

6.5 Inserting Pictures

To place a picture on a PowerPoint slide, you must **Insert** the picture onto the slide pane. Pictures can be inserted in three ways. Experiment with all three:

TIP

You can insert more than one picture at a time onto a slide by selecting multiple pictures before clicking the **Insert** button.

1. On the **Insert** menu, select **Picture/From File** and search for a picture. Double click the picture to insert it or click it once, and then click the **Insert** button.
2. Click the **Insert Picture** icon on the **Drawing** menu. This method directly opens the **Insert Picture** dialog box (eliminating steps from the above procedure).
3. Open a window for **Windows Explorer** and a window for **PowerPoint**, side by side. Select one or more pictures in Windows Explorer and drag the picture(s) onto the slide pane in PowerPoint.



Figure 6.12

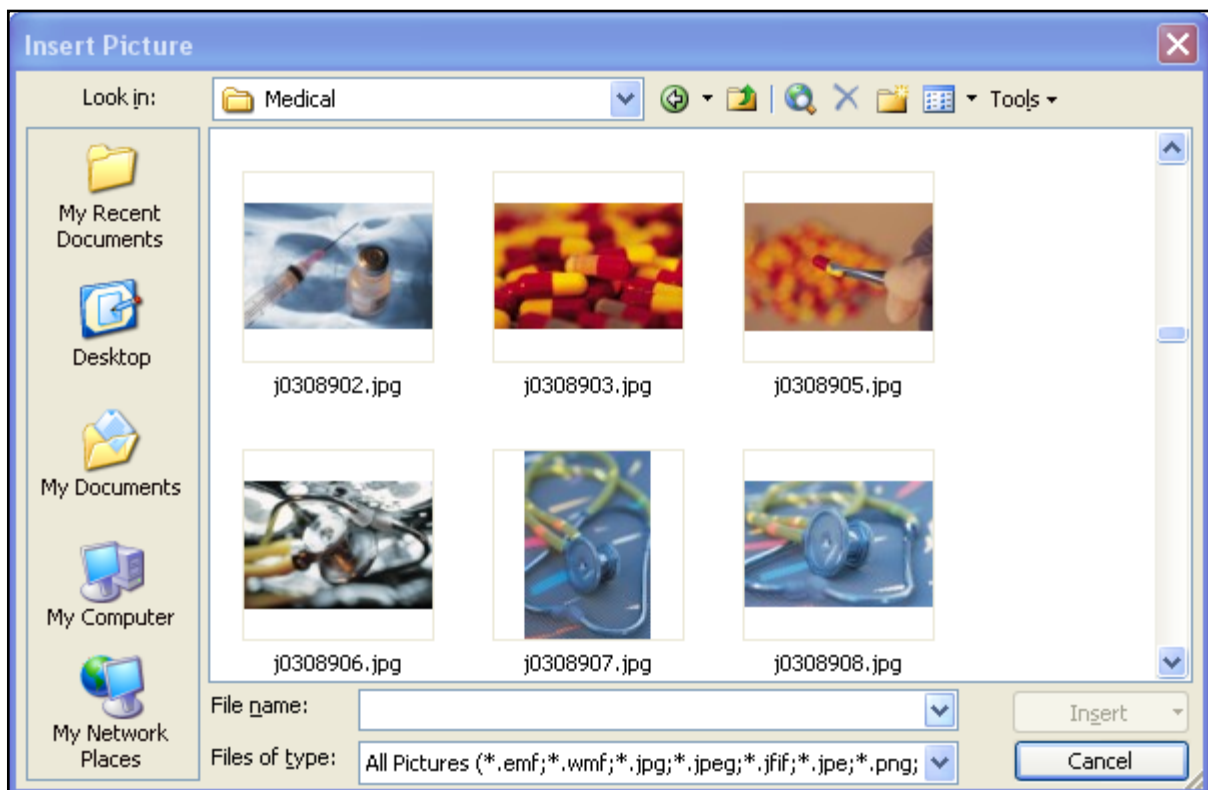


Figure 6.13

Notice on the **Insert Picture** dialog box that the **Insert** button has a small arrow next to it. This arrow allows you to select the option **Link to File**. DO NOT CONFUSE THIS *LINK* WITH A HYPERLINK. Furthermore, unless there is a specific reason to do so, DO NOT USE THIS OPTION. The **Link to File** option allows you to link to a picture's location on your computer, rather than actually inserting (embedding) it in your slide show. Selecting this option means the picture will look like it actually exists on your slide but, in reality, PowerPoint is only referencing it. Referencing a picture rather than inserting it is not a good idea.

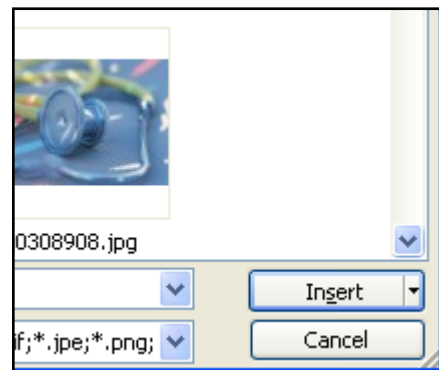


Figure 6.14

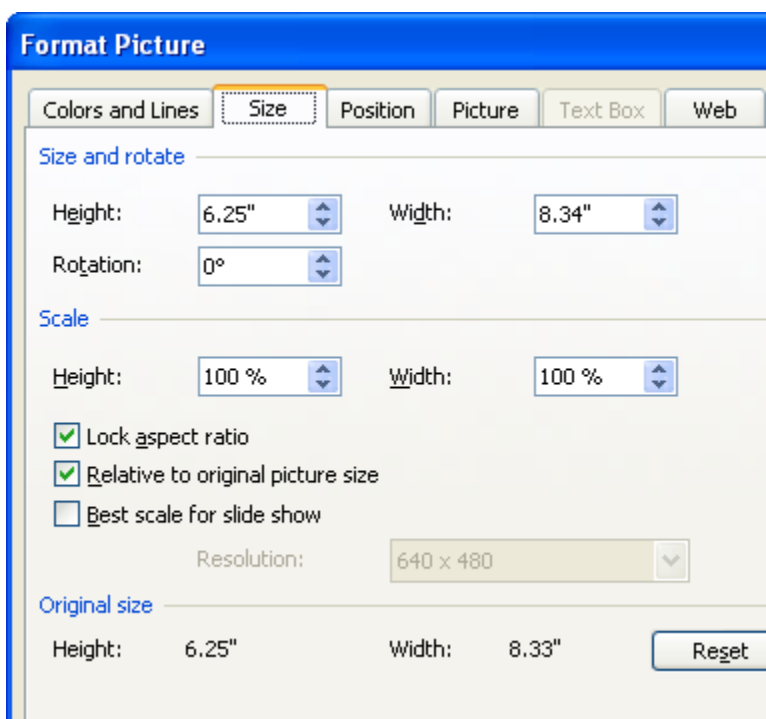
Inserting pictures is better because you may wish to place a presentation on a memory stick, another computer, or make it downloadable from a Web site. Doing so when the pictures are not actually embedded means the pictures will not display unless you likewise physically transfer them to the stick, computer, or server as well. If the pictures are inserted, they become part of that particular slide show and are copied (transferred) along with the show. When using modern computers, especially if your images are properly optimized, the **Link to File** option is obsolete and should be avoided. By the way, if you drag and drop pictures onto a slide from Windows Explorer, they are automatically inserted rather than linked-to-file.

6.6 Resizing and Constraining Pictures

Adjusting picture size is a frequent part of relational design. In particular, we frequently decrease the size of pictures (or copies of pictures) until they appear as tiny thumbnails, usually about a half inch wide. These thumbnails then are used for navigation, providing a perfect link source to access other slides. The thumbnails give a presenter visual meaning or a preview of where the link will lead. Practice resizing your inserted pictures by first selecting one or more, and then using any of the following methods:

1. On the **Format** menu, select **Picture** to open the **Format Picture** dialog box, and then click the **Size** tab. Enter the desired dimensions.
2. A faster process is to double click a picture to directly open the **Format Picture** dialog box. Click the **Size** tab and enter

Figure 6.15



the desired dimensions. All you need to enter is a number. PowerPoint assumes you mean inches and adds the inches symbol automatically.

3. Click and drag a picture's selection handles (the white circles). Note that dragging from a corner keeps the picture constrained, meaning its dimensions will scale proportionately and the picture will not distort. Dragging from either side, top, or bottom distorts the picture because resizing occurs only vertically or horizontally.
4. Select more than one picture and then drag the selection handles of one of the pictures. Notice the resizing action affects all selected pictures proportionately, at the same time.

By default, pictures scale proportionately when they are resized by dragging the corner handles or by entering a number in one of the **Format Picture** dialog box dimensions. You can change this characteristic by doing the following:

1. Double click a picture to open the **Format Picture** dialog box, if not already open.
2. Click the **Size** tab and uncheck the **Lock aspect ratio** check box.
3. Click **OK**. Now, dragging a corner selection handle allows free-form resizing.
4. You can manually constrain the proportions again, even with **Lock aspect ratio** unchecked, by holding down the **Shift** key while clicking and dragging a corner selection handle.

Thumbnails used for navigation, as shown in this screenshot, are merely small pictures and often represent the link's destination. Navigation based on pictures is relatively easy to create, visually appealing, and incredibly helpful to a presenter. There are no set guidelines on how big or small to make navigation thumbnails, although for most applications we prefer the following guideline:



Figure 6.16

Downsize one of your pictures to thumbnail-size. The standard we prefer for most thumbnails is 0.5 inch wide by 0.37 inch tall. This size seems large enough for a speaker to easily see the thumbnail's visual meaning, yet small enough not to unduly distract from slide content. Occasionally we make thumbnails 0.7 inch wide or more, depending on the style of navigation desired. Experiment and decide your own preferences. Larger thumbnails are easier to select.