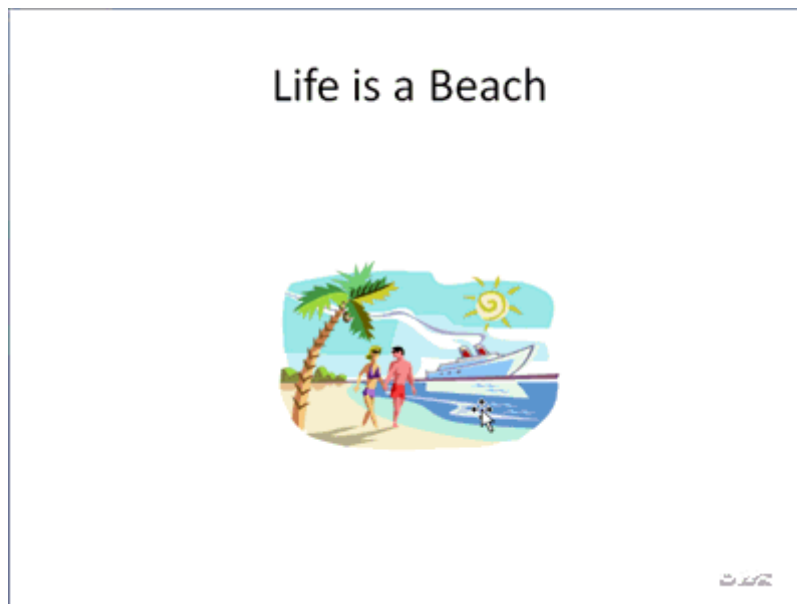
Using the Search Feature

Clicking on the clip art icon activates PowerPoint 2007's clip art gallery. Type your search term(s) in the **Search for** - box and then click on the **Go** button. When the samples appear, scroll through the thumbnail images. When you have made your choice either double click on the image or click once to select the image and then click the OK button.

Notes

1. If you did not install the *Clip Art Gallery* when you installed PowerPoint 2007 to your computer, you will need to be connected to the internet in order for PowerPoint to search the Microsoft Web site for the clip art.
2. You are not limited to using clip art from Microsoft. Any clip art can be used, but if it is from another source, it must first be saved to your computer as a *file*. Then you would insert this clip art as if it was a picture.

Clip Art Comes in All Sizes



Animation - insert and resize clip art in PowerPoint 2007

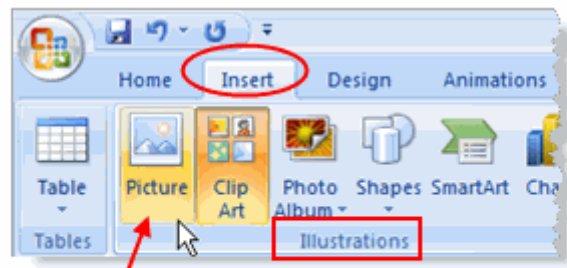
Resize Clip Art

Clip art comes in different sizes. Some will be larger than your slide while others will be tiny. Either way you may need to resize the image you want to include in your presentation.

When you click on a clip art image, a border and tiny white circles appear on the edges of the image. These circles are called *resizing handles* (or selection handles). Dragging one of these handles in the suggested direction allows you to enlarge or shrink your picture.

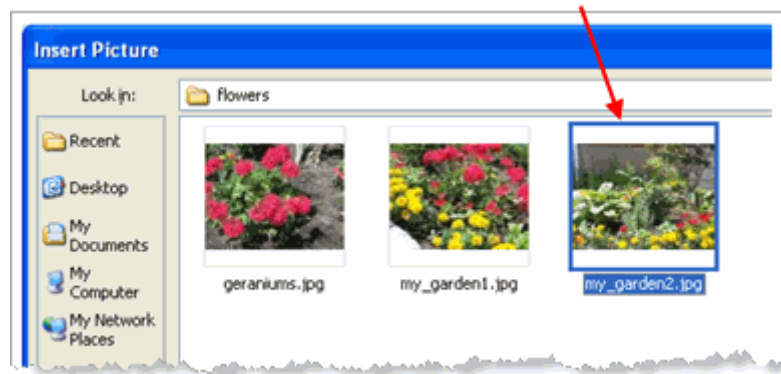
The best way to resize clip art or any picture is to use the resizing handles located on **corners** of the picture, rather than the ones at the top, bottom or sides of the picture. Using the corner handles will keep your image in proportion as you resize it. If you don't maintain your image's proportion it is likely to end up looking distorted.

Insert a Picture into a PowerPoint 2007 Slide



Add a picture

Locate the picture on your computer



Insert a picture located on your computer into a PowerPoint 2007 slide

Inserting Photos

Like clip art, photographs and other pictures can be added to a slide by choosing a *Content Layout* slide and clicking on the appropriate icon (for pictures it's the sun/mountain icon).

An alternative to this method is to select the **Insert** ribbon and click on the *Picture* icon, as shown in the picture at the top of this page.

An advantage of using this approach for either pictures or clip art is that you do not need to use one of the preset slide layouts containing a content icon to insert an image into your slide. The example shown in the following pages, inserts the picture into a *Title* slide layout.

Search Your Computer for the Photos

If you have made no changes to the settings in PowerPoint 2007 since the original install, PowerPoint will default to the **My Pictures** folder to look for your pictures. If this is where you have stored them, then select the correct picture and click on the **Insert** button.

If your pictures are located elsewhere on your computer, use the drop-down arrow at the end of the **Look in** box and find the folder containing your pictures.

Crop Unnecessary Elements from the Photos



Crop unnecessary parts of the picture in PowerPoint 2007

Keep the Best Features of the Photo

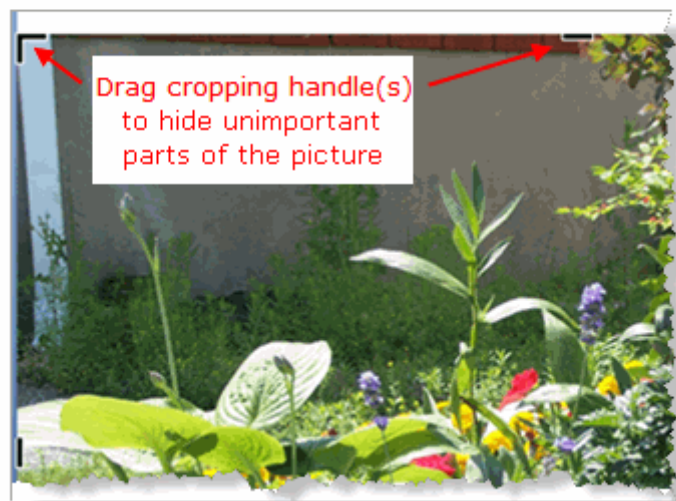
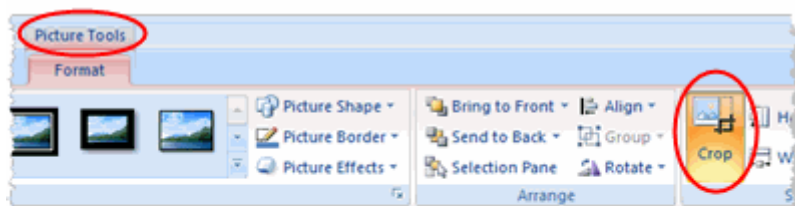
Once the photo has been inserted into the PowerPoint 2007 slide, you may wish to remove extra elements from the picture. Most photos can be made just a little better by cropping unnecessary elements, such as background walls, floors, or other background objects that do not enhance the photo.

Cropping pictures in PowerPoint has two bonuses for your presentation.

1. You get rid of extra stuff in the picture that is not necessary to make your point.
2. You reduce the overall file size of your presentation.

Important Note: Optimizing is a term used to indicate a change to a photo or a graphic such as clip art, to reduce it in both visual size and file size, for use in other programs. Presentations made with programs such as PowerPoint are often filled with photos. These types of presentations can often monopolize the resources of the computer due to the size and number of graphics used. As a result, the program can become sluggish and even crash if the photos are left too large before inserting them into the presentation.

Use the PowerPoint 2007 Picture Tools to Crop the Photo



Drag cropping handles to remove unnecessary elements

Picture Tools

Click on the picture to select it. This will activate the *Picture Tools* link above the ribbon. Click the Picture Tools link to reveal all the options relating to pictures.

Crop Tool

The *Crop* tool is located on the right side of the *Picture Tools*. Click the crop tool and you will notice that there are "crop" handles around the border of the picture. Drag these handles to remove the excess elements that are unnecessary to the picture.

Note - It is important to note that even though the picture has been modified by cropping, these extra elements are simply hidden from view and are still part of the picture. Think in terms of a piece of paper that you rolled partly up. The items on the rolled part are still there, but simply hidden from view.

Resize the Photos on PowerPoint 2007 Slides



Resize a picture on a PowerPoint slide

Drag the Resizing Handles

Just as you did for the clip art, resize the photograph on the slide, by dragging the corner resizing handles. Using the corner resizing handles will ensure that there is no distortion to your picture.

When you position your mouse over a resizing handle, the mouse pointer changes into a *two headed arrow*.

To move the picture to a new location, hover your mouse over the centre of the picture. The mouse pointer becomes a *four headed arrow*. This is a *move* arrow in all graphic programs.

Note - It is important to note that even if you resize your photo to a small visual size on the slide, it still retains its original large file size. For better use of large pictures on slides you are wise to optimize the pictures first, before inserting them into the slide.