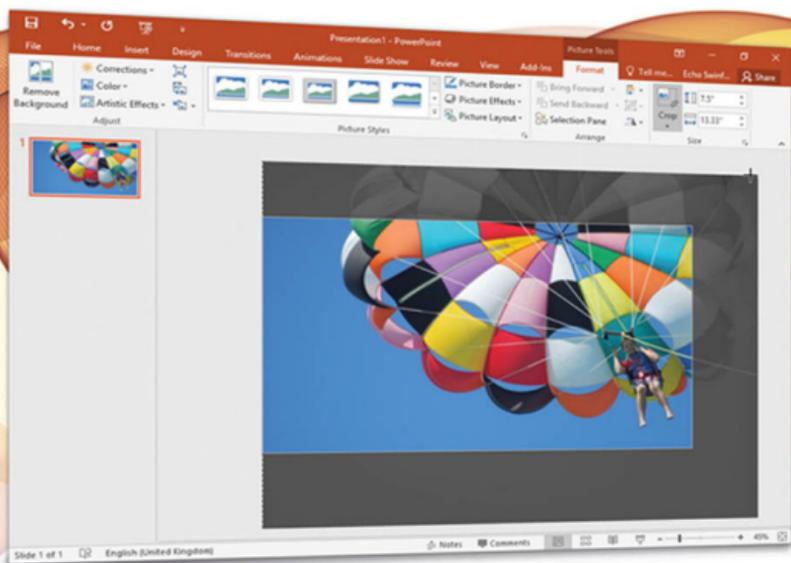


# My PowerPoint® 2016



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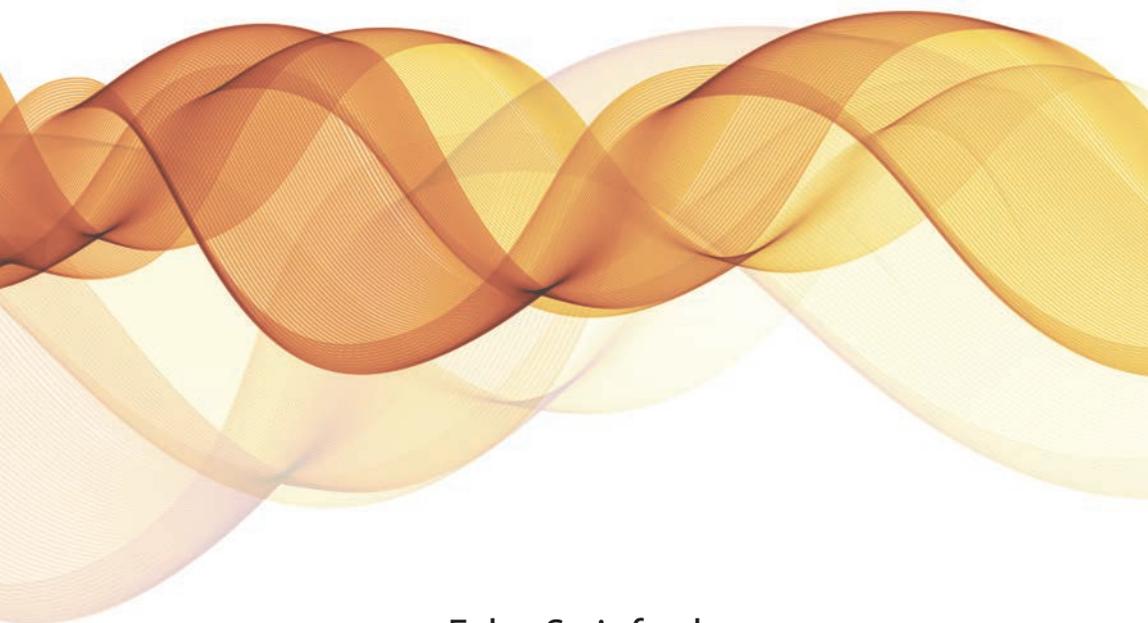
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## About the Author

A Microsoft PowerPoint MVP since 2000, Echo Swinford began her PowerPoint career in 1997 working for a medical education communications company, where she was responsible for the development of enduring materials and stand-alone modules for continuing medical education programs.

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Visit Echo's website at [www.echosvoice.com](http://www.echosvoice.com).

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In this chapter, you will learn about inserting and formatting pictures. Specific topics in this chapter include the following:

---

- Inserting pictures
- Cropping and resizing pictures
- Formatting pictures
- Compressing pictures
- Creating a photo album

# 5

## Working with Pictures

PowerPoint makes it easy to insert pictures both from your computer and from online locations. You can format inserted pictures in dozens of ways in PowerPoint. Apply a picture style to get a complete look with one click. Add a color tint to a series of random pictures to help them look more cohesive. Crop to fit your slide, drop out backgrounds, correct fuzziness—the list goes on and on...

Images can help tell your story and engage your audience, but you want to be careful when sourcing them. Make sure that the picture tells the story you're trying to tell and that it's appropriate for the audience.

Especially when searching online, you must be careful not to violate copyright laws. Just because an image is on the Web doesn't mean you have the right to use it in your presentation. Although PowerPoint searches by default for images available for use through Creative Commons licenses, in many cases, you're better off purchasing inexpensive royalty-free stock photos.

# Inserting Pictures

There are quite a few ways to insert pictures onto a slide. You can use the picture tools on the Insert tab, you can use content placeholders, and you can use picture placeholders. We'll discuss all of these methods and more in this section.

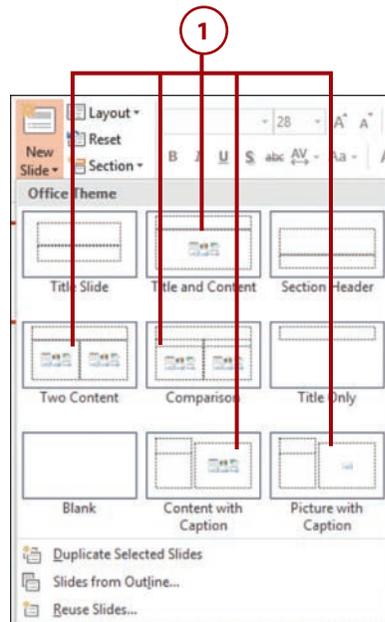
## Insert Pictures from Your Hard Drive

If you've already downloaded a picture to your hard drive, here's how to insert it.

1. Insert a new slide into your presentation. Choose a layout that uses a content or picture placeholder.
2. Click the Pictures icon in the placeholder. Alternatively, click the Pictures button on the Insert tab of the Ribbon.
3. Find the picture on your computer. Select it and click Insert.

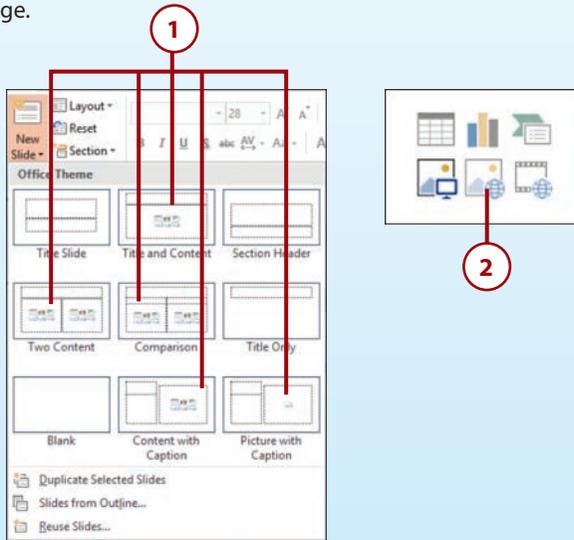
### Choose the Correct Layout

When there is an empty content or picture placeholder on your slide, PowerPoint fills it with the picture even if you use the tools on the Ribbon to insert the image. If you don't want this to happen, choose a layout such as Title Only or Blank that doesn't have content or picture placeholders. Otherwise, you can temporarily fill the placeholder with text or other content—even just a space will work—and delete it after you've inserted the picture.

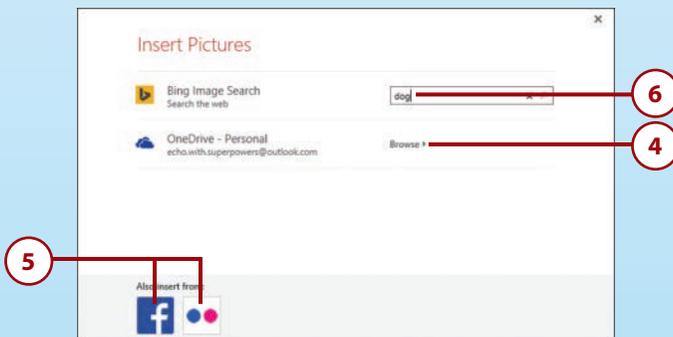


## Insert Online Pictures

With Online Pictures, you can search for pictures online or insert them from OneDrive and other online storage.



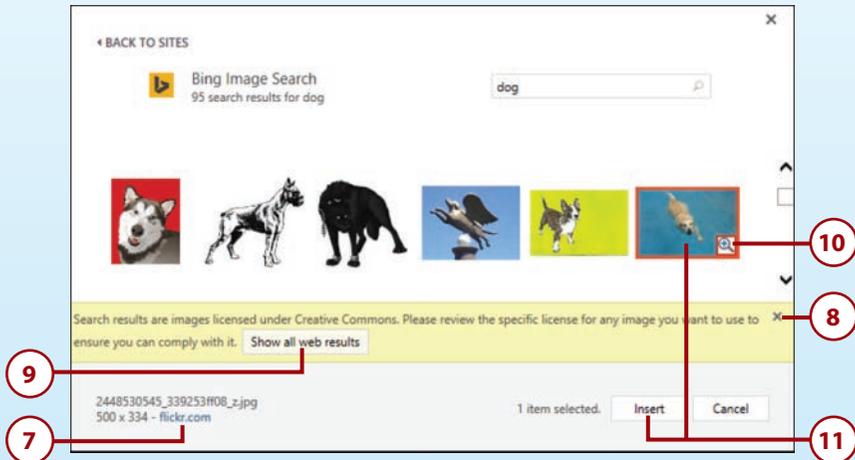
1. Insert a new slide into your presentation. Choose a layout that uses a content or picture placeholder.
2. Click the Online Pictures icon in the placeholder.



3. Alternatively, click the Online Pictures icon on the Insert tab of the Ribbon.
4. If the picture is stored on OneDrive, click the Browse button to see your files and folders on OneDrive.
5. If the picture is stored on Facebook or Flickr, click the icons at the bottom of the Insert Pictures dialog box to connect to your account.
6. If you don't already have an image, you can search for pictures using Bing Image Search. Enter the search terms and press Enter to begin.

## Adding Places

If your images are stored in a location that isn't listed in the Insert Pictures dialog box, you may be able to add the location. To do so, click File, Account, Add a Service to see options for adding YouTube, LinkedIn, Twitter, and SharePoint accounts, among others.



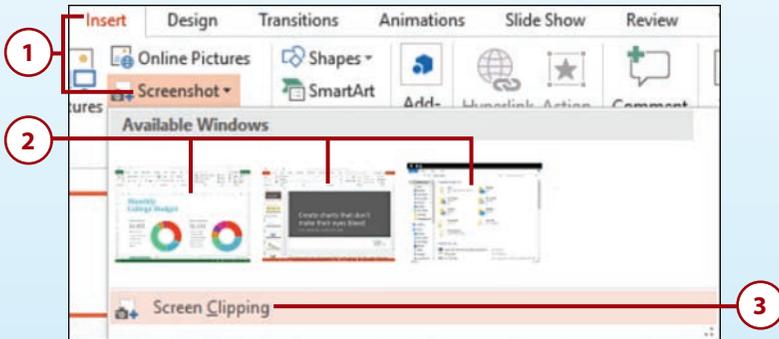
7. Note that the initial search results in images that are available to use under Creative Commons licensing, as explained in the informational banner. Specifics about the image appear in the lower-left corner of the Insert Pictures dialog box. Click that link to go to the image site and double-check for any license restrictions or attributions you must include when you use the image.
8. Click the X to minimize the informational banner about Creative Commons search results so you can see more thumbnails in the dialog box.
9. Clicking Show All Web Results removes the search filter that shows you only images licensed under Creative Commons. Be careful if you do this! You'll see more results, but you will need to check the copyright and any license restrictions for each image to ensure you're not using it illegally. In most cases, you should purchase the image in order to use it.
10. Hover over a thumbnail and click the magnification icon to see a larger thumbnail.
11. Click a thumbnail to select it and then click Insert to add it to your slide. Press Ctrl and click thumbnails to select multiple images or use Shift+click to select a contiguous range.

## What Is Creative Commons?

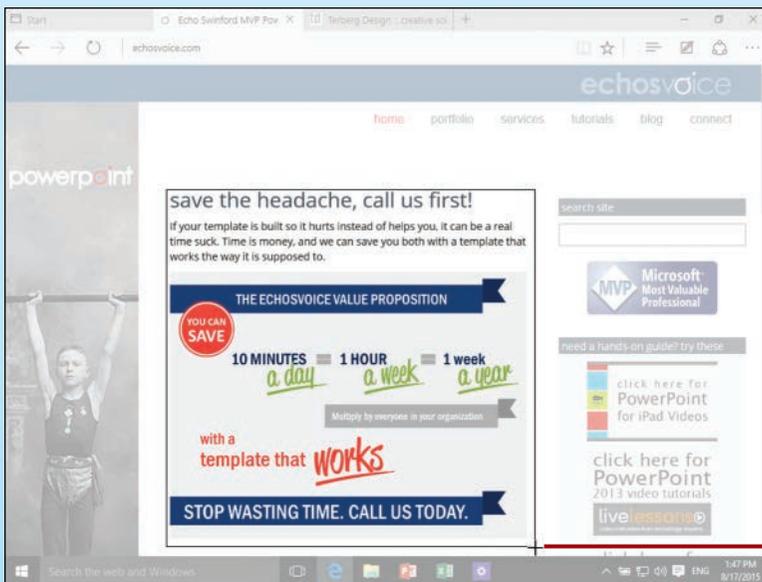
Creative Commons gives photographers and other artists a free, standardized process to let the public use and share their creative work. There are many levels of Creative Commons licensing: Some levels require attribution, some allow only noncommercial work, and so on. To learn more about this, look up Creative Commons in your favorite search engine.

## Insert Screen Captures

Use this feature when you want to include a screenshot in your presentation and don't have a screenshot utility handy.



1. On the Insert tab, click Screenshot.
2. Other open applications appear in the Available Windows gallery. Click a thumbnail to add it to your slide.
3. Or click Screen Clipping to take a quick snapshot of part of the screen. PowerPoint automatically takes you to a view of the screen as it was just before you switched to PowerPoint and clicked Insert, Screenshot.



4. When the screen ghosts and your mouse pointer becomes a crosshair, click and drag to indicate the area of the screen to capture. When you release the mouse button, the screen grab will be inserted onto your slide.

## Tips for Using Insert Screenshot

If a window or an application is minimized, it won't appear in the Available Windows gallery. Use the buttons on the Windows taskbar to switch to the application, size and position its window, and then immediately switch to PowerPoint and click Insert, Screenshot.

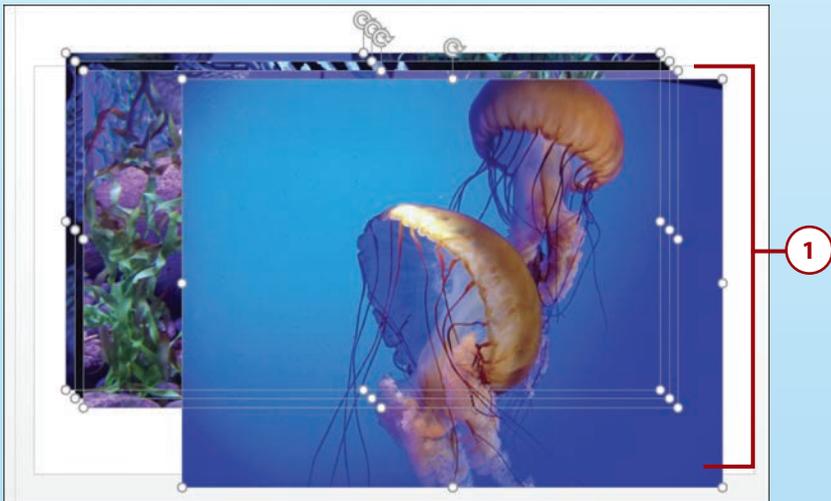
If the window or application still doesn't appear in the Available Windows gallery, use Screen Clipping to snag it. Use the same process to size the window; then click the button on the Windows taskbar to move back to PowerPoint and click Insert, Screenshot, Screen Clipping.



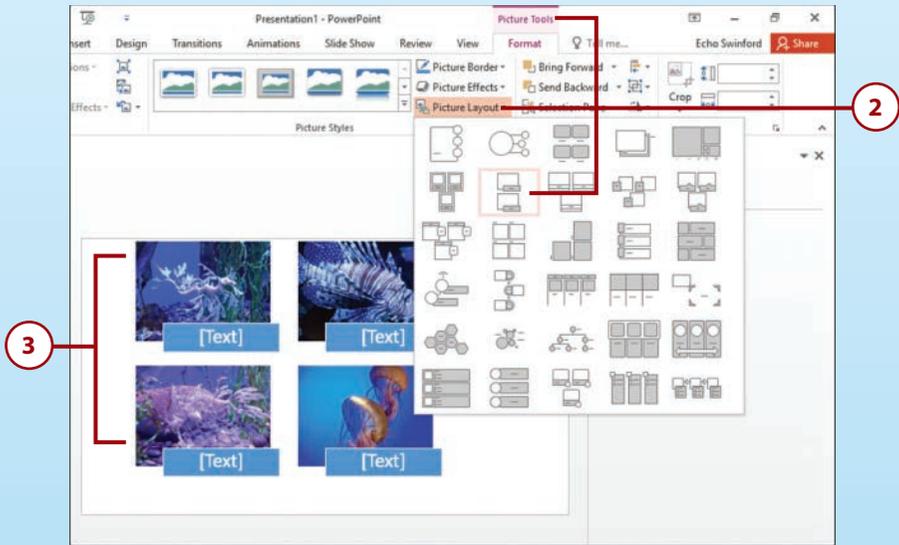
Windows taskbar

## Turn Pictures into SmartArt

Some SmartArt graphics have picture placeholders that you can click to add images from your hard drive or online storage locations. (You'll learn about this topic in Chapter 6, "Creating Diagrams and Tables.") If you already have pictures inserted onto your slide, though, use the following technique to turn them into a SmartArt graphic.



1. Select the picture(s) on the slide. The Picture Tools Format tab will become available.



2. On the Picture Tools Format tab, click Picture Layout and then choose a SmartArt layout from the gallery. Remember that you can point to different selections in the gallery to preview the effect on the slide before you click to apply a SmartArt layout.
3. Complete the SmartArt diagram by adding text, changing colors, or even changing to a different Picture diagram layout on the SmartArt Tools Design and Format contextual tabs that appear when you select the SmartArt graphic you just created. To learn more about formatting SmartArt graphics, see Chapter 6.

## Cropping and Resizing Pictures

It's important to learn to crop and resize pictures properly rather than simply stretching them to fit into a space. Not only does this avoid the warped "fun-house mirror" images that result from stretching, but a good crop will often increase the drama factor of your image and make it stand out that much more. You can also crop pictures into shapes such as an oval or a rounded rectangle.

## Resize Pictures

Always resize pictures proportionately; otherwise, people and objects will look too wide or too narrow.

1. Insert a picture onto a slide and select it. Click and drag a corner handle of the image to resize smaller or larger.

### Press Shift to Maintain Proportions

Press Shift while you drag a corner handle to prevent stretching and keep your picture in proportion.

2. Don't drag from any of the side handles; this will distort the picture even if you do press Shift!

### Fitting a Square Peg into a Round Hole

If your picture isn't sized right for the space it should go into, then you'll need to crop it. You may want to use the Crop to Aspect Ratio tools, which are covered later in this section, to make this job easier.

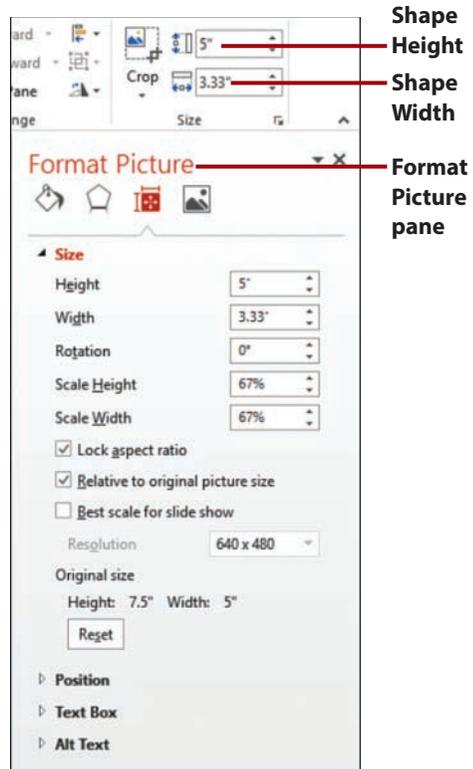
3. If your picture is distorted, click Reset Picture on the Picture Tools Format tab, and then click Reset Picture & Size. The Reset Picture option above it removes artistic effects and other formatting options, but it doesn't restore the proportion.



## Resizing by the Numbers

If you know the width or height you want the image to be, input one of those values on the Size group of the Picture Tools Format tab and press Enter. Your picture should resize proportionately.

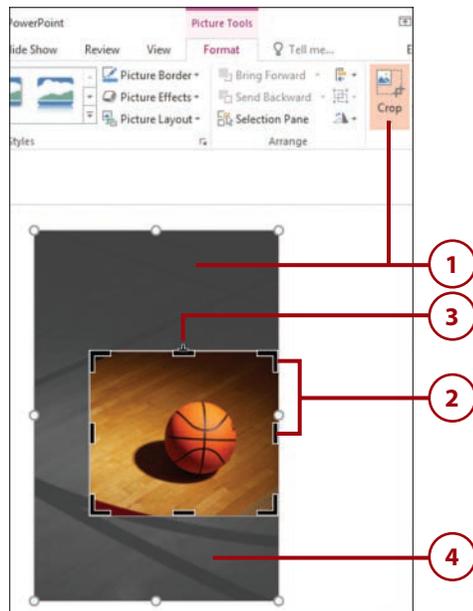
If it doesn't, right-click the picture and choose Format Picture. In the Format Picture pane under Size & Properties, click Size to expand those options. Make sure Scale Height and Scale Width are the same value, and then click Lock aspect ratio to keep everything in proportion when you resize.



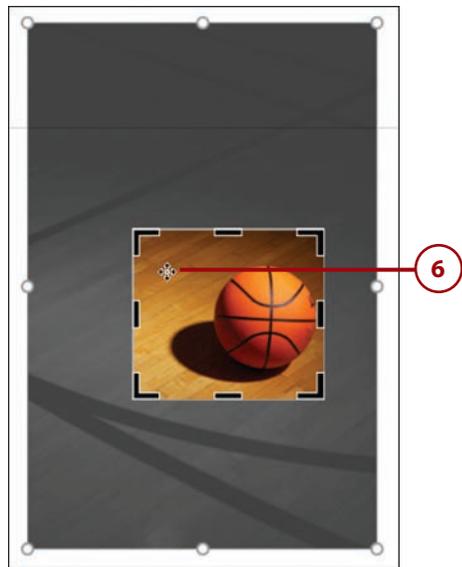
## Crop Pictures

Use PowerPoint's crop tools to get rid of parts of pictures and help them better fit into their designated space. Insert a picture onto a slide to get started.

1. Select the picture and click the Crop button on the Picture Tools Format tab.
2. Crop handles will appear on the sides and corners of the image, indicating that you're ready to crop.
3. Move your mouse pointer toward a crop handle. When it turns into a black crop tool, click and drag the crop mark to crop the picture.
4. Notice that cropped areas of the picture will become semitransparent so you can easily see what you're cropping out and what you're leaving in.



5. After you've positioned the crop handles, you may want to resize the picture inside the crop frame. To do this, click and drag one of the round corner handles. If necessary, press Shift to keep the picture from distorting.
6. To reposition the picture inside the crop frame, click anywhere on the picture. When the cursor becomes a four-headed arrow, drag it into position.
7. When you're finished, click away from the picture, press Esc on your keyboard, or click the Crop button on the Ribbon to apply the crop.

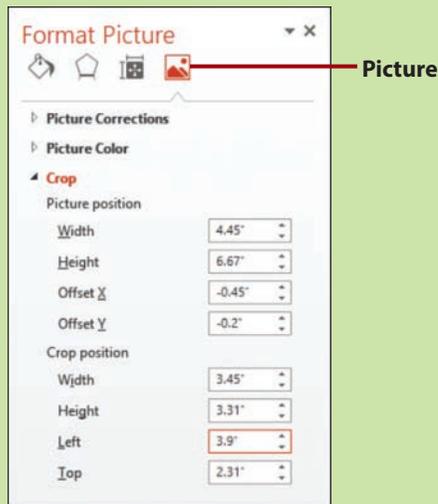


## >>> Go Further

### CROPPING BY THE NUMBERS

If you need finer control than the crop handles can give you, or if you want to further refine a rough crop you did with them, use the Crop settings in the Format Picture pane.

Right-click the picture and choose Format Picture (to open the formatting pane), and then click the Picture icon. Click Crop to expand those settings.



When you're cropping by the numbers, it helps to think of the crop as a frame sitting on top of the picture. You can adjust either the picture or the crop frame itself.

Picture Position Width and Height settings indicate the size of the original picture. You probably don't want to change either value here because the aspect ratio isn't locked the way it can be in the Size & Position settings. If you change one value, the other one won't automatically change proportionately, and your picture will become distorted.

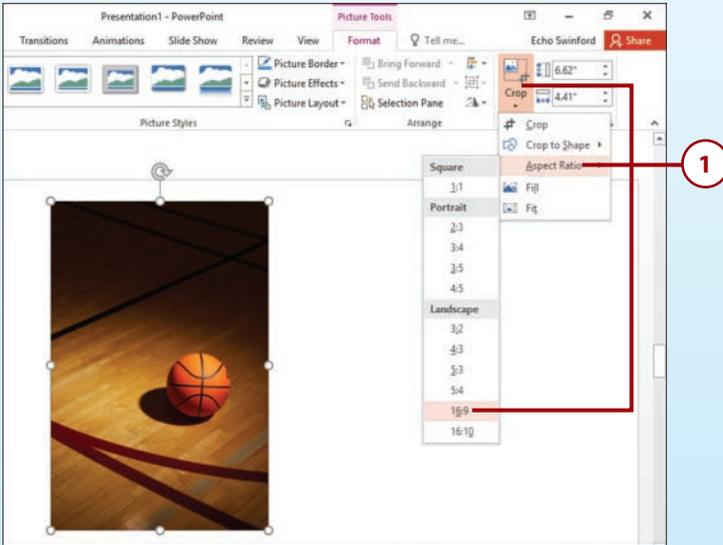
The Picture Position Offset X and Y settings indicate how far off-center the picture is inside the crop frame. For example, if Offset X and Offset Y are both zero, the picture is exactly centered inside the crop frame. Changing these settings moves the picture inside the frame.

The Crop Position Width and Height settings indicate the size of the crop frame, which is also the size of the cropped picture. Changing these settings changes the size of the frame. If you make either one too big, it may be larger than your picture, in which case it will look like the picture is cut off. If this happens, you can always resize the picture inside the crop. See step 5 in this exercise for the easiest way to accomplish this task.

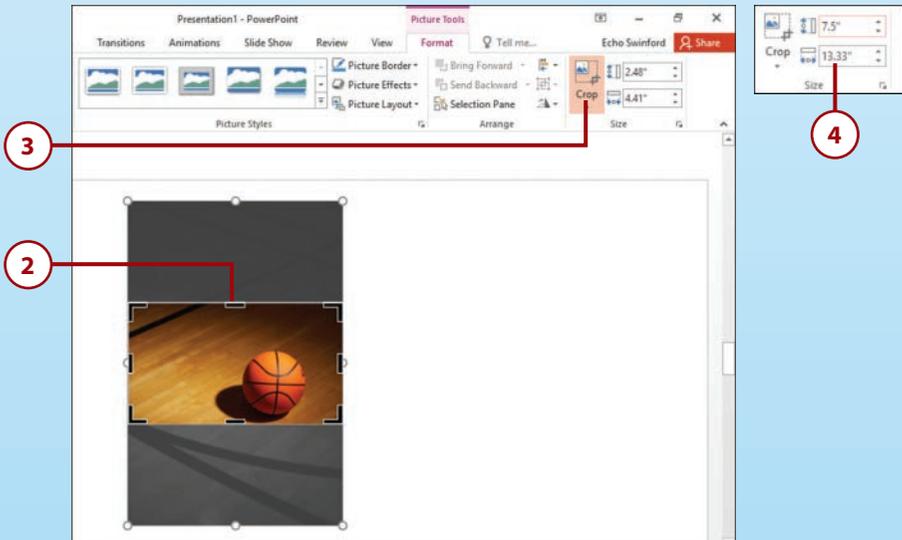
The Crop Position Left and Top settings indicate the position of the crop frame on the slide. Input 0 for Crop Position Left, and the crop frame will be flush with the left edge of the slide. Add a 0 for Crop Position Top, and the crop frame is flush with the top edge of the slide.

## Crop to Aspect Ratio

Crop to Aspect Ratio is the fastest way to create pictures that will perfectly fit your slide. To begin, insert a picture onto your slide and select it.



1. On the Picture Tools Format tab, click the Crop button arrow, point to Aspect Ratio, and then choose 16:9.



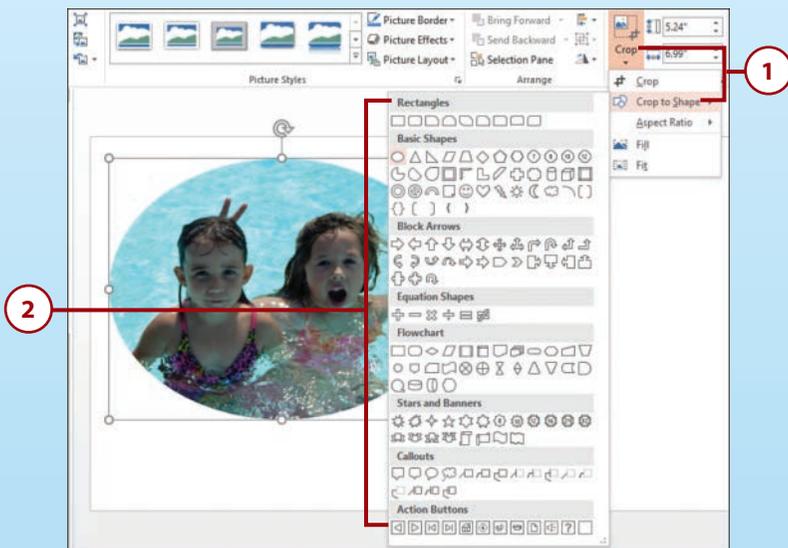
## What Are All These Aspect Ratios?

The aspect ratios listed in the Crop to Aspect Ratio settings are typical slide and picture proportions. To crop a picture so it fills a widescreen slide, choose 16:9. To fill a 10" x 7.5" slide, which was the default in PowerPoint 2010 and prior versions, select the 4:3 aspect ratio. For a perfect square, click 1:1.

2. Crop marks will appear so you can see how the picture will be cropped in order to fit the desired aspect ratio. Resize and reposition the picture inside the crop frame if necessary. See steps 5 and 6 in the previous exercise for instructions.
3. Click the Crop button again when you're finished cropping.
4. If necessary, select the picture again to resize it. On the Picture Tools Format tab, input 7.5 as the Height value and press Enter. Assuming you cropped to the 16:9 aspect ratio, the width will automatically change to 13.33". If you cropped to the 4:3 aspect ratio, the width would automatically change to 10".
5. Drag the picture into place to cover the slide or use the Align tools to position it.

## Crop to Shape

You can fill a shape with a picture, but sometimes it's easier to crop the picture into a shape. To begin, insert a picture onto your slide and select it.



1. On the Picture Tools Format tab, click the Crop button arrow, and then point to Crop to Shape.
2. Select a shape from the shape gallery that appears. The picture will be cropped to the selected shape.

3. If necessary, select the picture again and click the top of the Crop button so you can resize and position the picture within the shaped crop frame. Use the instructions in steps 5 and 6 of the Crop Pictures exercise.
4. Apply more formatting as desired, for example, soft edges or artistic filters.

---

### How Can I Crop a Picture into a Circle?

To crop a picture into a perfect circle, first use Crop to Aspect Ratio and choose Square, 1:1. Then use Crop to Shape and choose the oval. An oval with a 1:1 aspect ratio is a circle.

---

## >>>Go Further

### WHAT ARE CROP TO FILL AND CROP TO FIT?

At the bottom of the Crop button menu are options for Fill and Fit. You can use these with pictures inserted into picture placeholders, such as the one on the Picture with Caption layout. Insert a picture on this layout and you'll see that it fills the placeholder and crops the excess areas of the picture that don't fit. Use Crop, Fit to show the entire picture in the picture placeholder area. Use Crop, Fill to go back to filling the placeholder.

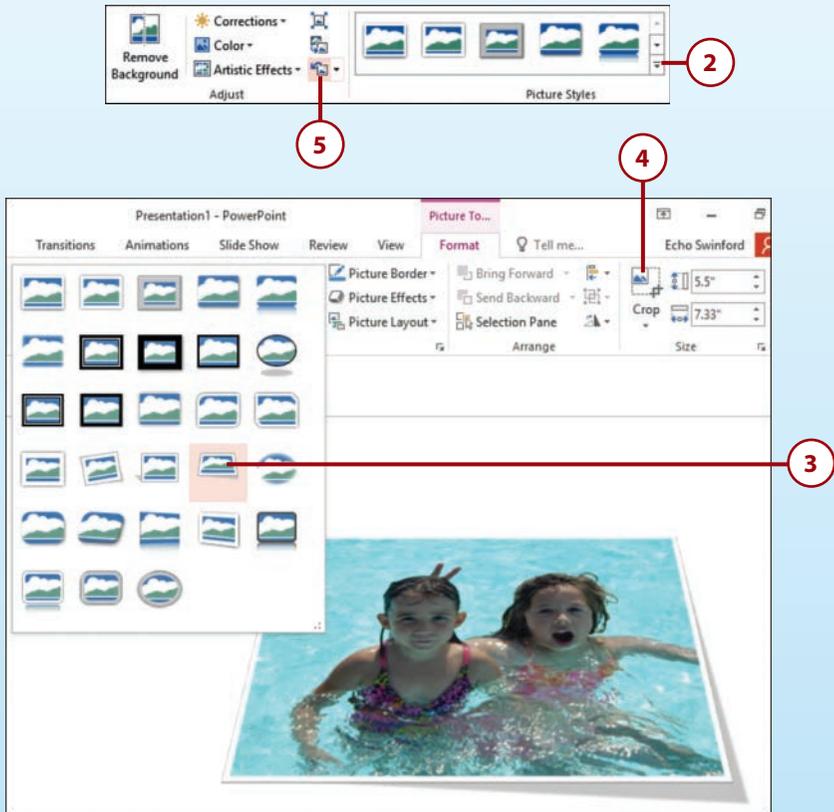
## Formatting Pictures

Because pictures are treated mostly as shapes on a slide, you can use many of the same formatting options on them as you can on shapes. For example, you can add a border to your picture and change its color and width. Or you can add a reflection, a shadow, or soft edges by selecting these options from the Picture Effects galleries—just as you would select them from the Drawing Effects galleries to apply them to a shape.

Since you already know how to apply those effects, in this section we'll concentrate on the additional options that PowerPoint reserves strictly for pictures. Adjusting brightness, contrast, and sharpness may not completely save a really bad picture, but it might make the difference between one that's usable and one that's not. Artistic effects make your picture look like a sketch or painting, which may add some interest to your presentation. And recoloring pictures is an easy way to help make them feel as though they go together. Unleash your inner artist!

## Apply Formatting with Picture Styles

Picture styles provide combinations of shapes, borders, and shadows to apply to your pictures with one click.



1. Insert a picture onto your slide and select it.
2. On the Picture Tools Format tab, click the More button to expand the Picture Styles gallery.
3. Click a style from the Picture Styles gallery to apply it.
4. To resize or reposition the picture within the Picture Styles frame, click the Crop button and follow the instructions in steps 5 and 6 of the Crop Pictures exercise.
5. To remove the Picture Style formatting, click the Reset Picture button on the Picture Tools Format tab.



1. Insert a picture onto your slide and select it.
2. On the Picture Tools Format tab, click the Remove Background button.
3. Notice that parts of your image will be colored magenta. The magenta parts of the picture will be removed.
4. The internal frame gives PowerPoint a general guess as to what you want to keep. Dragging the handles to resize and position that frame may help PowerPoint select more appropriate areas to discard. It doesn't hurt to try, anyway!
5. If parts of the picture you want to keep are colored magenta, click the Mark Areas to Keep button, and then click and drag on that area in the picture so it becomes colored again. Zoom in if necessary, and use as many "keep marks" as you need. "Keep" marks appear with a + symbol.
6. If parts of the picture you want to be discarded are not colored magenta, click the Mark Areas to Remove button, and then click and drag on those areas in the picture. Zoom in if necessary, and use as many "remove marks" as you need. "Remove" marks appear with a - symbol.
7. Click Delete Mark and then click on a mark to remove it.
8. Click Discard All Changes to start over.
9. Click away from the picture to deselect it or click the Keep Changes button when you're finished.

---

## Refining the Image

If a lot of empty space is left around the edges of the image when you're finished, you can crop the picture. Use the instructions in the Crop Pictures exercise.

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10. Apply effects such as color or artistic filters if you want.
11. To remove all changes to the picture, click the Reset Picture button on the Picture Tools Format tab.

## *It's Not All Good*

The Remove Background tool can be super finicky. Sometimes when you add a Keep or Remove mark or resize the internal frame, another area of the image reverses itself and either becomes visible or turns magenta (indicating it will be discarded). The only thing you can do to help this is to pay attention. If you know which mark is causing it to happen, you can delete that mark and add another in a slightly different place or at a slightly different length.

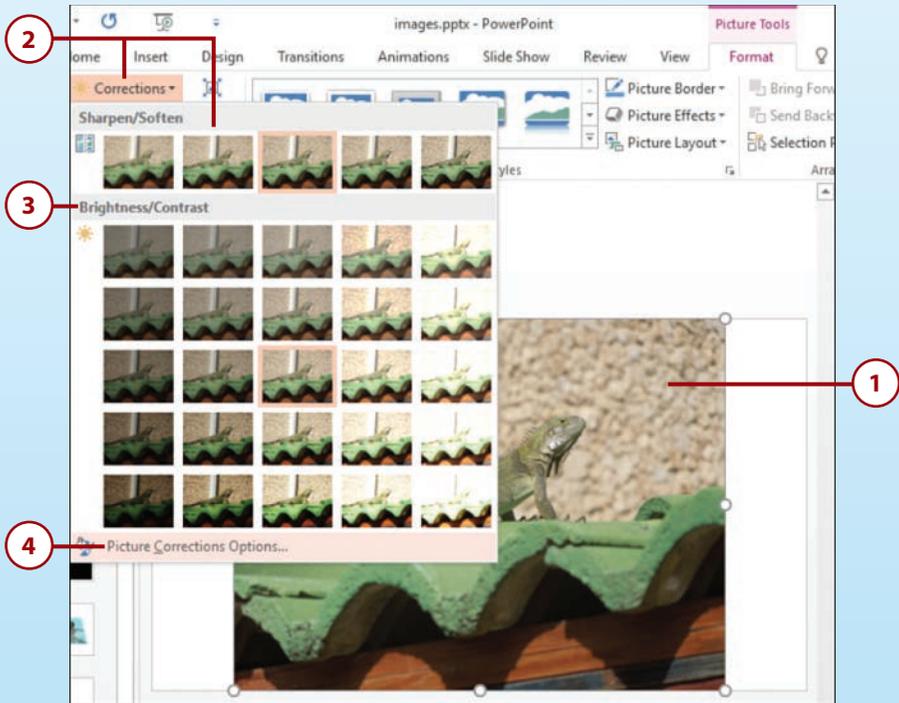
If you're having trouble getting into the nooks and crannies of a picture, try using the Picture Effects to add a 1- or 2.5-point soft edge. Sometimes just softening the edges that little bit is enough to make it work even if you've left tiny bits of the background or ragged edges, as you can see in the picture here.

## Apply Picture Corrections

Tweaking brightness and contrast are pretty standard image correction procedures, as is sharpening a slightly blurry image.

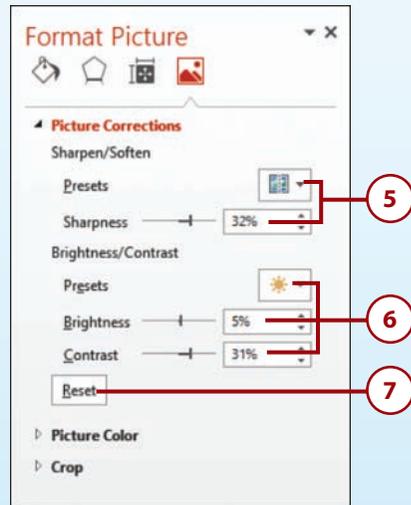
Brightness and contrast generally work together. Brightness refers to the overall lightness or darkness of a picture, and contrast refers to the difference in brightness between objects or areas in the image. Together, brightness and contrast can improve pictures that are a little too dark or light.

Sharpen and soften controls are more straightforward. Sharpen helps refine edges of objects in the image to enhance the details. Soften blurs edges of objects and contrasting regions to make the photo less detailed. Sharpen can help correct a slightly blurry image, but it's not a miracle tool!



1. Insert a picture onto your slide and select it.
2. On the Picture Tools Format tab click Corrections and then hover over the Sharpen/Soften options. You will see a Live Preview of what that setting would look like if applied to your image. Click a thumbnail to apply that setting.
3. In the same Corrections gallery, hover over the Brightness/Contrast thumbnails. You will see a Live Preview of what that setting would look like if applied to your image. Click a thumbnail to apply that setting.
4. To further refine any of these settings, click Picture Corrections Options at the bottom of the Corrections gallery. This opens the Format Picture pane.

5. In the Format Picture pane, adjust the sharpness by moving the slider or typing in a specific value. You can also access the same options that were available in the Corrections gallery by clicking the Presets button.
6. Also in the Format Picture pane, you can adjust the Brightness and Contrast settings separately. Move the sliders or input your own values for each. Select from the same options that were available in the Corrections gallery by clicking the Presets button.
7. Click Reset to remove all Picture Corrections changes.



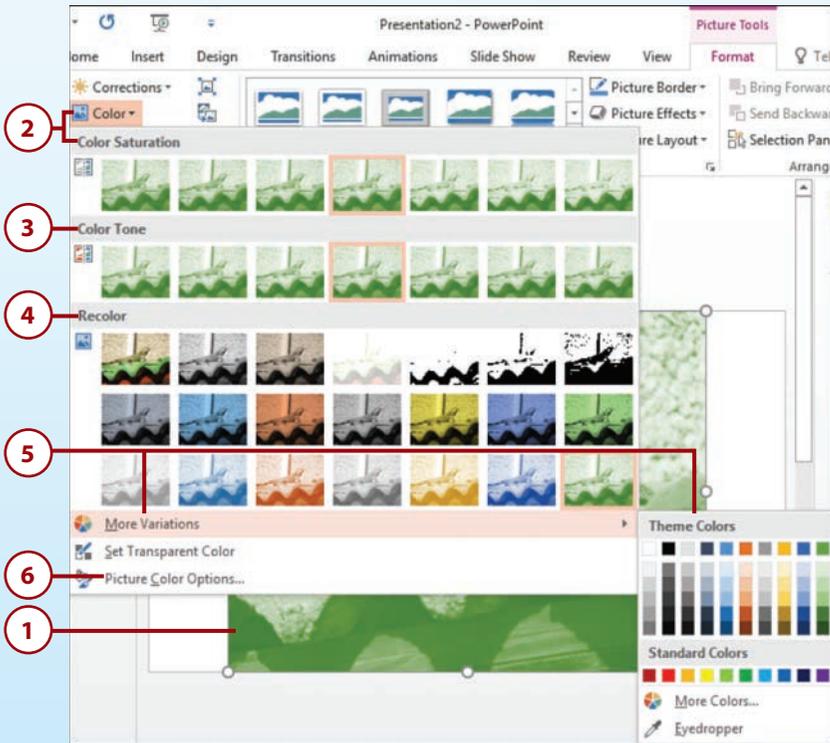
## Recolor and Color Correct a Picture

PowerPoint has quite a few color options and corrections for images, including color saturation, color tone, and various recolor settings.

### Use a Light Hand with Color Correction Tools

Saturation refers to the intensity of color. Highly saturated images have overly bright colors, which usually don't project well. Just remember that a little saturation goes a long way and don't overdo it.

The same goes for color tone, which refers to color temperature. A lower temperature value produces cool tones. With too low a temperature, the picture may look overly blue. Likewise, higher temperature values produce warm tones, which potentially make a picture look too yellow. As with saturation, a little tonal correction can go a long way.

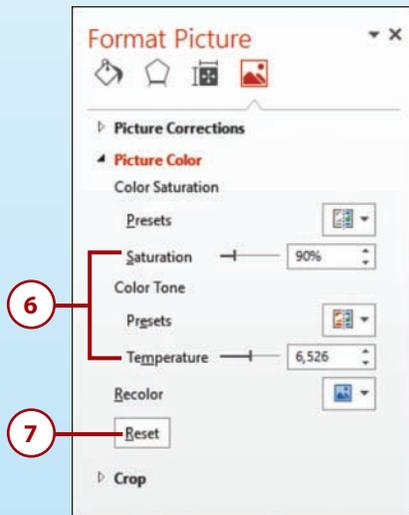


1. Insert a picture onto your slide and select it.
2. On the Picture Tools Format tab click Color and then hover over the Color Saturation options. You will see a Live Preview of what that setting would look like if applied to your image. Click a thumbnail to apply that setting.
3. In the same Color gallery, hover over the Color Tone thumbnails. You will see a Live Preview of what that setting would look like if applied to your image. Click a thumbnail to apply that setting.
4. Hover over the various Recolor thumbnails to see how they affect your picture if applied. Your options on the top row include grayscale, sepia, washout, and various percentages of black and white. You also have dark and light duotone recolor options based on your theme colors.
5. Click More Variations at the bottom of the Color gallery to access the complete theme color palette, to mix your own color in the More Colors gallery, or to use the Eyedropper tool to match a color anywhere on your screen.

## What Is Set Transparent Color?

You may have noticed the Set Transparent Color option near the bottom of the Color gallery. Select this tool and then click your image. All pixels that are the same as the clicked color will become transparent. Sounds great, right? The drawback is this tool makes only one specific color transparent, but most photographs use a mix of many colors to create a color. For example, a white area on a picture may consist of pixels that are many shades of white, even though it looks like one color of white to your eye.

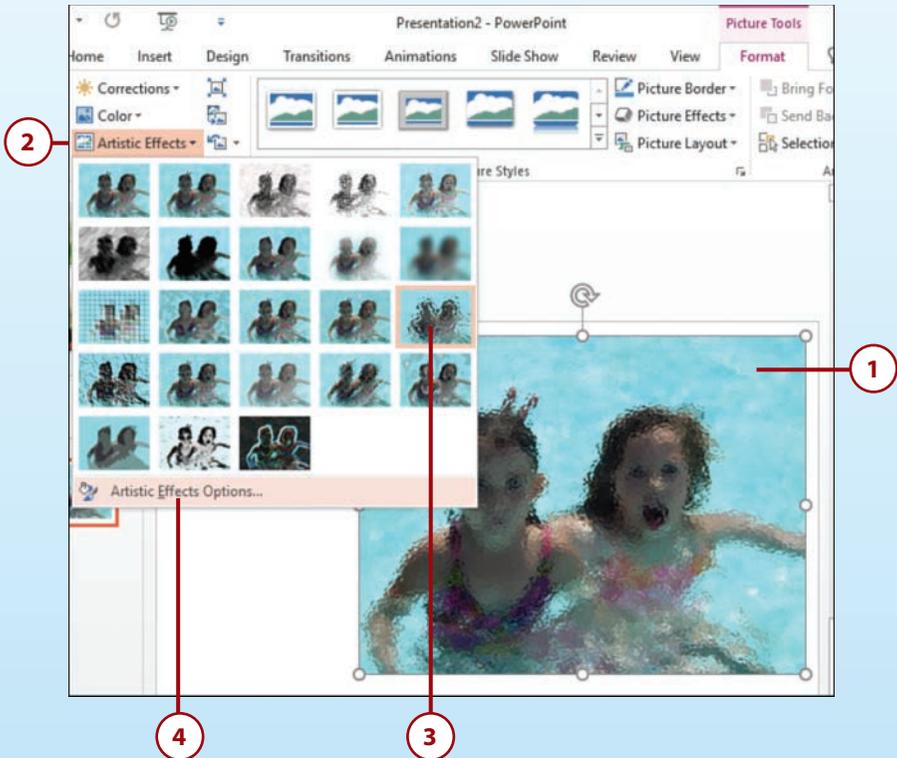
The point is, if you click the Set Transparent Color tool and then click your photo to make that color transparent, don't be surprised if the results aren't what you expect. Sometimes you'll get lucky, but if you don't, try using the Remove Picture Background tool instead.



6. Click Picture Color Options to open the Format Picture pane, where you can enter your own color saturation and tone values. Access the same settings that were available from the Ribbon by clicking the Presets buttons.
7. Click Reset to remove all color saturation, tone, and recolor settings that have been applied.

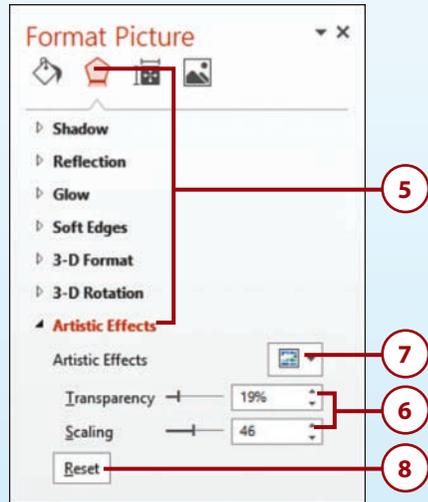
## Apply Artistic Effects

Artistic effects apply filters to the image to make it look more like a sketch or painting.



1. Insert a picture onto your slide and select it.
2. On the Picture Tools Format tab, click Artistic Effects.
3. Hover over the thumbnails to see how the effect will affect your image when applied. Click a thumbnail to apply it.
4. To further refine the effect you've applied, click Artistic Effects Options. This opens the Format Picture pane.

5. If necessary, in the Effects section of the Format Picture pane, click Artistic Effects to expand those options.
6. Use the sliders or input your own values for the settings applicable to that artistic effect.
7. Access the Artistic Effects gallery from the Artistic Effects button.
8. Click the Reset button to remove the artistic effects and settings that have been applied.

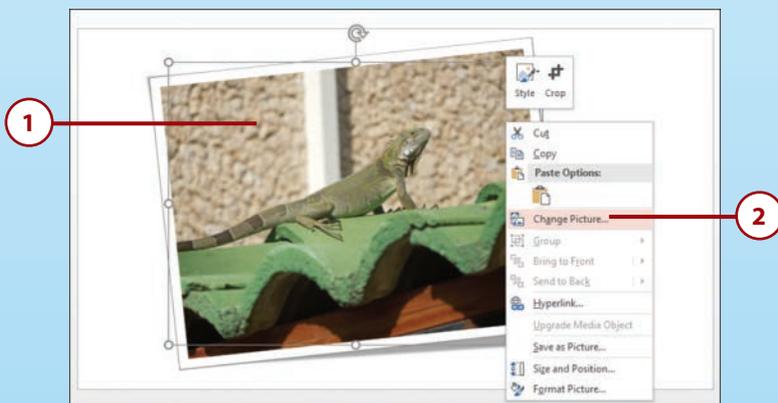


## Artistic Effects Can Affect File Size

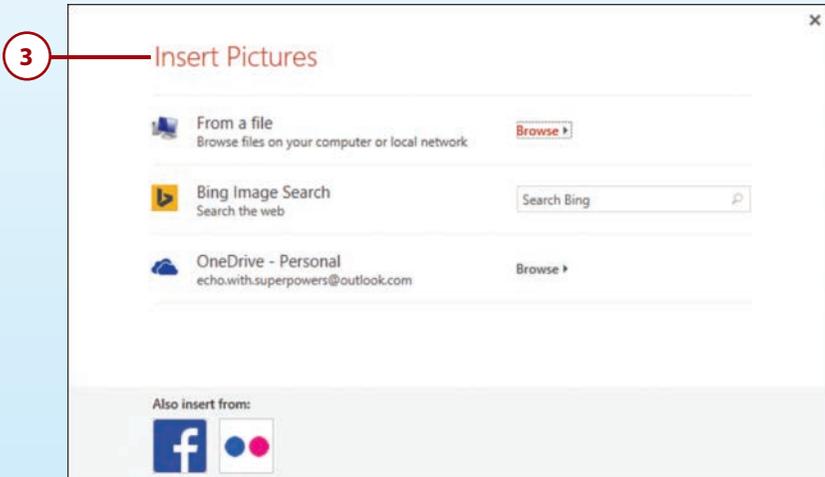
Artistic effects can greatly impact your file size. This is because PowerPoint practices what is known as “nondestructive editing.” In other words, you can reset your picture at any time to remove the artistic filters and restore your original image. This requires that PowerPoint keep your original image as well as a copy of it with the filter applied, all of which contributes to a larger file size. In fact, picture compression doesn’t usually work on images that have artistic effects applied, and although it’s counterintuitive, using picture compression often increases the file size when artistic effects are in play!

## Swap One Picture for Another

Sometimes it’s helpful to substitute one picture for another. That’s what the Change Picture command is for.



1. Insert a picture onto your slide and select it. On the Picture Tools Format tab, apply a style from the Picture Styles gallery.
2. Right-click the picture and choose Change Picture. You can also click the Change Picture button on the Picture Tools Format tab.



3. The Insert Pictures dialog box that opens combines options to add pictures from your hard drive or from an online search or storage location. Choose a new picture and click Insert.

## Tips for Using Change Picture

One of the benefits of using Change Picture is not having to reformat everything when you want to swap one image for another. But not all picture formatting remains when you use Change Picture.

Styles applied from the Picture Styles gallery remain. So do picture borders and Picture Effects settings such as shadows, reflections, glows, soft edges, bevels, and 3-D rotation—basically anything you see and apply in the Picture Styles group on the Picture Tools Format tab of the Ribbon.

Settings applied from the Adjust group are removed when you use Change Picture. These include remove background, brightness/contrast and sharpen/soften settings, color corrections and recoloring, and artistic effects. If you need to change a picture that has these settings applied, you'll generally be better off inserting the new picture as usual and then using Format Painter on the Home tab to "paint" the formatting from the old to the new image.

Also, don't use Change Picture on pictures you inserted in placeholders because strange things can happen to the size of the picture, and it may not fill the space as it should. Instead, delete the picture to get back to the empty placeholder and then click the icon in the placeholder to add the new picture as usual.

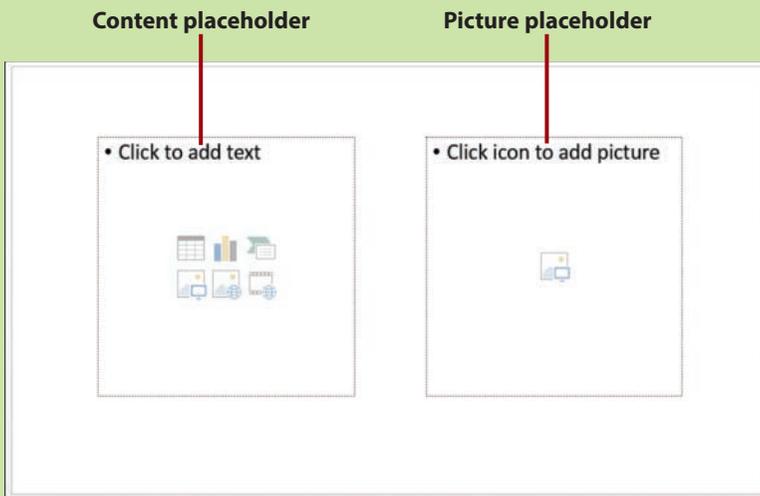
## >>>Go Further

### PICTURES IN CONTENT PLACEHOLDERS VERSUS PICTURE PLACEHOLDERS

PowerPoint has two kinds of placeholders that let you add pictures, and they work differently.

A content placeholder lets you add seven types of content: text, tables, charts, SmartArt graphics, pictures (from your hard drive), online pictures, and video. Most of the default layouts include content placeholders.

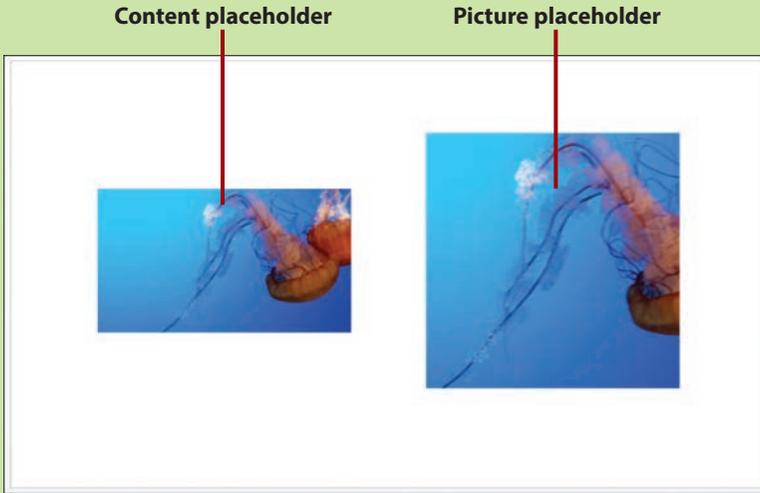
A picture placeholder lets you add only a picture. The default Picture with Caption layout uses a picture placeholder. You may have custom layouts that use them as well.



The biggest difference between these is how they behave when you insert a picture, whether it's an online picture or one from your hard drive. When you insert a picture into a content placeholder, the entire picture is inserted and fitted into the placeholder as best it can. For example, if you have a square content placeholder and you insert a horizontal picture in it, the picture will fit the width of the placeholder and leave the top and bottom areas blank. Likewise, if you add a more vertical picture to a square content placeholder, the picture fits to the vertical size of the placeholder and you have blank areas on either side.

When you insert a picture into a picture placeholder, the picture is cropped, and the entire placeholder area is filled. If you don't like the way PowerPoint crops your pictures in a picture placeholder, click the Crop button and reposition the picture

within the crop frame as you learned earlier in this chapter. Or you can use Crop, Fit, and the picture will fit inside the picture placeholder just as it does with a content placeholder. Use Crop, Fill to go back to filling the entire placeholder area.



For you template builders, use picture placeholders if you're creating custom layouts for a photo collage or a full-screen picture, for example. This way, inserted images fill the entire space regardless of the size or orientation of the picture itself. It's generally less work for your users.

By the way, picture placeholders have only one Pictures icon, which inserts pictures from your hard drive. To insert an online picture, go to the Insert tab and choose Online Pictures while you're on any slide with an empty picture placeholder. This way you bypass the picture icon, and the online picture will automatically fill the placeholder. Inserted pictures will also automatically fill any empty content placeholders, but it's not as critical with them since they have icons for both pictures and online pictures.

## Compressing Pictures

With today's cameras and phones that take mega-megapixel pictures, it's easy to end up with huge files. When this happens, you might consider using the Compress Pictures feature to bring them to a more manageable size.

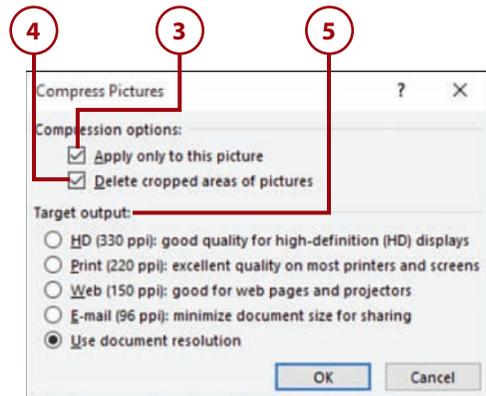
You should know a few things about picture compression. First is that it's on by default. Yes, PowerPoint automatically compresses your pictures when you save your file. It uses a target pixels-per-inch resolution of 220, which gives an adequate balance of quality versus file size for most uses. Second is

that you can still use Compress Pictures to compress more. Third is that after PowerPoint has compressed your images, it won't compress them again at a higher resolution because that would cause your pictures to look really bad.

## Compress Pictures to Reduce File Size

Apply picture compression according to how you intend to use your file. For example, if you need to email it, you might want to apply maximum compression.

1. Select a picture on a slide. Ideally, use a presentation that includes a number of pictures.
2. Click the Compress Pictures button on the Picture Tools Format tab. This opens the Compress Pictures dialog box.
3. To apply compression to all images in the file, uncheck Apply Only to This Picture.
4. Uncheck Delete Cropped Areas of Pictures if you want to leave the cropped areas available.
5. Select the target output resolution, which will depend on how you intend to use the file. Select E-mail (96 ppi) for maximum compression. Use Web (150 ppi) if you plan to post your presentation online or project it. Choose Print (220 ppi) if you intend to print. The HD option (330 ppi) is now available for high-definition displays.



## Some Options Aren't Available

If the picture has already been compressed, higher-resolution compression options may not be available. For example, if you've saved the file and left PowerPoint's default 220 ppi compression setting selected, you won't be able to compress the image again using 330 ppi (HD).

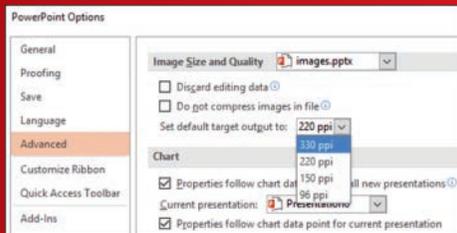
Many images you download from the Web will already be fairly compressed, so many of the higher-resolution compression options may not be available for them. Also, although PowerPoint will let you specify compression settings for CMYK images, they won't actually compress at all.

The option to Use Document Resolution refers to the resolution specified on the Slide Show tab in the Set Up Slide Show settings. Usually this resolution is the same as your computer screen, unless you consciously changed it.

## *It's Not All Good*

### Change or Disable Automatic Compression

You can change the automatic picture compression setting for any open file by going to File, Options, Advanced. In the Image Size and Quality settings, opt to discard editing data such as cropped areas that are used to restore an image to its original state, turn off compression altogether, or choose a different target resolution setting. (The 330 ppi option is new in PowerPoint 2016.)



The biggest drawback here is you must remember to do this for every file. If you're willing to edit your registry (or know someone who's willing to do it for you), you can turn off automatic image compression for all PowerPoint files. To learn how, see the instructions at [http://www.pptfaq.com/FAQ00862\\_PowerPoint\\_2007\\_and\\_2010\\_make\\_pictures\\_blurry\\_-\\_loses\\_GIF\\_animation.htm](http://www.pptfaq.com/FAQ00862_PowerPoint_2007_and_2010_make_pictures_blurry_-_loses_GIF_animation.htm). (Substitute 16.0 for 12.0 in the registry key listed.)

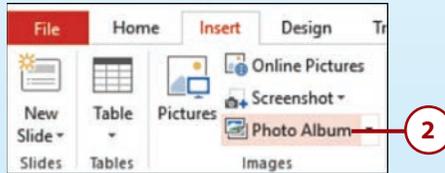
After disabling image compression this way, you'll have to use Compress Pictures any time you want to compress the file. But at least that way you, not PowerPoint, choose when and how much it happens.

## Creating a Photo Album

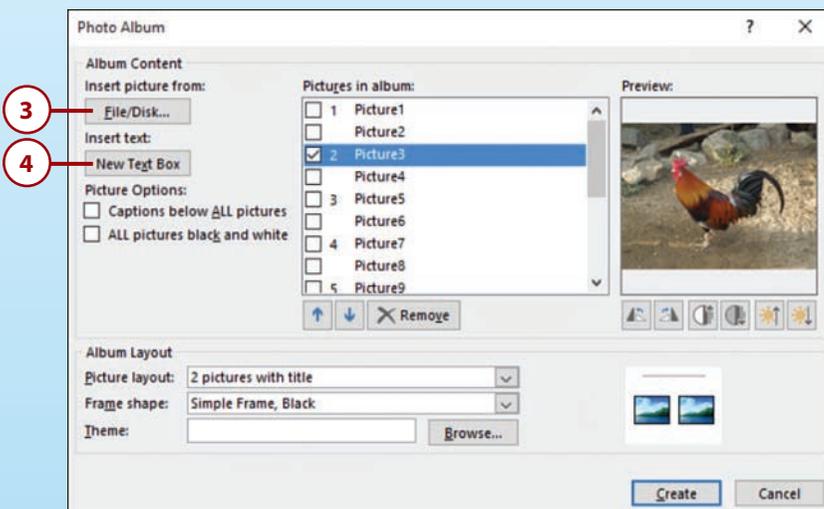
If you have a bunch of pictures you want to pull together for a presentation, a quick way is to create a photo album. Unfortunately, the Photo Album feature is pretty old and doesn't give you a way to insert online pictures. Download pictures from your online storage or set up a synced folder on your hard drive so you can access all the images you want to include.

### Create a Photo Album

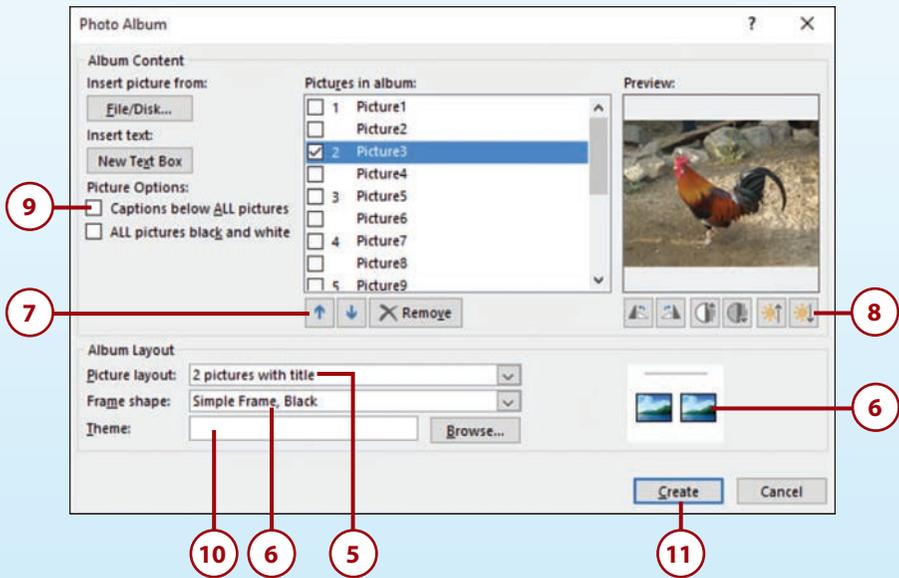
Turn your pictures into a photo album, fast.



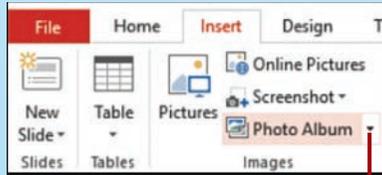
1. Go to File, New and start a new presentation based on the Blank Presentation theme.
2. On the Insert tab, click Photo Album. This opens the Photo Album dialog box.



3. Click the File/Disk button to insert pictures from your hard drive. Select pictures you want to include and click Insert to add them to the picture list. You can press Ctrl while clicking to select multiple individual pictures. To select a range of pictures, press Shift and click the first and last pictures in the range.
4. Click New Text Box to create a slide with a text box you can type in later. This is useful to create sections throughout your photo album.



5. You can change the picture layout to multiple pictures or multiple pictures plus slide title. The default photo album uses a Fit to Slide Picture Layout, which fills each slide with a picture.
6. When the pictures don't encompass the entire slide, you'll be able to change the Frame shape to apply settings such as rounded rectangles or soft edges. The preview thumbnail will give you an idea of what the slide will look like.
7. Reorder or remove pictures using the buttons below the picture list. Be sure to check the box beside the pictures to make these tools available.
8. Use the buttons below the picture preview to adjust brightness and contrast or rotate a picture.
9. Turn on Captions below all pictures to automatically add the filename below each image.
10. Choose a theme at the bottom of the dialog box if you want. You'll have a better selection of themes to choose from if you skip applying a theme here and do it afterward from the Design tab.
11. After you're finished with all the settings and picture touch-ups, click Create to make your photo album!
12. Other steps to complete your photo album might include adding any necessary text, applying automatic transitions (Chapter 8, "Adding Animations and Transitions"), and setting the presentation to loop (Chapter 11, "Setting Up Your Slide Show").



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13. To add pictures to or otherwise edit your photo album later, go to the Insert tab and click the arrow next to the Photo Album button, and then choose Edit Photo Album.

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