CHAPTER 4

EDITING IMAGES

INFOCUS

WPL_P813

Like other Microsoft applications, such as Word and Excel, PowerPoint comes complete with a range of tools that let you edit images inserted on a slide. The range of tools is so comprehensive that it has all but eliminated the need to use third-party image-editing software.

In this session you will:

✓ learn how to apply colour corrections to an image
✓ learn how to recolour an image
✓ learn how to apply a picture style to an image
✓ learn how to apply effects to an image
✓ learn how to apply artistic effects to an image
✓ learn how to take a screenshot
✓ learn how to insert a screen clip
✓ learn how to create a photo album.

APPLYING COLOUR CORRECTIONS

You can apply *colour corrections* to images, particularly photos, to improve the look of the image. Where the image is too dark, for example, you can increase the *brightness* and *contrast* to lighten the image. Or, you can enhance the detail in an image by *sharpening* the image. To reduce detail in an image, you can *soften* the image. You can correct images using the *Correction* tool.

Try This Yourself:

Open File   *Before starting this exercise you MUST open the file P813 Editing Images_1.pptx...*

1   Navigate to and display slide *2* in the *Slides* window, then click on the image to select it

You will sharpen this image…

2   Click on the *Format* tab, then click on *Corrections* ☀ in the *Adjust* group to display the *Corrections* gallery

Here you can select from a range of pre-set correction options. The highlighted options indicate the settings currently applied to the image…

3   Move the mouse pointer over some of the correction options to view the result on the image in *Live Preview*

4   Click on *Sharpen 50%* under *Sharpen and Soften* to apply this correction

You will notice the image has become slightly sharper. You will now reduce the contrast…

5   Click on *Corrections* ☀ to display the *Corrections* gallery, then click on *Brightness: 0% (Normal) Contrast: -20%* to apply this correction

6   Deselect the image to view the result
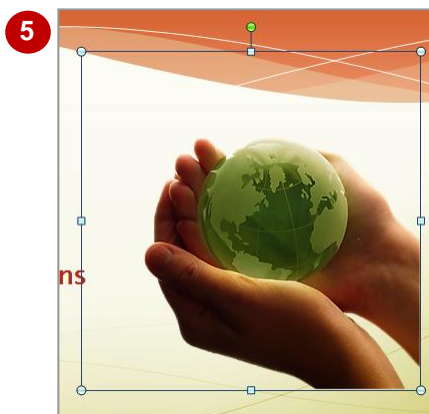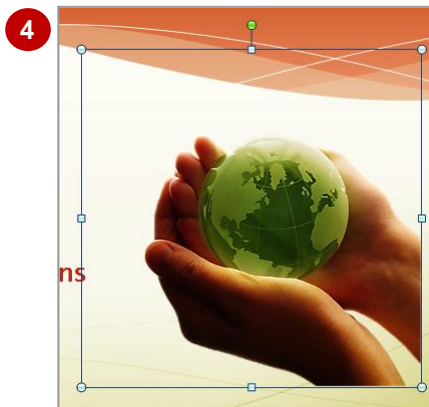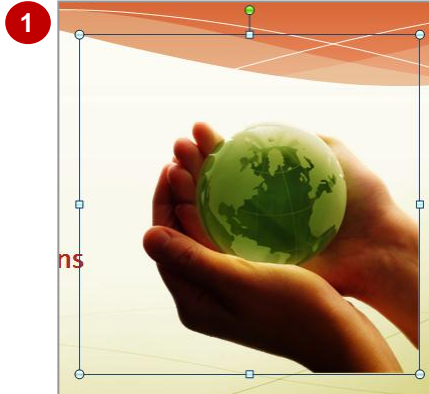
For Your Reference…

To *apply colour corrections* to an image:
1. Click on the image to select it
2. Click on the *Format* tab, then click on *Corrections* ☀ in the *Adjust* group
3. Click on a correction option to apply

Handy to Know…

- The *Corrections* gallery displays a range of pre-set colour correction options, however, you can specify an exact percentage to increase or reduce brightness and contrast, or to sharpen or soften the image. To do this, click on *Corrections* ☀ and select **More Correction Options**.

RECOLOURING AN IMAGE

A common image-editing task is to *recolour* an image. In PowerPoint, you can recolour an image by adjusting the *saturation* of the image. The more saturated an image, the more vivid the

colours. You can also adjust the *tone* or temperature of an image, which means to include or exclude more blue or orange. Or, you can simply apply a colour to your image to recolour it.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file P813 Editing Images_2.pptx...

1 Navigate to and display slide **9** in the **Slides** window, then click on the image to select it

First we'll reduce the tone of the image…

2 Click on the **Format** tab, then click on **Colour** in the **Adjust** group to display the **Colour** gallery

Here you can select from a range of pre-set recolouring options. The highlighted options indicate the settings currently applied to the image…

3 Move the mouse pointer over some of the options to view the result on the image in **Live Preview**

4 Click on **Temperature: 5300k** under **Colour Tone** to apply this tone

You will notice that the image contains more blue, so the temperature is 'cooler'. You will now recolour the image…

5 With the image selected, click on **Colour** in the **Adjust** group to display the **Colour** gallery, then click on **Orange, Accent colour 1 Light** under **Recolour**
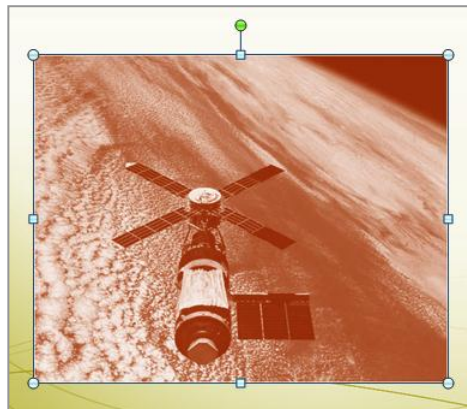

For Your Reference…

To **recolour an image**:

1. Click on the image to select it
2. Click on the **Format** tab, then click on **Colour** in the **Adjust** group
3. Click on a **Colour Saturation**, **Colour Tone** or **Recolour** option to apply

Handy to Know…

* The **Colour** gallery displays a range of pre-set recolouring options, however, you can specify a percentage for **Saturation**, and set a specific temperature for **Tone**. To do this, click on **Colour** and select **Picture Colour Options**.

     Chapter 4 - Editing Images

APPLYING A PICTURE STYLE

Applying a *picture style* to an image is just like formatting the image in some way or applying effects to the image. Picture styles are great when you want the image to stand out, or to

enhance the image in some way. By applying picture styles, you can apply borders to images, change the shape of the image, as well as apply effects, such as reflection and glow.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file P813 Editing Images_3.pptx...

1 Navigate to and display slide **9** in the **Slides** window, then click on the image to select it

2 Click on the **Format** tab, then click on **More** ⬇ in the **Picture Styles** group to display the **Picture Styles** gallery

   The gallery contains a range of predesigned picture styles that you can apply…

3 Hover the pointer over several of the styles to view the result on the image in **Live Preview**

4 Click on **Reflected Rounded Rectangle** to apply this style to the image, then deselect the image to view the result

5 Move the image up slightly as shown

4

5

For Your Reference…

To **apply a picture style** to an image:

1. Click on the image to select it
2. Click on the **Format** tab, then click on **More** ⬇ in the **Picture Styles** group
3. Click on a picture style to apply

Handy to Know…

- You can modify an applied picture style. To do this, select the image, click on the **Format** tab, then click on the **Picture Border** ✏️▾ to add or modify a picture border, or click on **Picture Effects** ▾ to add effects or to modify the applied effects.

APPLYING PICTURE EFFECTS

PowerPoint is designed to help you to create powerful presentations quickly by using available templates, themes and styles. But with the range of image-editing tools and effects that you can apply to images and other objects, you may find that you're spending way more time in PowerPoint than is necessary! Nevertheless, the range of effects that you can apply to images is very cool.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *P813 Editing Images_4.pptx...*

1 Navigate to and display slide **5** in the *Slides* window, then click on the image to select it

We'll add a perspective effect to the clip art image to give it a shadow…

2 Click on the *Format* tab, then click on *Picture Effects* 🔲▾ in the *Picture Styles* group and select **Shadow** to display a range of pre-set options for that effect

**3** Hover the pointer over several of the effects to view the result on the image in *Live Preview*

4 Click on *Perspective Diagonal Upper Left* under *Perspective* to apply this effect, then deselect the image to view the result

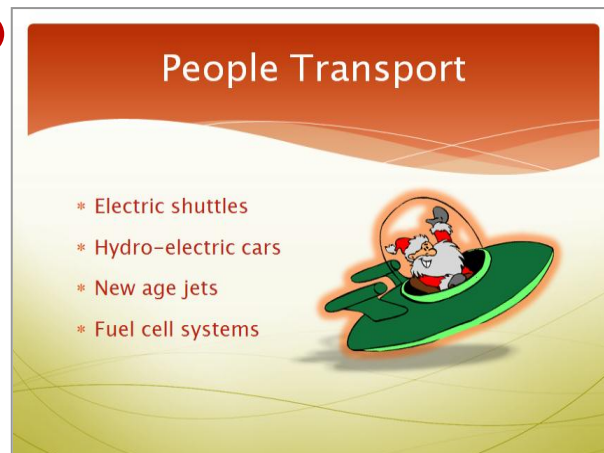*We will also apply a soft glow to the image so that it better complements the theme colours…*

5 With the image selected, click on *Picture Effects* 🔲▾ in the *Picture Styles* group and select **Glow**, then click on *Orange, 18pt glow, Accent colour 1* to apply this effect, then deselect the image to view the result
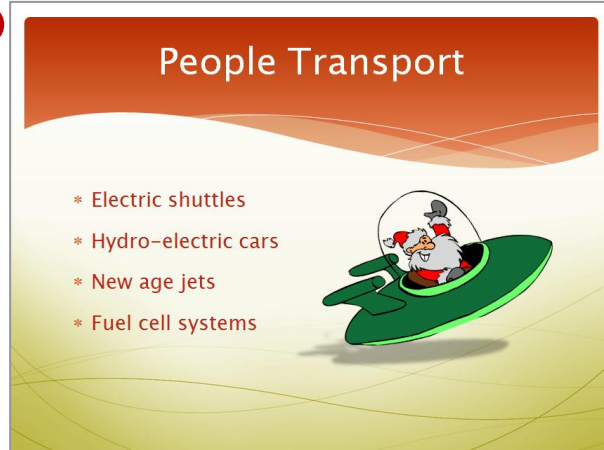
For Your Reference…

To *apply picture effects* to an image:

1. Click on the image to select it
2. Click on *Picture Effects* 🔲▾ in the *Picture Styles* group
3. Select an effect, then select a pre-set option

Handy to Know…

- You can modify an applied picture effect. To do this, select the image, click on *Picture Effects* 🔲▾, select an effect and then select *Options* for that effect. You can modify elements such as transparency, blur, size, colour and depth, depending on the effect.

APPLYING ARTISTIC EFFECTS

Do you like the *Impressionists*? Perhaps you're a fan of the *Cubists*? Do you have a *Picasso* on the wall of the office? Whatever your artistic bent you can let your creative juices run riot in

PowerPoint 2010 using the range of new *artistic effects*. There are quite a few pre-set artistic effects here – some you'll probably look at and tell yourself you'll never use in a million years!

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file P813 Editing Images_5.pptx...

1 Navigate to and display slide *2* in the *Slides* window, then click on the image to select it

We'll apply an artistic effect to this image…

2 Click on the *Format* tab, then click on *Artistic Effects* 🖼️▾ in the *Images* group to display the *Artistic Effects* gallery
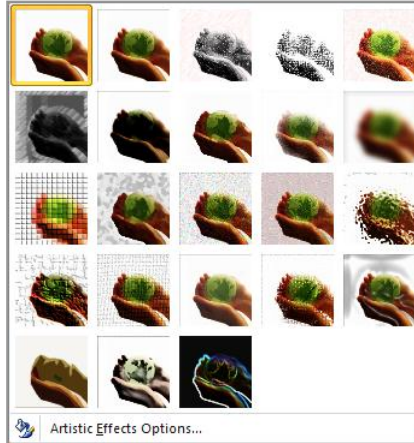
Here you can choose from a range of pre-set effects…

3 Hover the pointer over several of the effects to view the result on the image in *Live Preview*

4 Click on *Film Grain* (row 3, column 3) to apply this effect, then deselect the image to view the result

5 Save the presentation and leave it open for the next exercise

For Your Reference…

To *apply artistic effects* to an image:

1. Click on the image to select it
2. Click on the *Format* tab, then click on *Artistic Effects* 🖼️▾ in the *Images* group
3. Click on an artistic effect to apply

Handy to Know…

- You can modify an applied artistic effect. To do this, select the image, click on *Artistic Effects* 🖼️▾ and select **Artistic Effects Options**. Here you can modify elements of the applied effect, such as adjusting the grain size for the *Film Grain* effect.
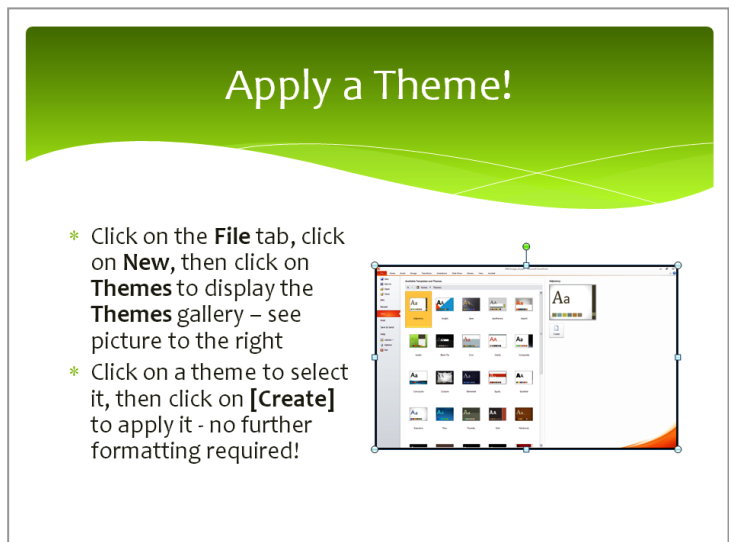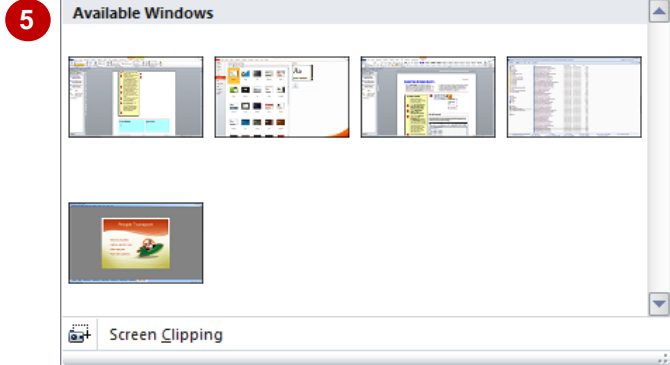
INSERTING A SCREENSHOT

New in *Office 2010* is the ability to capture images of a computer screen and drop them into a document or presentation. Computer screen images are usually referred to as *screenshots* and can be used for a variety of purposes ranging from training people in the use of a particular piece of software, to quickly grabbing a shot of the screen to email someone or present at a meeting.

Try This Yourself:

Continue using the previous file with this exercise, or open the file P813 Editing Images_6.pptx...

1 Navigate to and display slide *2* in the *Slides* window

We want to take a screenshot of the File tab. To do this, we'll first have to switch to the other open presentation…

2 Click on the *View* tab, then click on *Switch Windows* and select *P813 Editing Images_5.pptx* (or the file you were using in the previous exercise) to switch to this presentation

3 Click on the *File* tab, click on *New*, then click on *Themes*

This is the screen we want to capture…

4 Hold Alt then press Tab once to switch back to *P813 Editing Images_6.pptx*, then release Alt

5 Click on the *Insert* tab, then click on *Screenshot* in the *Images* group to display a gallery of thumbnails of all open windows

6 Click on the screenshot that shows the *Themes* window to insert this onto the slide, then resize it so that it fits as shown

Keep both files open for the next exercise

Apply a Theme!

* Click on the **File** tab, click on **New**, then click on **Themes** to display the **Themes** gallery – see picture to the right
* Click on a theme to select it, then click on **[Create]** to apply it - no further formatting required!

For Your Reference…

To *insert* a *screenshot*:

1. Display the window or screen that you want to capture
2. Click on the *Insert* tab, then click on *Screenshot* and select the screenshot to insert

Handy to Know…

* *Screenshots* can be formatted and edited the same way as other image types.
* To save the screenshot for future use, right-click on the screenshot and select **Save as Picture**. Type a file name, select a location, then click on **[Save]**. Microsoft will save the image as a *PNG* file by default.
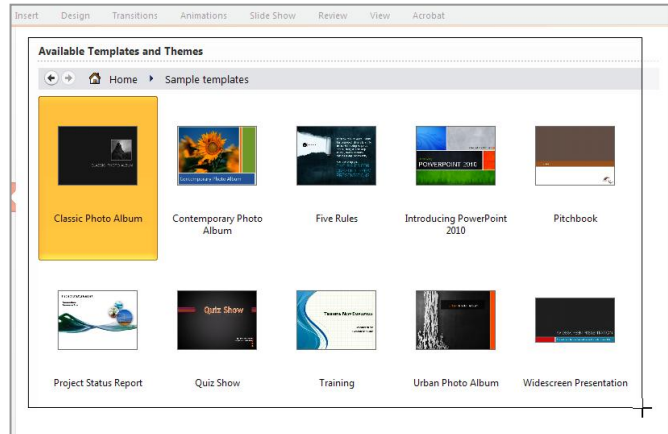
INSERTING A SCREEN CLIP

If you don't necessarily want to insert a full screen shot you can actually create a *clip*. A *clip* is a smaller area of the screen that you define by dragging a cross pointer to create a rectangle around the area to use as the clip. Operationally, things work much the same as a full screenshot capture except that you manually click and drag to select the area to clip.

Try This Yourself:

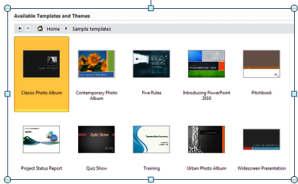*Continue using the previous file with this exercise, or open the file P813 Editing Images_6.pptx...*

1. Navigate to and display slide **3** in **P813 Editing Images_6.pptx**

   We'll need to open the right window before we can take a screen clip…

2. Click on the **View** tab, then click on **Switch Windows** and select **P813 Editing Images_5.pptx** (or the file you were using in the previous exercise) to switch to this presentation

   The File tab should still be open from the previous exercise…

3. Click on **Sample Templates** on the **New** tab

4. Press and hold [Alt] then press [Tab] once to switch to **P813 Editing Images_6.pptx**, then release [Alt]

5. Click on the **Insert** tab, click on **Screenshot** in the **Images** group and select **Screen Clipping**

   PowerPoint switches to the last open window and you can click and drag to select the area to capture…

6. Move the pointer to the white area below the **Insert** tab, then click and drag down and across to select an area similar to as shown

7. Release the mouse button to insert the screen clip, then resize it so that it fits as shown

6

7

For Your Reference…

To *insert* a *screen clip*:

1. Click on the **Insert** tab, click on **Screenshot** and select **Screen clipping**
2. Click and drag to draw the area that you want to include in the clipping

Handy to Know…

- Unlike a full screenshot you can't specify which of the open windows to clip. Only the last active window will be used for clipping.

CREATING A PHOTO ALBUM

Yet another image tool new to PowerPoint 2010 is *Photo Album*. Using *Photo Album*, you simply choose the images you want to include in the album, and within seconds PowerPoint will create a photo slide show. Perfect for distributing your holiday pictures to friends and family. Insert captions on each photo, or set a musical accompaniment to the slide show.

Try This Yourself:

Open File

Before starting this exercise ensure there is a new, blank presentation open...

1. Click on the *Insert* tab, then click on the top half of *Photo Album* in the *Images* group to open the *Photo Album* dialog box

   Here you can select the images that you want to include…

2. Click on **[File/Disk]**, then navigate to the course files folder, press and hold `Ctrl` then click on images *P813 Editing Images_1.jpg* to *P813 Editing Images_7.jpg* to select these seven images

3. Click on **[Insert]** to add the images to the photo album

4. Click on the drop arrow for *Picture layout* and select *1 Picture*, then tick *Captions below ALL pictures* under *Picture Options*

5. Click on **[Browse]** for *Theme*, locate and click on *Slipstream*, then click on **[Select]** to apply this theme to the album

6. Click on **[Create]** to create the album

7. Scroll through the album to view the result, then save or close without saving

P813 Formatting Images_1
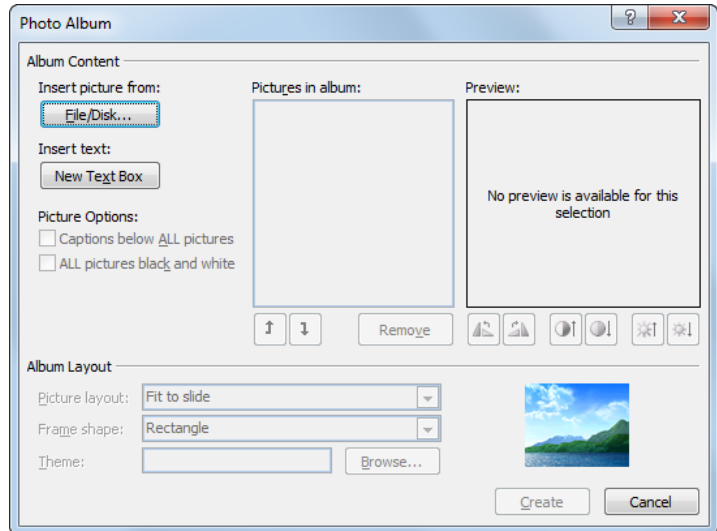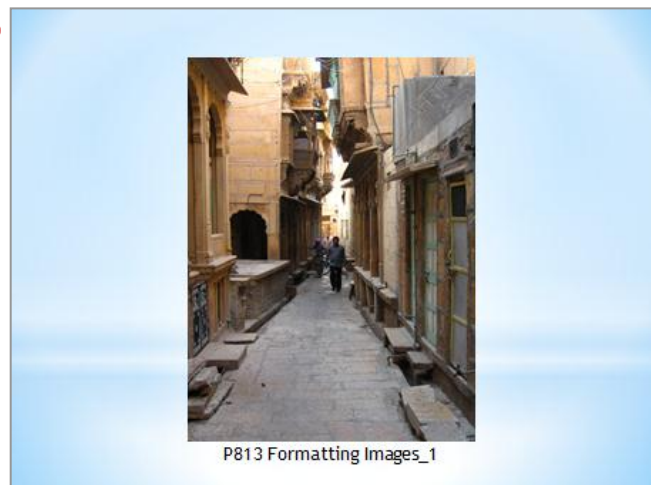
For Your Reference…

To *create* a *photo album*:

1. Click on the *Insert* tab, then click on the top half of *Photo Album* in the *Images* group
2. Click on **[File/Disk]**, navigate to and select the images to include
3. Apply settings as required, then click on **[Create]**

Handy to Know…

- Once you've created a photo album, you can format the album in the same way as for any slide show, such as editing and formatting text, inserting shapes and the like.

- To edit the photo album, click on the bottom half of *Photo Album* in the *Images* group and select *Edit Photo Album*.

NOTES: