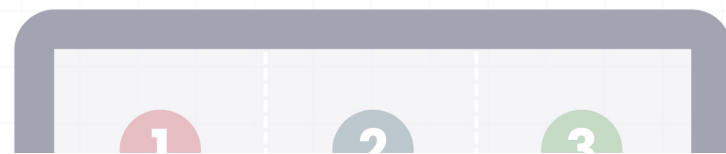




Working with Images, Icons & Video

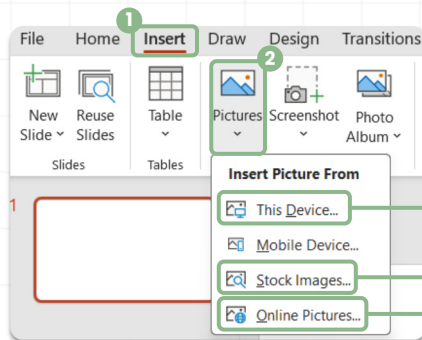


Inserting an Image & Image Licensing



Inserting an Image

Shortcut to insert an image



PowerPoint will access **files saved to your device**

Stock image library (no image referencing required)

Images from the **web** (image referencing required)

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Image Licensing & Referencing

Where did the image come from and what are the usage rights?

This will determine

If you need to
reference the image

How you can
edit the image

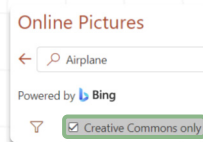
If you can
use it at all

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Image Licensing & Referencing

Where did the image come from and what are the usage rights?



Using 'Online Pictures' a tick box is available to view 'Creative Commons only' imagery



Ticked

You can **do anything you want** with **CC materials**



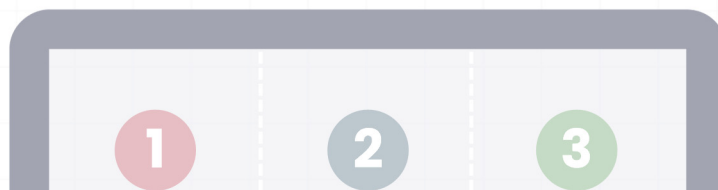
Unticked

You need to **review** the **copyright** and **usage rights**



Creative Commons

<https://creativecommons.org/share-your-work/cclicenses/>



Transforming Images

Transforming Images – Shortcuts

Scale

LARGE INCREMENTS



Height and width simultaneously

SMALL INCREMENTS



Height and width simultaneously

Rotate

LARGE INCREMENTS



Clockwise



Counterclockwise

SMALL INCREMENTS



Clockwise



Counterclockwise

Move

WITHOUT MOUSE



Small increments

WITH MOUSE



Straight axis movement

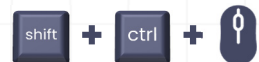
Duplicate

WITHOUT MOUSE



Inconsistent placement

WITH MOUSE



Consistent placement

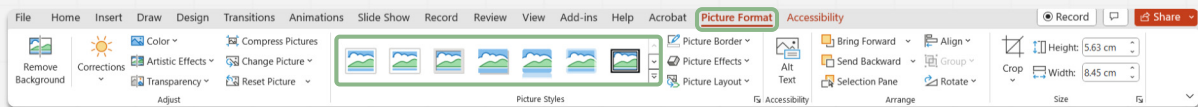
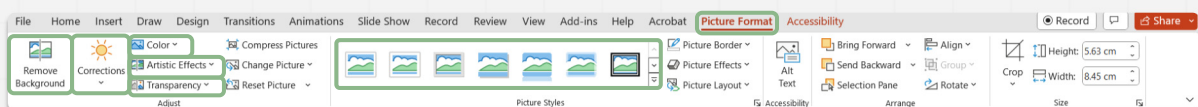
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Image Editing

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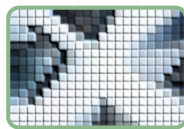
Picture Format

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Ensure that the **design is consistent** and on brand with the company **design guidelines**



Transparency



Artistic Effects



Corrections



Color



Picture styles

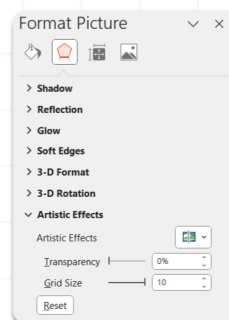
Edit with accuracy
in 'Format Picture'



Right click
on the image



Select 'Format
Picture'

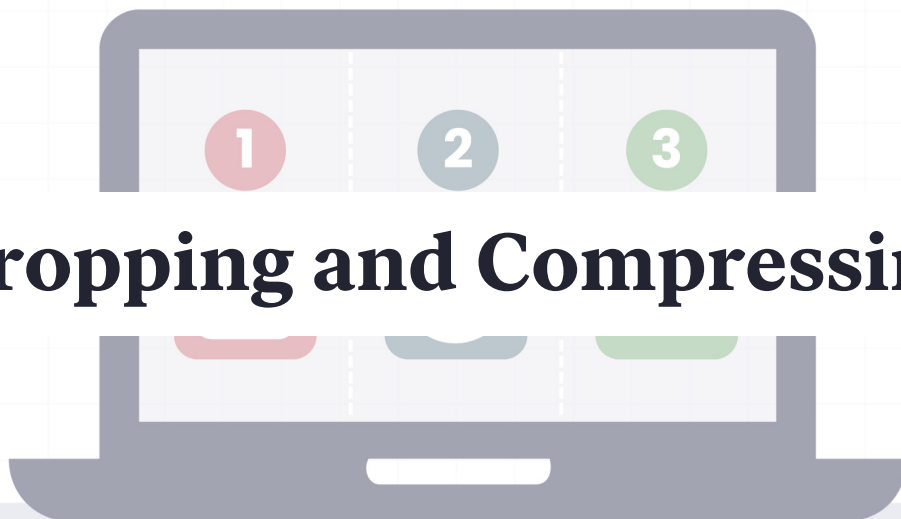
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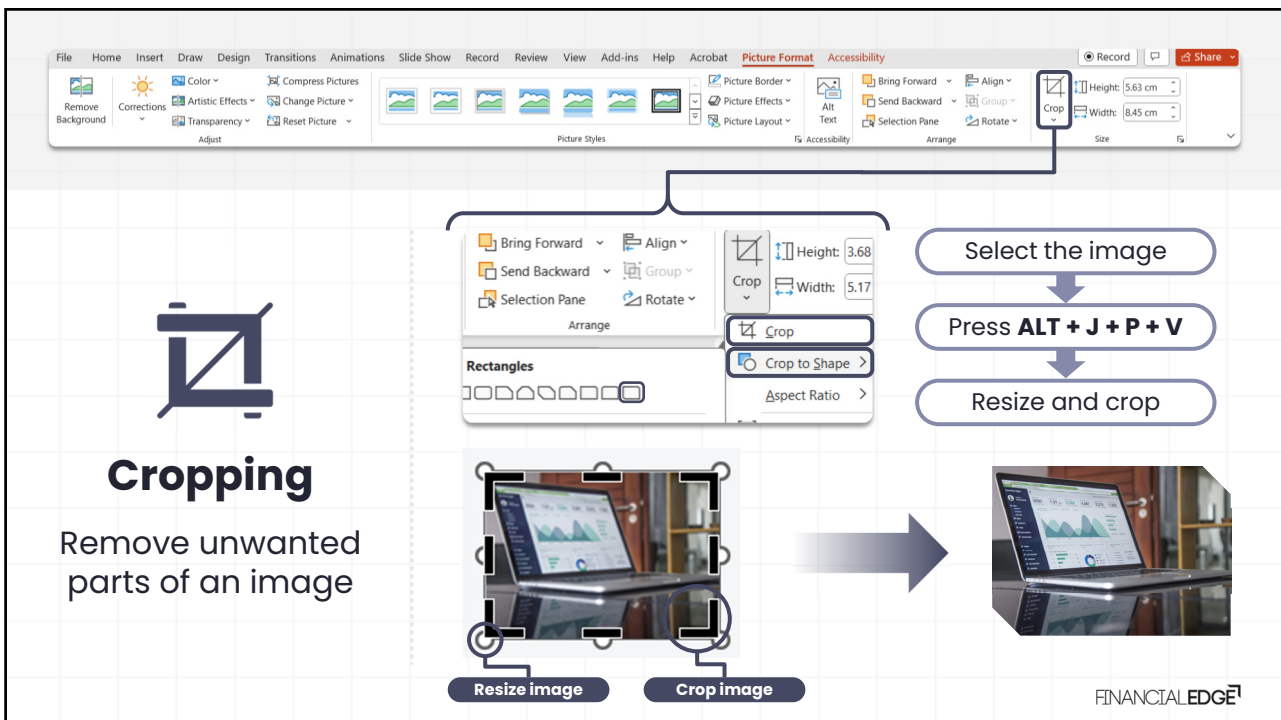
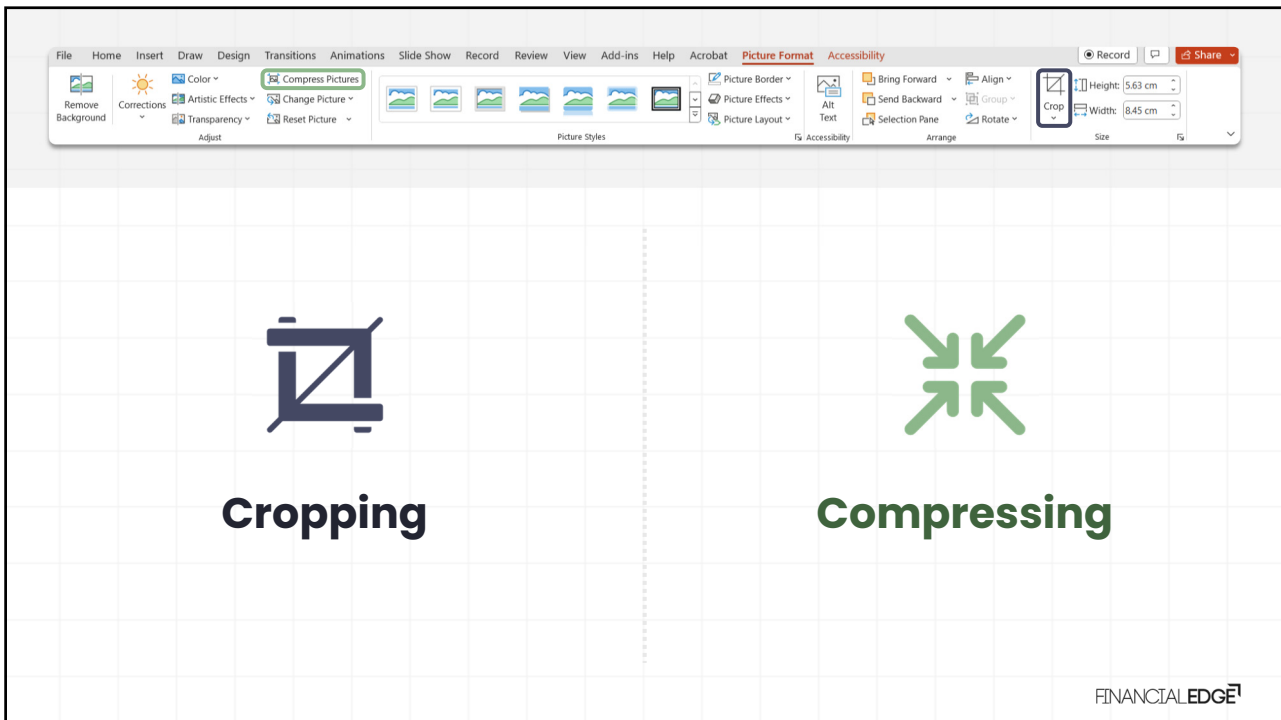
Remove Background

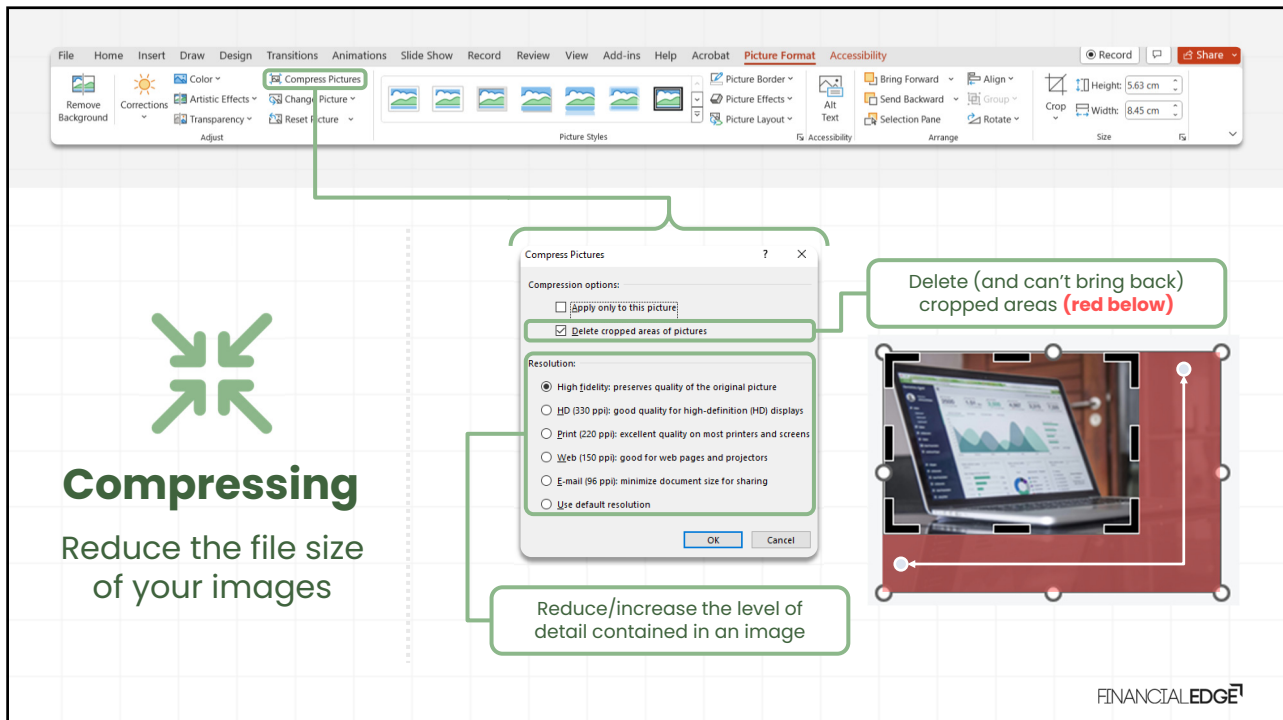
- 1 Click on image and **'remove background'**
- 2 **Pink** represents areas to be removed
- 3 Use the **'keep'** or **'remove'** tool to draw over areas to remove further or return to the image
- 4 Select **'keep changes'** and the image will be saved

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Cropping and Compressing

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The screenshot shows the PowerPoint interface with the 'Picture Format' tab selected. The 'Compress Pictures' button is highlighted in the ribbon. A green arrow points from this button to a diagram on the left. The diagram features a green icon with four arrows pointing towards a central point, followed by the text 'Compressing' and 'Reduce the file size of your images'. A green line connects the 'Compress Pictures' dialog box to the diagram. The dialog box has two sections: 'Compression options' with checkboxes for 'Apply only to this picture' (unchecked) and 'Delete cropped areas of pictures' (checked); and 'Resolution' with radio buttons for 'High fidelity: preserves quality of the original picture' (selected), 'HD (330 ppi): good quality for high-definition (HD) displays', 'Print (220 ppi): excellent quality on most printers and screens', 'Web (150 ppi): good for web pages and projectors', 'E-mail (96 ppi): minimize document size for sharing', and 'Use default resolution'. A green box highlights the 'Delete cropped areas of pictures' checkbox with the text 'Delete (and can't bring back) cropped areas (red below)'. Another green box highlights the 'Resolution' section with the text 'Reduce/increase the level of detail contained in an image'. To the right of the dialog box is a diagram of a laptop screen with a red rectangular area indicating a crop, with a white arrow pointing from the 'Delete cropped areas' checkbox to this area. The Financial Edge logo is in the bottom right corner.

Compressing
Reduce the file size of your images

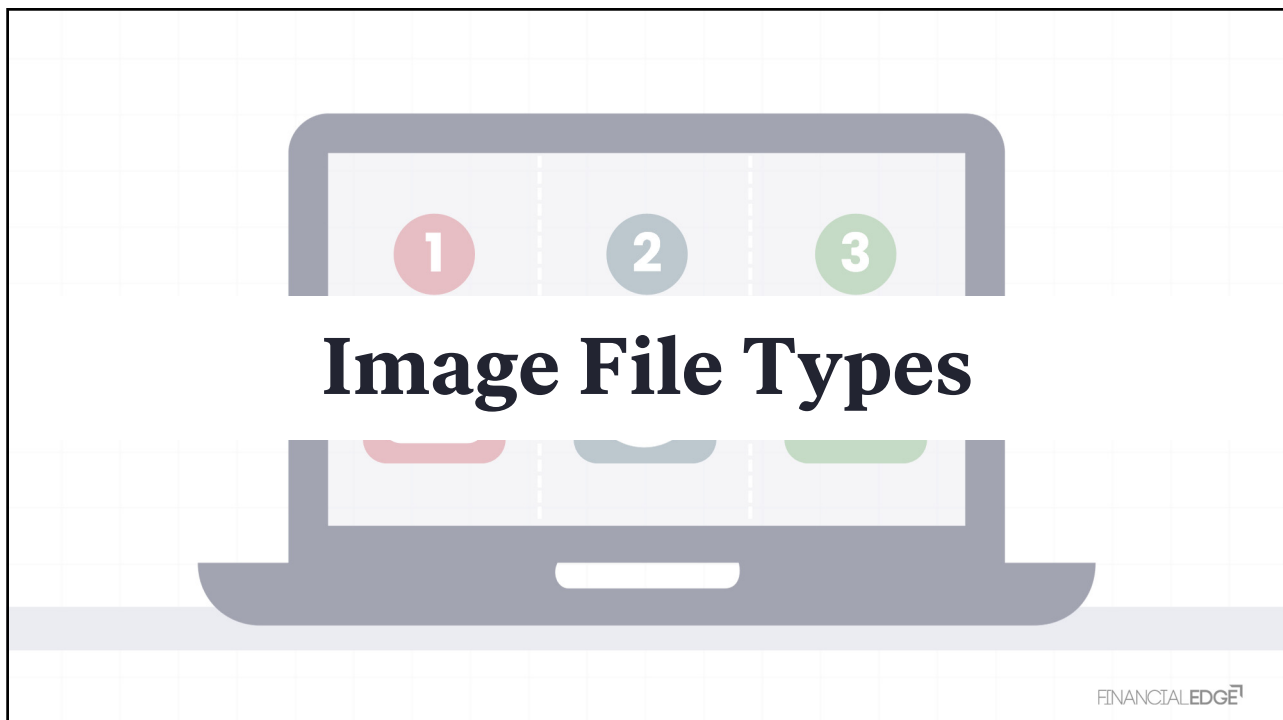
Compression options:
☐ Apply only to this picture
☒ Delete cropped areas of pictures

Resolution:
☒ High fidelity: preserves quality of the original picture
☐ HD (330 ppi): good quality for high-definition (HD) displays
☐ Print (220 ppi): excellent quality on most printers and screens
☐ Web (150 ppi): good for web pages and projectors
☐ E-mail (96 ppi): minimize document size for sharing
☐ Use default resolution

Delete (and can't bring back) cropped areas (red below)

Reduce/increase the level of detail contained in an image

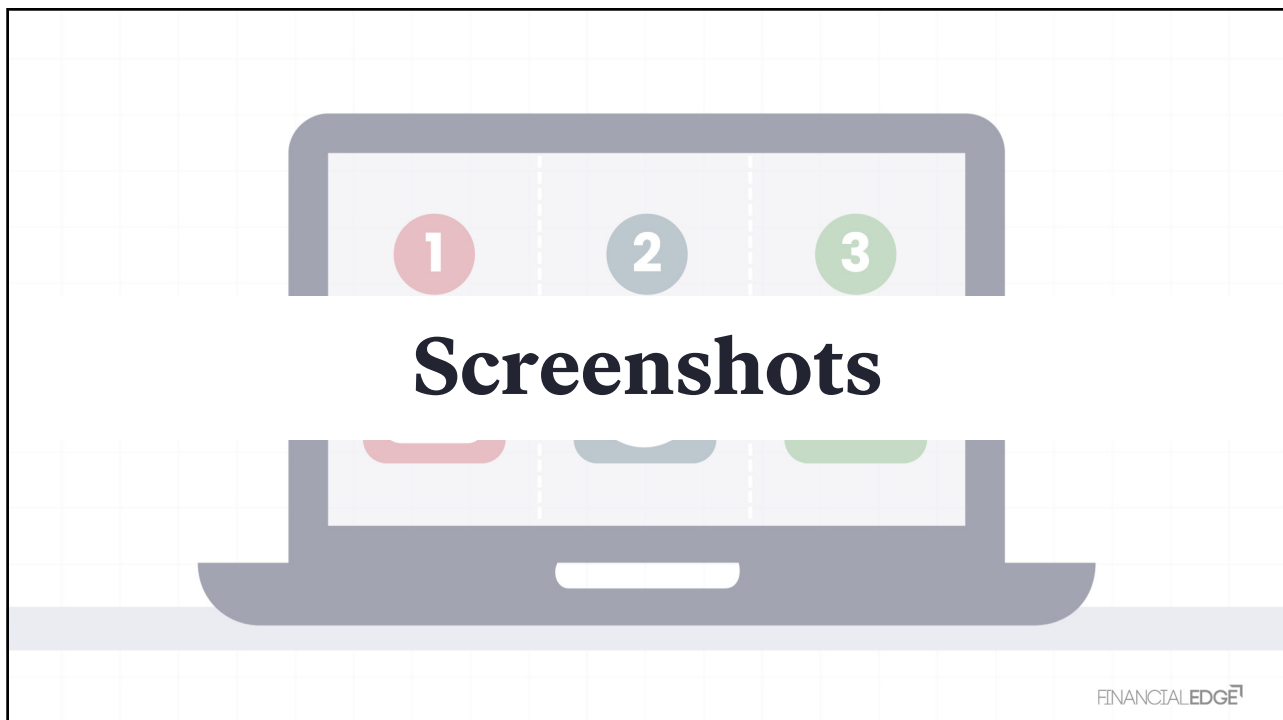
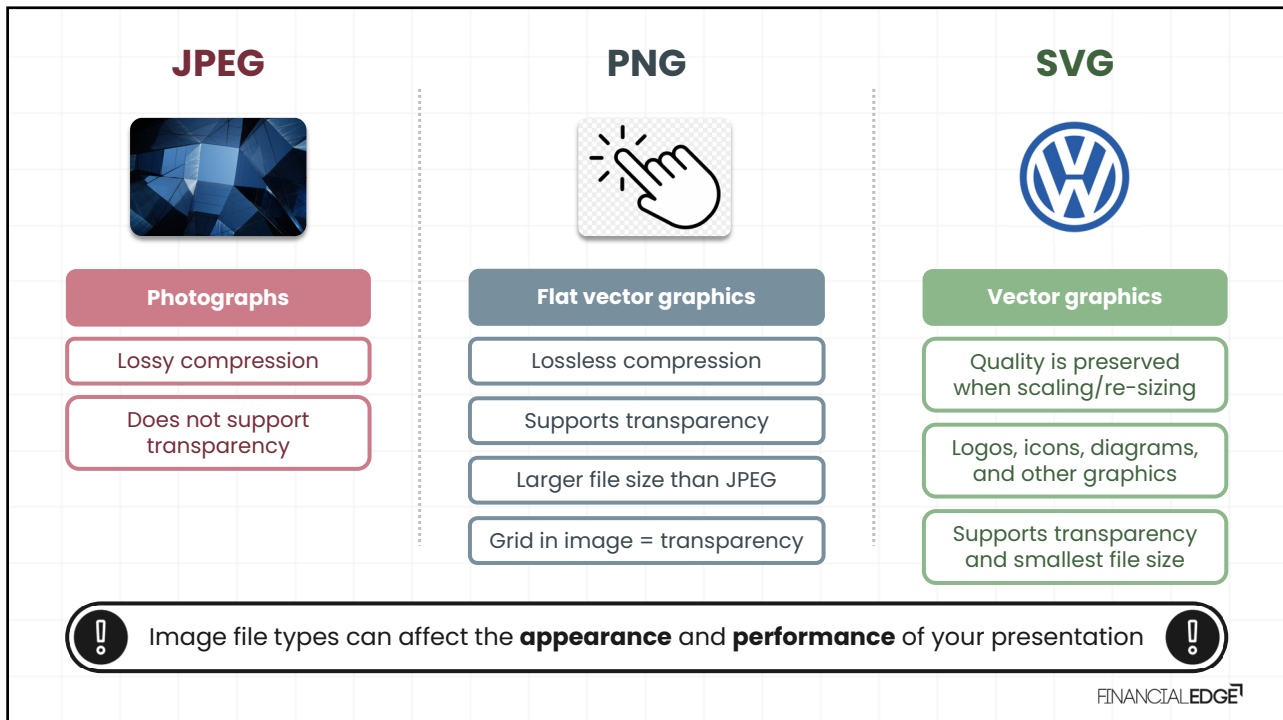
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The diagram shows a laptop screen divided into three vertical sections, numbered 1, 2, and 3. Section 1 is red, section 2 is blue, and section 3 is green. Below the screen, the text 'Image File Types' is displayed in a large, bold, black font. The Financial Edge logo is in the bottom right corner.

Image File Types

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Adding Screenshots

①

Print Screen



②

Snipping Tool

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①

Print Screen



Print Screen key takes **full screenshots** of **all connected screens**

Good for capturing **several related images** at once

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②

Snipping Tool



Capture an image of a **specific section**

Capture only what you want to **emphasize**

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①

Print Screen



Print Screen key takes **full screenshots** of **all connected screens**

Good for capturing **several related images** at once

②

Snipping Tool



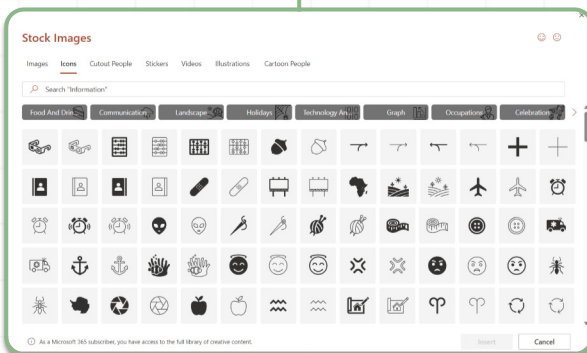
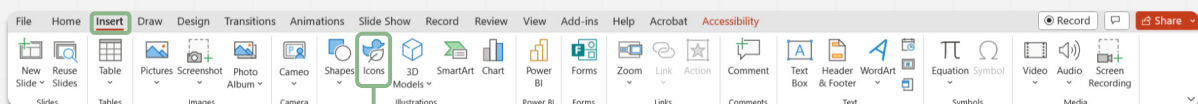
Capture a screenshot of any **part of your screen**

Capture only what you want to **emphasize**

Once you've taken the screenshot, press **CTRL + V** to insert it into your presentation

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Icons Tool



PowerPoint provides an extensive **library of icons**

alt + N + N + S



Solid Icon



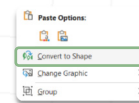
Line Icon

Edit Icons

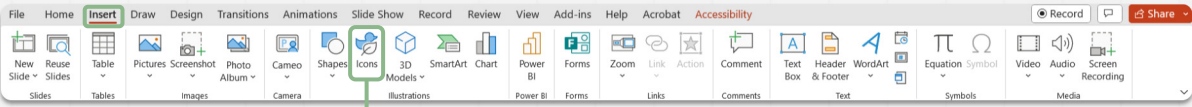
Right-click on the icon, and then click 'convert to shape'



Right click





Edit or remove



PowerPoint provides an extensive **library of icons**

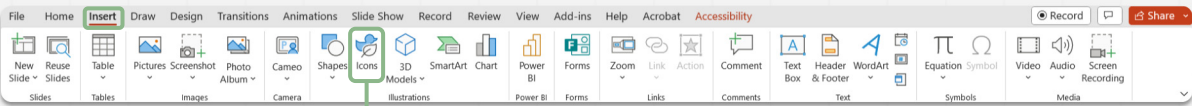
alt + N + N S

 **Solid Icon**  **Line Icon**

Be sure the **style** of icons is **consistent**

Thickness **Radius of edges**

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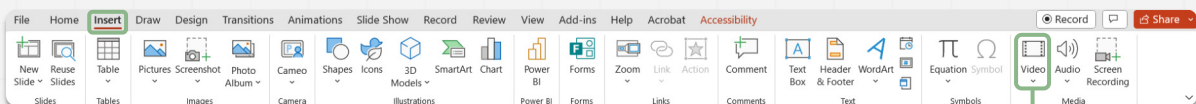


Make sure the **style** of icons is **consistent**

Thickness **Radius of edges**

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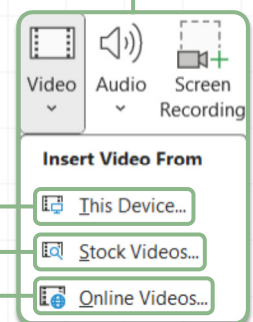
Adding a Video

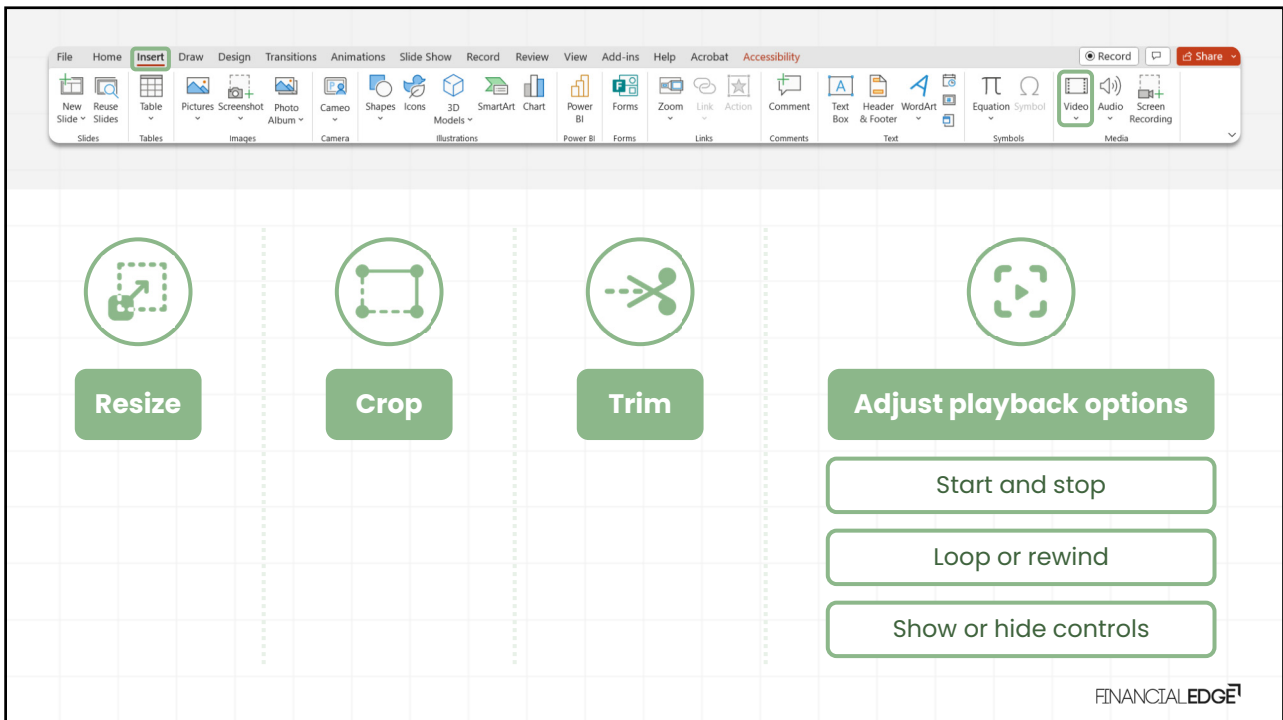
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A good method for sending to viewers when they want to review the presentation in **offline mode**. The file size of the presentation will increase

Stock video library (no referencing required). The file size of the presentation will increase

File size of the presentation won't be impacted. Can **improve the performance** and **loading speed** of your presentation (referencing required)

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The screenshot displays the Microsoft PowerPoint interface with the 'Insert' tab selected. Below the ribbon, four green circular icons are shown, each with a corresponding button below it:

- Resize**: Icon showing a square with arrows pointing outwards from the corners.
- Crop**: Icon showing a square with a smaller square inside, and arrows pointing outwards from the corners of the inner square.
- Trim**: Icon showing a pair of scissors cutting a line.
- Adjust playback options**: Icon showing a play button with arrows pointing outwards from the corners.

The 'Adjust playback options' button is expanded to show three sub-options:

- Start and stop
- Loop or rewind
- Show or hide controls

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