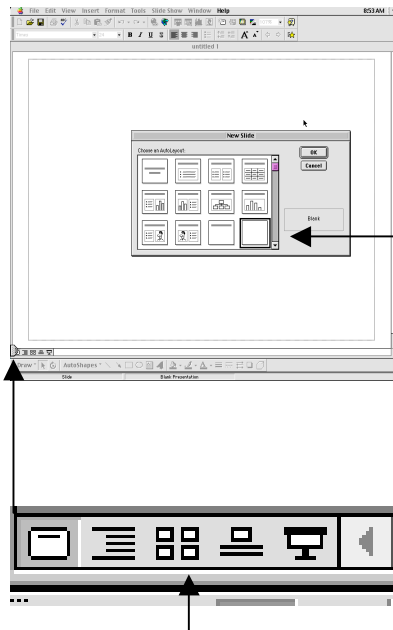


Creating a PowerPoint Presentation for Art Humanities

From the Main Menu of the PowerPoint Program, choose FILE → NEW
→ BLANK PRESENTATION



The options for creating a new presentation include a selection of pre-set formats. The last option offers a blank slide format to which you may add images and text boxes in a clear, simple layout.

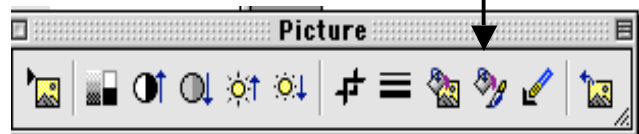
This menu bar in the lower left corner of the screen allows you to view your presentation in different ways.

Slide Sorter View shows all slides in a thumbnail format.

Inserting Images

1. Download images from the Art Hum web site. Using either the Search Result Page or a Portfolio Page, click on the MEDIUM or LARGE image.
2. In MAC, click on the image and drag it to a folder on your desktop. In PC click on File, Save As, and save to a folder you have created for your images.
3. The image will be saved on your desktop with the Art Hum database file name. You may wish to change the file name to something more easily recognizable.
4. Download as many images as you may need for your presentation
5. Return to your open PowerPoint presentation.
6. From the main menu, choose INSERT → PICTURE → FROM FILE
7. Find and open your folder of downloaded images. Select an image, click on the file, then choose INSERT.
8. The Picture will appear in your PowerPoint slide.
9. To format the picture, most importantly to resize it, choose VIEW from the main menu, → TOOLBARS → PICTURE. The Picture Toolbar will appear. On the PICTURE menu, choose FORMAT PICTURE.

NB: To use the Picture Format toolbar, the image must be selected



Adding Text

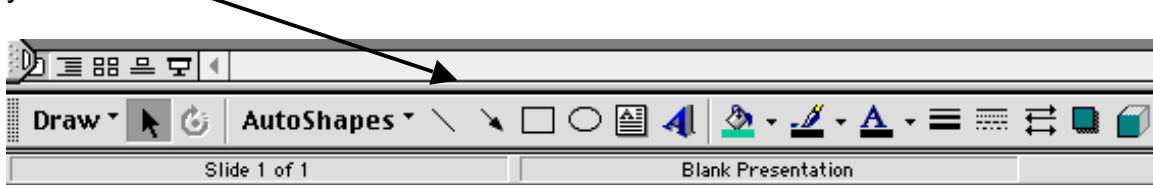
The Text Box option allows you to insert text on your slide. Click on the Text Box icon on the Drawing Menu at the bottom of the screen, then draw the text box on your slide. Type text inside the text box.



To change the color of the font, use the font color option on the menu at the bottom of the screen. **To change the font face or size**, highlight the text and use the menu options at the top of the screen. **To edit the text**, click on the text. The frame of the text box will appear and the cursor will appear in the text box. **To move the text box**, click on the text box frame, then use the mouse to drag it to a different position on the slide.

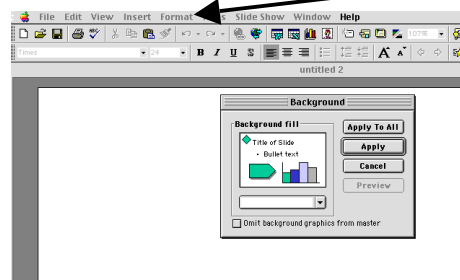
Adding Arrows and Lines, Changing Background Color

The same menu at the bottom of the screen offers options to add arrows, lines, and frames/borders to your slides. Click on the option, then draw the item on your slide.



To change the Background Color of one or more of your slides, choose Format on the menu at top, then Background.

NB: You can change the color of slides individually, or select a color and apply it to every slide in your presentation.



Viewing Your Presentation

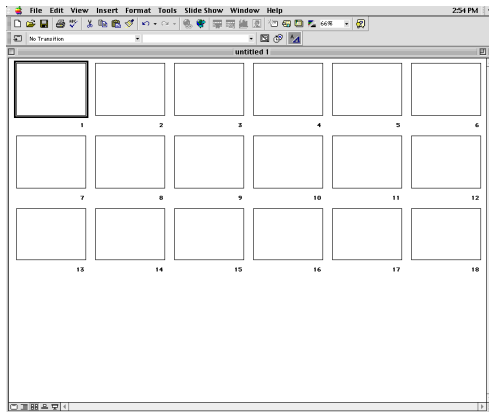
The menu at the bottom left of the screen offers options for viewing your presentation to help you organize your slide sequence.

The most useful is the Slide Sorter View which allows you to see the slides in much the same way as placing slides on a light table. Drag and Drop slides to rearrange the order.



This is an example of Slide Sorter view with a series of 18 blank slides.

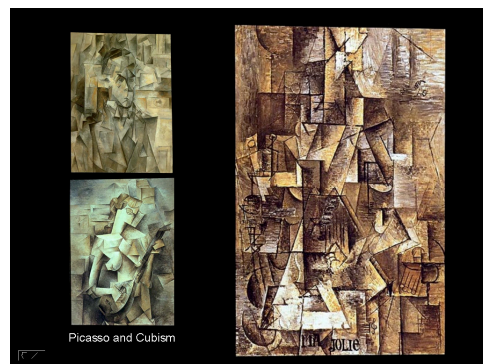
To make additional slides, (1) highlight a slide, (2) click copy and (3) then paste.



To view your presentation, click on Slide Show



The side control icon appears in the lower left corner. Click on the icon for a menu to (1) move forward or backward, (2) choose the Pen option to draw on the screen, or (3) end the show.



To close or end your presentation at any time, click ESC (Escape).

Digital Images Resources:

Department Image Database (for internal use by faculty and graduate students):

<http://www.mcah.columbia.edu/dbcourses/db/index.htm>

AMICO, available through the Library web page, under Databases and References Works and Indexes for Art, Architecture & Music