

POWERPOINT TIPS: MEDIA INSERTS

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Inserting Internet Images into PowerPoint Slides:

1. Example: Go to <http://www.google.com> and click on the *Images* tab (keep Safe mode on).
2. Type in a subject, person, or topic you plan to use for the PowerPoint show.
3. Choose an image and right click on it. Choose *Save Image As*. Name the image and save it to the desk top (or preferred location). Another way: Right-click on the image, choose "Copy Image," then (after step 5) Right Click and "Paste" the image into the blank slide.
4. Open PowerPoint, and choose a *Blank Presentation*.
5. Click on *Insert, New Slide*, then choose a *Blank Slide*.
6. Click on *Insert* again, and choose *Picture*, then *From File*. Locate the Desk Top image you saved, and click on *Insert*. Size the image to fit the page, or whatever size you desire.
7. Repeat the above steps to create the number of slides you need for your presentation.

Inserting Digital Camera Photos into PowerPoint Slides:

(This procedure assumes a digital camera, or its memory stick is connected to your computer, and shows up as a drive. Click on My Computer to see list of drives and assigned drive letter.)

1. Open PowerPoint, and choose a *Blank Presentation*.
2. Click on *Insert, New Slide*, then choose a *Blank Slide*.
3. Click on *Insert* again, and choose *Picture*, then *From File*. Locate the connected camera or memory stick by clicking on *My Computer / Drive ___*, *locate the folder with your photos, find the photo you want*, and click on *Insert*. Size the image to fit the page (or whatever size you desire). Tip: Large images may need to be resized before inserting into PowerPoint.
4. Repeat the above steps to manually create each slide for your presentation.
5. If you would like to insert multiple photos (PowerPoint XP only) from a digital camera (or storage source), click on *Insert / Picture / New Photo Album*. Find the drive for your camera (or memory stick) and select all the photos. Choose to make them individual slides so that they will automatically create a PowerPoint slide for each digital photo.

Inserting MPEGS from Digital Cameras into PowerPoint Slides:

1. Open PowerPoint, and choose a *Blank Presentation*.
2. Click on *Insert, New Slide*, then choose a *Blank Slide*.
3. Click on *Insert* again, and choose *Movie*, then *From File*. Locate the connected camera or memory stick, by clicking on *My Computer / Drive E (or whatever is the last drive displayed) locate the folder with your mpegs, find the mpeg you want, and click on Insert*. Size the image to fit the page, or whatever size you desire. Decide whether you want to automatically play the movie, or (check "no") play it when you click the mpeg image.

Programming & Timing CD Audio to Play in a PowerPoint Show:

1. Click on *Insert, Movies and Sound, Play CD Audio Track*.
2. Choose the track(s) you desire, and adjust any time you want. Write down the *Total Playing Time* (in order to time the slides in your show). Click *OK*.
3. Right Click on the sound icon. Choose *Custom Animation*, then click on *Effect Options*. To allow the music track to be played for multiple slides, enter the number of slides you plan to use for the show in the *Stop Playing After ___ slides* section (this can be adjusted later if needed). Tip: enter a large number to ensure that the track will be completely played. You can also order your music to begin when you want it on that first slide.
4. While the music icon is highlighted on the first slide, go to the task bar (located at the top of the screen,) and choose *Slide Show, Slide Transition*. On the *Effect* option, set it on *Random Transition* (which you can adjust later.) In the *Advance* option, unclick the *On Mouse Click* and click *Automatically After*. At this point, divide the playing time (in seconds) by the number of slides in your show, and type in the number of seconds each slide will be played. Click on *Apply to All*.
5. Drag the sound icon out of the slide field to hide it.
6. If you are finished adding slides, photos, and incorporating Text or animations, then you will be ready to play your presentation.
7. Choose *View, Slide Show (or press F5 - located on the top row "Function Keys")* to play the presentation. To stop the show at any point, right-click and choose *End Show*. At the end of the show, press any key to get back to the PowerPoint program.

Note: For a continuous/automatic show, which is great for displays, choose *Slide Show / Set Up Show / Show Options / and choose "Loop continuously until 'Esc'."*