

## Editing/Enhancing photos in PowerPoint (No Photoshop needed!)

For all of these techniques, start with a new slide in PowerPoint, then insert your picture (Insert tab, picture from file, clip art, screenshot, etc). Resize and/or crop as desired (Picture tools, format, crop/resize, or use the sizing handles)

Also, when you're finished with each technique, if you'd like to save the picture to use in other programs, right click on it, then choose Save As Picture. (Change file type to jpg, gif, etc). You can now insert it into other documents, upload to Facebook, email it, etc.

Removing the background:

1. Picture Tools/Format Tab
2. Remove Background
  - a. PPT will select the background (the purple area)
  - b. You can add or remove areas by clicking or drawing a line
  - c. Keep changes when you're done
  - d. Now you can soften the edges of the picture if you'd like, crop it further, resize, etc. (Go to pictures effects to find soften)
3. Home tab, Right click and Save As Picture if you want to use it outside of PowerPoint. (Or just leave it so we can do others things with it)

Adding your own background, creating layers on pictures:

You may want to keep the picture's original background, but enhance it give the picture 'layers' so it emphasizes different parts of the picture.

Layering (Sort of):

1. Once you have a picture inserted (or clip art, etc) Make a copy of it. (Right click/copy)
2. Pasted it into the same slide (Right click/paste)
3. Now you'll have two copies of the same picture right on top of each other.
4. Click on the top one and go to the picture tools/format tab. Choose Recolor.
5. From the Recolor menu, choose gray scale, sepia, or any of the other options. (I like the sepia one for this technique)
6. Move the picture you just recolored off to the side. (Drag it off, or move the other picture to the top)
7. Go to Crop/Crop to Shape
8. Pick a shape and crop the picture, then soften the edges (Picture effects, soften) I use 25 – softening it a LOT sometimes looks better than only a little softening
9. Now drag the sepia/gray scale picture back to the slide. Be sure the cropped picture is on top. (Click on the cropped picture then on the picture tools format tab, click on bring forward – if it's not already on top)

10. Select both pictures (Click on one, press shift, click on the second)
11. Go to the picture format tab again and click on Align.
12. Align Center then Align Middle
13. This should put the two pictures exactly in line with each other, the cropped picture sitting on top of the sepia one. If you have to, click on the cropped picture and use your arrow keys to move it more precisely. You want them to be overlapped exactly, so they look like one picture.
14. When you're happy with the arrangement, select both pictures, and choose Group from the format tab. (If you can, this may not be possible)
15. Now you can move both pictures at the same time, as one
16. Right click and Save As Picture if you'd like to use it somewhere else.

### Manipulating a Clip Art

1. You find a clip art picture you want to use, but it won't act the same way as a normal picture sometimes
2. Click on the clip art, Ungroup \*Not all clip arts will let you ungroup\*
3. Say yes to convert it to a drawing object, click ungroup again. Click off the picture.
4. Now click on separate pieces of the picture and delete, recolor, etc etc as you wish.
5. When done, select all the remaining pieces (ctrl + A) and group again
6. Save As Picture

### Another way to enhance a background without removing it:

1. You can recolor the whole picture if you like (Gray scale works pretty well with this technique)
2. With the picture on a slide, click on the Insert tab, and choose shape.
3. Select the free form drawing tool.
4. Now outline the main object of the picture (this is the object that you want to stick out better, so it looks like it's sitting above the background when we're done)
5. Don't worry about getting really close with the outline, we can adjust it later. When you're done outlining, use the mouse to draw a straight line around the border of the whole picture.
6. End in the same place you started and click. (If you can't see exactly where you started, get close and double click the mouse)
7. You should have a shape covering everything but the main object. You might see only lines, and no fill. We are going to fill it.
8. Right click on the shape you just drew and choose Format Shape. Go to the fill section.
9. You can choose colors, gradients, textures, etc.
10. Make the fill transparent. (How much is up to you)

- 11.If you choose gradient fill, you have to click on each color stop (the little arrows on the color line) and make each one transparent.
- 12.Click Ok and look at the picture.
- 13.If you need to refine the free form shape (maybe you want to get it more precise near the object), zoom in on the slide and click on the shape.
- 14.Go to Edit Shape, Edit points.
- 15.Drag each little point so that it has a better fit around the object.
- 16.Group the shape and the picture, then Save As Picture.

### Creating a 'Polaroid' Effect

1. Insert the picture then draw a rectangle (Insert shape, rectangle)
2. Draw over the picture leaving thinner borders on both sides and the top. The bottom section has to be a little wider so you have room for a caption
3. Fill the shape with white, remove the outline, and move this behind the picture.
4. Position the picture inside the white rectangle, resize the rectangle if you need.
5. Click off of the two objects and Insert another rectangle to the side (on the same slide)
6. Fill this rectangle with dark gray or black. You can make the fill transparent if you like, this rectangle will be our shadow and give the picture the 3-D effect.
7. Click on the gray rectangle, choose Edit Shape, Edit points (In 2007 you have to choose the shape and 'Convert to free form shape')
8. Use the sizing boxes to create an arched effect (Click on the corner square, then click on each of the squares at the end of the blue lines) Drag these to make the sides bend and curve.
9. Put the gray rectangle over the picture/white rectangle.
- 10.Drag the sides of the shadow so they stick out a little on the bottom and one side (or the top and one side)
- 11.If you haven't already, make the shadow rectangle transparent and soften the edges
- 12.Move it to the very back of the picture stack, resize and manipulate until it looks like a nice shadow.
- 13.If you'd like to add a caption, click on the bottom of the white rectangle (under the picture) and insert a text box. (Or word art).
- 14.Type your text in and format it.
- 15.Select all four objects (both rectangles, the picture, and text box) and Group.
- 16.Save As Picture.

These techniques can be combined and used in different ways as well.