

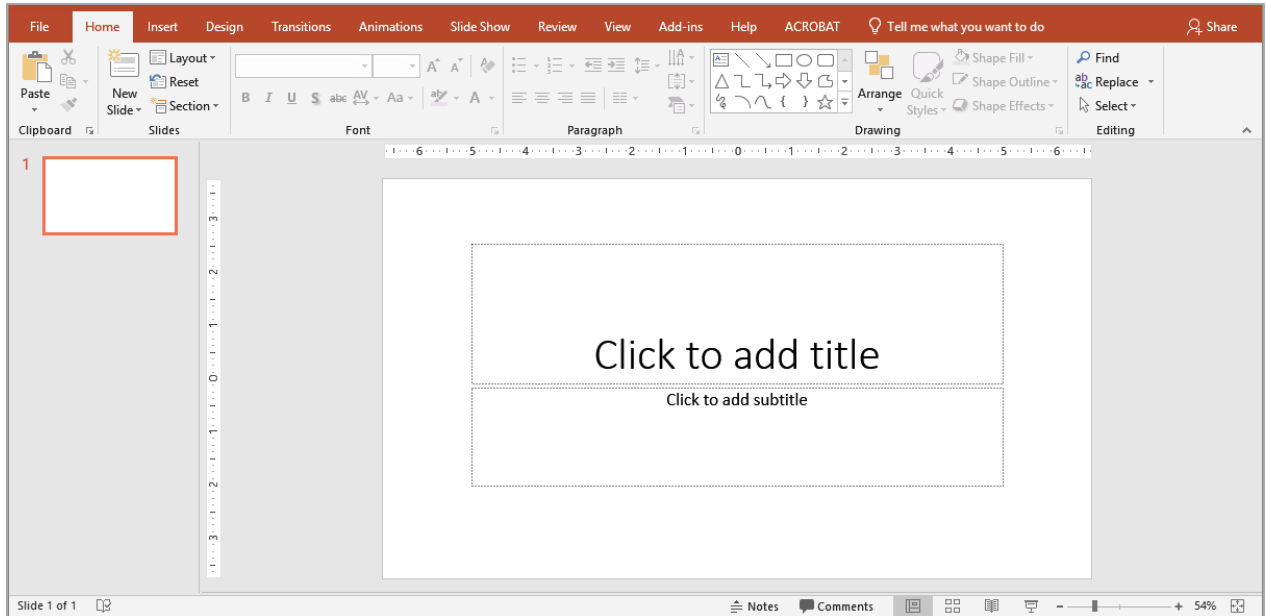
Using PowerPoint to Create an Image File

PowerPoint provides a few easy-to-use graphic design options, such as text boxes, shapes, and charts that allow you to create an image on a slide. The slide can be saved as an individual image file making it available for use in other applications. This handout discusses how to create a basic, text-only graphic as well as a complex graphic.

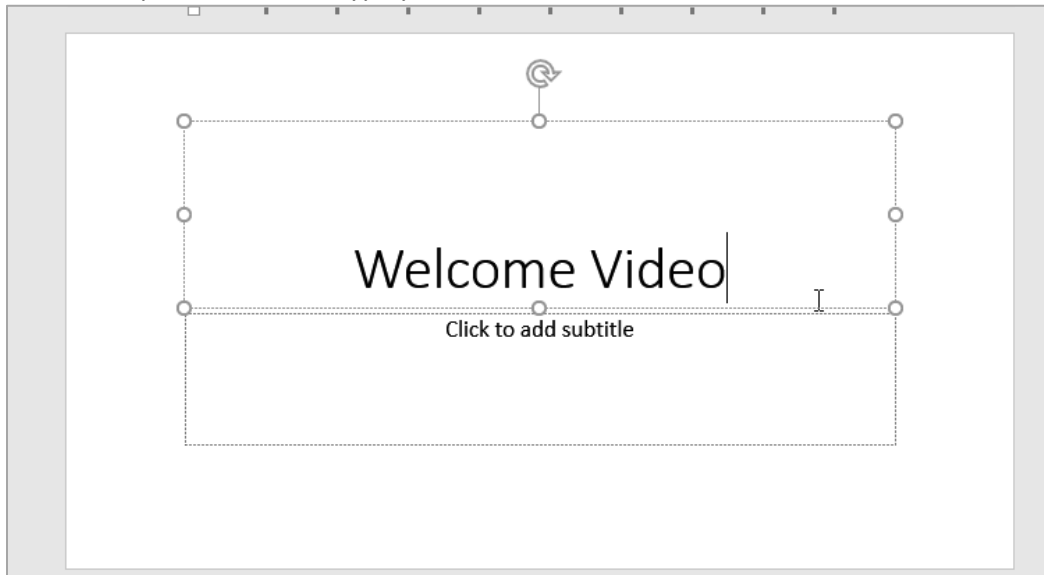
Note: Before opening PowerPoint, some instructors find it useful to plan how their image will look before they create it. Feel free to sketch your idea out on paper or write a list or outline of what you'll include in the picture.

To Create a Basic, Text-Only Graphic

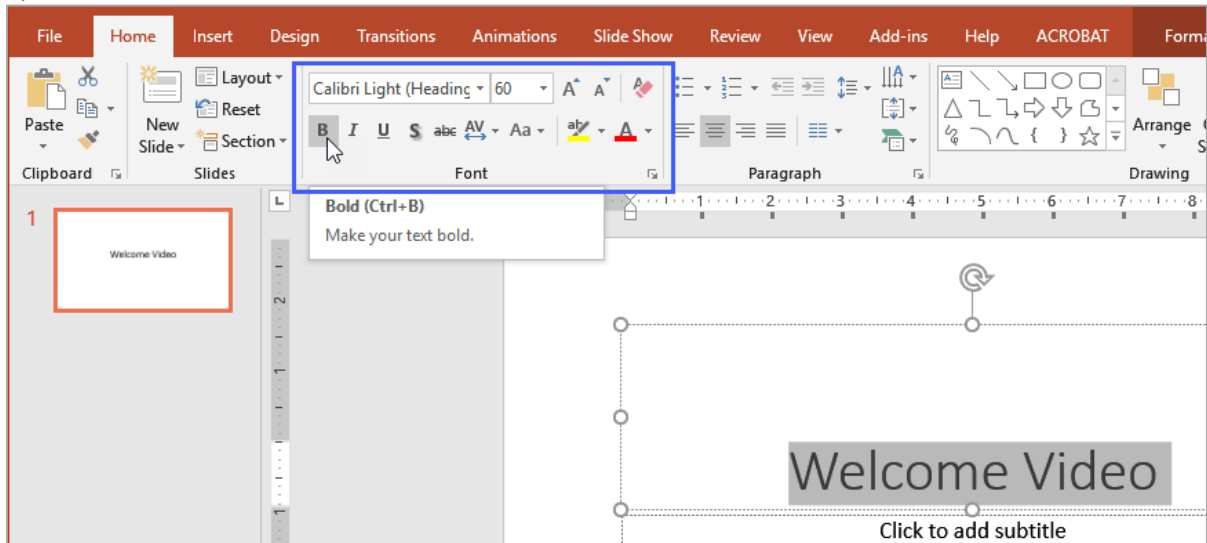
1. Open PowerPoint. By default, a Title slide with two text placeholders (text boxes) appears.



2. Click a text placeholder and type your desired text.

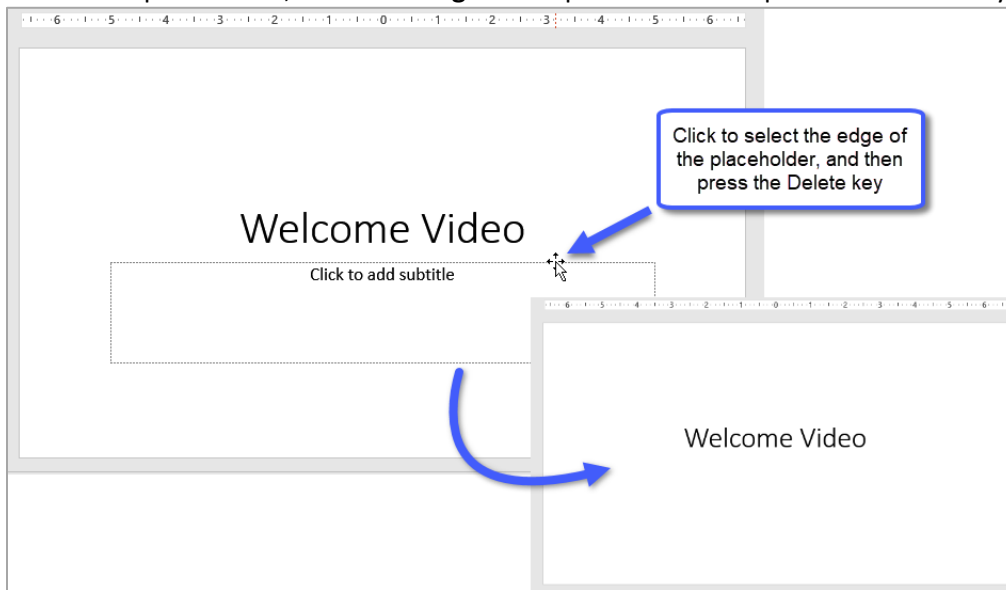


- To modify the look and feel of your text, **highlight** the text, and select from the font style and font size options available on the **Home** tab.

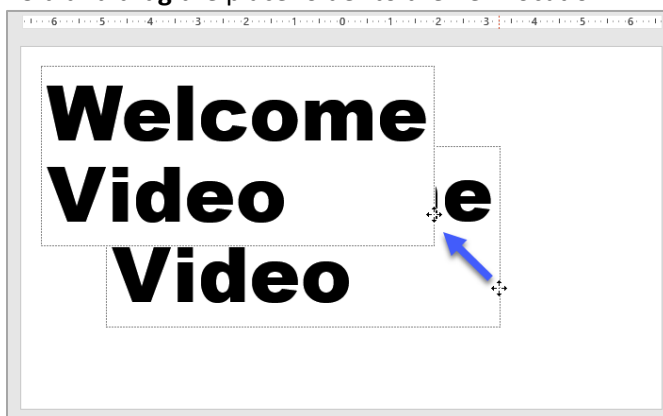


Tips for working with placeholders:

- To delete a placeholder, select the **edge** of the placeholder and press the **Delete** key.

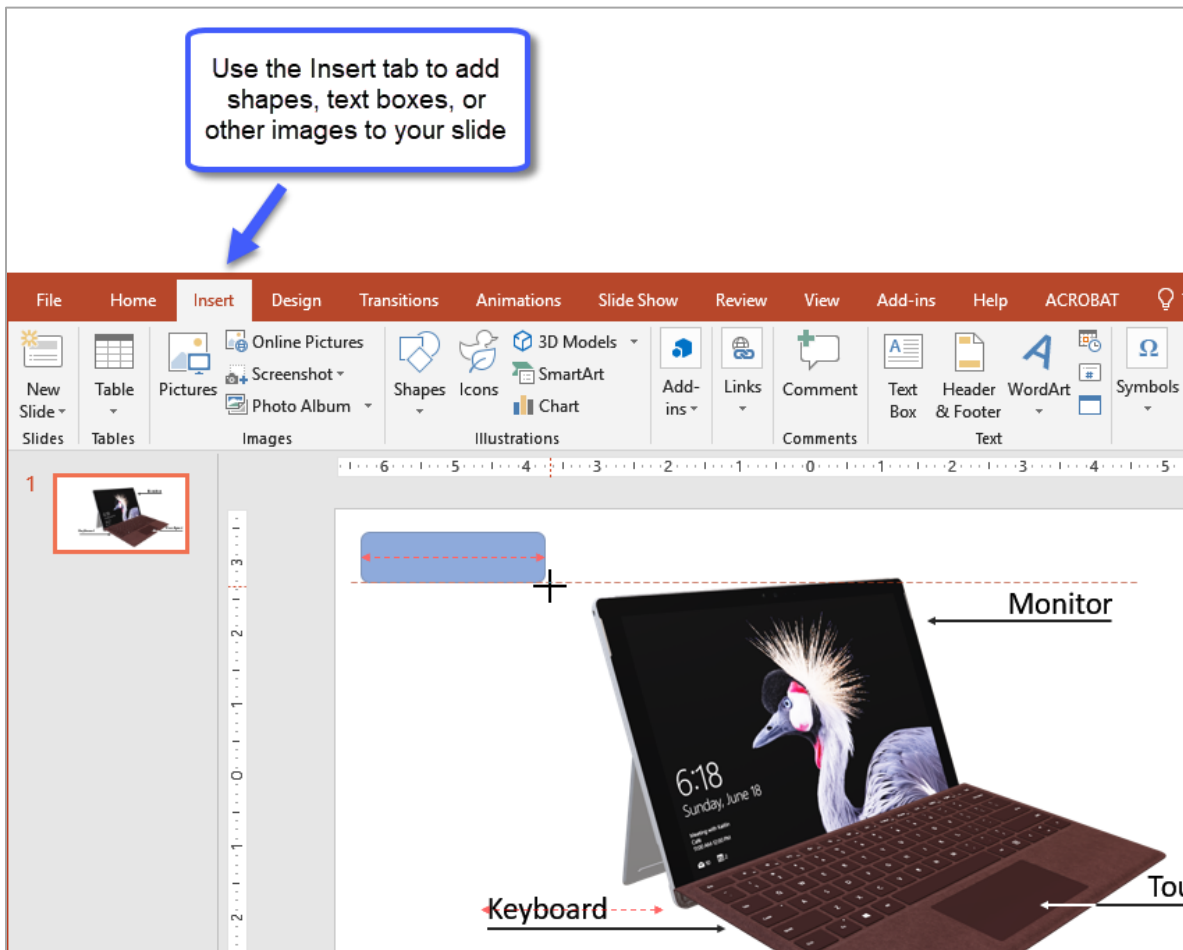


- To move a placeholder to a different location on the slide, select the **edge** of the placeholder, and then **hold and drag** the placeholder to the new location.



Creating a Complex Graphic

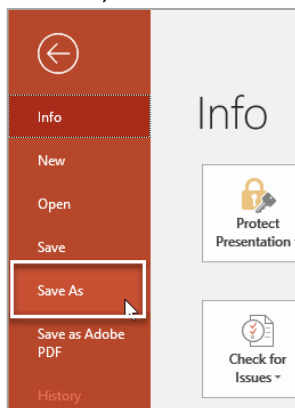
A complex graphic may contain any combination of text, shapes, graphs/charts, and other images. Depending on the nature of the graphic you need to create, you may find that using a different slide layout, adding more text boxes, or inserting shapes helpful as you create your image. The **Insert** tab contains many of these helpful design options. (Note: Slide layout options are located in the **Slides** group on the **Home** tab.)



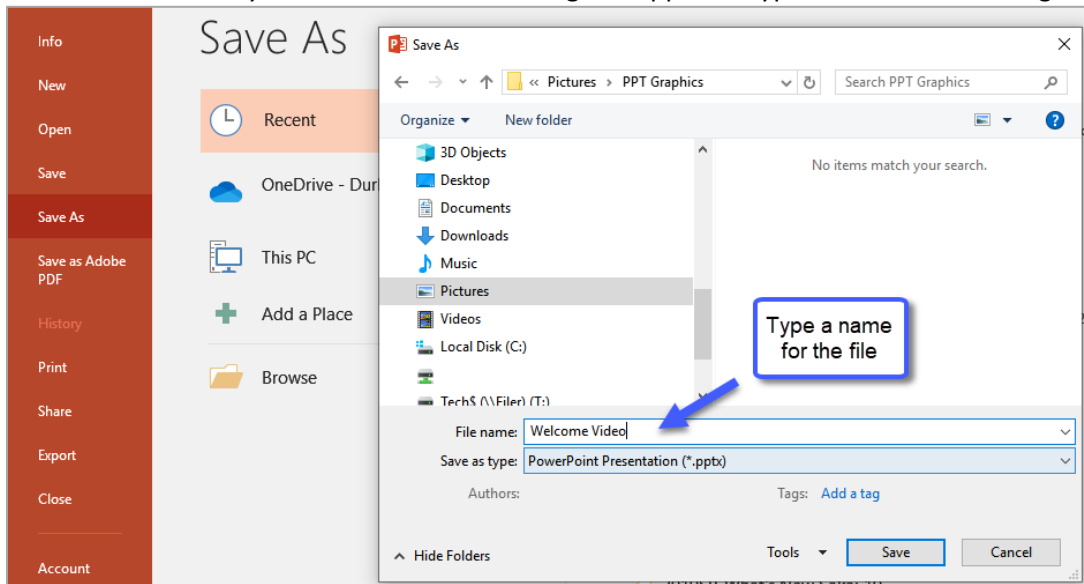
To Save a Slide as an Image File:

Once you have created your graphic, you will then need to save it as an image file.

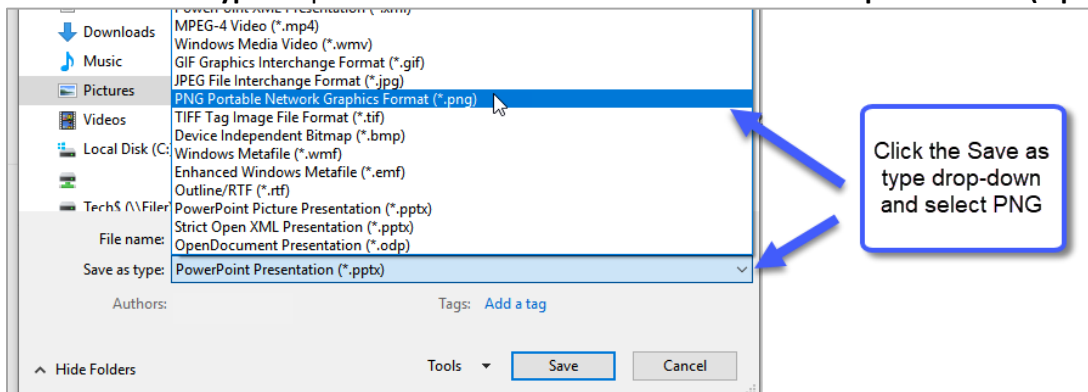
1. Click **File**, and select **Save As**.



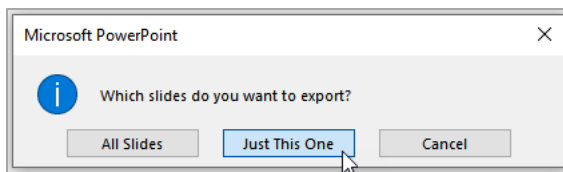
2. Select a location for your file. The Save As dialog box appears. Type a **name** for the image file.



3. Click the **Save as type** drop-down and select **PNG Portable Network Graphics Format (*.png)**.



4. Click Save, and PowerPoint asks you to confirm which slides you would like to export (as image files). Click **Just This One**.



5. The image file is created. Locate the file to view it.

