



## Using Images and Animations in PowerPoint

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### ***Insert images from file***

1. Go to **Insert** → **Picture** → **From File**
2. Browse to the image on your computer
3. Select the image you wish to insert
4. Click Insert

### ***Insert images from clipart***

1. Go to **Insert** → **Picture** → **From Clipart**
2. In the clipart task pane, enter a relevant search term and click on the search button
3. Double Click on the picture you wish to insert

### ***Insert multiple images from a folder***

1. Go to Insert → Picture → New Photo Album
2. In the Photo Album dialog box, click File/Disk
3. Browse to the folder containing the picture(s) you want to add,
4. Click on the first picture you want to add. Use Control click to select additional pictures, or Shift click to add a contiguous group of pictures
5. Choose the layout and formatting options you want for your presentation
6. Click Create to build the presentation.

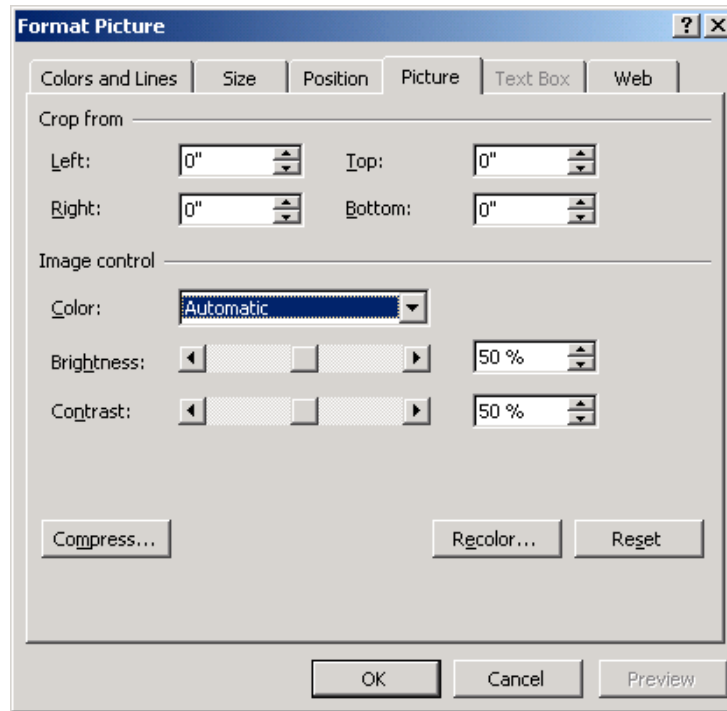
### ***Obtaining Images from ARTstor***

1. Go to the library website: [library.hartford.edu](http://library.hartford.edu)
2. Click on Databases-Journals
3. Click on Databases
4. Select “Art and Architecture” from the drop down list, and then click on “submit.”
5. Click on ARTstor.
6. On the left side of the screen, click on search and browse for images.
7. In the Keyword Search box, type “Marilyn Monroe”
8. In the Collections drop down box, choose “All Collections”
9. Click on Search
10. Double click on the image you wish to download
11. Click on the “download” icon below the image.





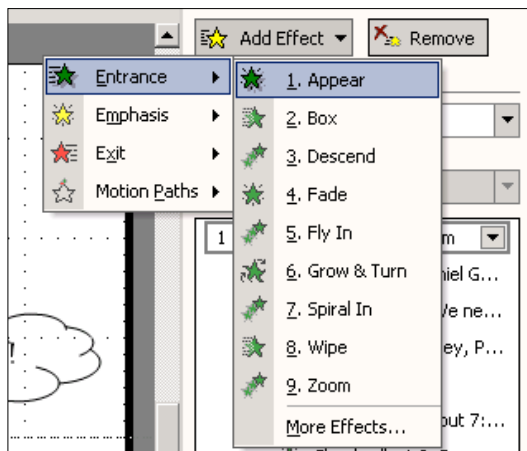
- **Picture** allows you to precisely crop an image, change the color format (to black and white, greyscale, or washout) Adjust brightness and contrast, and in some cases, completely change the colors in a picture.



*The format picture dialog box*

### ***Add Animations to Pictures***

You can use PowerPoint animations to cause images to appear, move, and disappear either “on click” or as part of a sequence of events. This allows you to can focus on important points, control the flow of information, and add interest to your presentation.



1. Select an image by clicking on it.
2. Go to **Slide Show**→**Custom Animation**
3. In the Custom Animation Task Pane Click on **Add Effect**
4. Choose the type of animation effect you wish to add.

- Entrance effects control the way in which an image first appears on the screen.
- Emphasis effects are applied to images already on screen to draw attention to them.

- Exit effects control the way in which an image disappears from the screen.

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## Instructional Technology at the University of Hartford

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### **Faculty Center for Learning Development**

FCLD provides consulting and support to faculty interested in incorporating technology into instruction.

Telephone: 768-4661

Email: [fld@hartford.edu](mailto:fld@hartford.edu)

Website: <http://uhaweb.hartford.edu/fld>

### **Information Technology Services:**

#### **ITS Help Desk**

Contact the ITS Help Desk for general computer and Internet/network support questions ITS Help Desk (technology not directly related to the classroom but rather passwords, Internet/email problems, printer not working, banner, facebook, grades).

Telephone: 768-5999

Email: [its@hartford.edu](mailto:its@hartford.edu)

Website: <http://uhaweb.hartford.edu/its/>

#### **Media Technology Services**

MTS is a department devoted to fulfilling equipment requests and the integration of technology into classes. Faculty may request additional equipment to be delivered to classroom.

Telephone: Main 768-4643

Email: [mts@hartford.edu](mailto:mts@hartford.edu)

Website: [www.hartford.edu/mts](http://www.hartford.edu/mts)