

# Using PowerPoint To Create Art History Presentations

For Macintosh computers running OSX  
with Microsoft Office 2008

*Adapted by Gretchen Tuchel from the Institute of Fine Arts document by Elizabeth S. Funk  
Updated November 2010 by Amanda Rybin*

University of Chicago  
Department of Art History  
Visual Resources Center

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## Introduction

This guide is designed to get you started with PowerPoint. It provides all the basics you will need to create your first art history presentation: printing, saving, creating slides and running your presentation. Because this material is geared to the art history student, the documentation skips topics such as how to make charts, how to add animation, and how to create repeating designs for your text slides. For further information, try PowerPoint's help features or consult a good overview such as Steve Schwartz's *Microsoft Office 2004 for Mac OS X: Visual QuickStart Guide* published by Peachpit Press (2004).

### ***What is PowerPoint?***

Power Point is an easy-to-use presentation software package that allows the user to create computer-driven slideshows. In PowerPoint you can put pictures, text, charts and even animation into your slides. With PowerPoint's graphic capabilities you can create a custom "look" for your presentation.

You can advance slides one by one, just like you would a 35mm slide show. In a "smart classroom" (a room with a laptop and LCD projector) you can project your presentation on the wall just as you would with a 35mm slide projector.

### ***PowerPoint and Microsoft Office***

PowerPoint is part of Microsoft's Office suite. As you use the program you will notice that many of the buttons on the toolbar look familiar and menu options such as printing, saving, cutting and pasting work exactly the same way they do in Office programs like Microsoft Word and Microsoft Excel. This makes PowerPoint easy to learn for regular Microsoft users.

### ***Creating and Giving a PowerPoint Presentation at the University of Chicago***

First, you will want to gather the digital images for your presentation. For this you will probably want to schedule an appointment with the Visual Resources Director or Assistant Director to determine the availability of images related to your topic in LUNA or ARTstor, or to request scans. You can also search the web for images using a search engine such as Google Images (<http://images.google.com/>). These images, pending copyright restriction, can be saved and used in your presentation.

Next you can start putting together your presentation. Give yourself plenty of time in case you run into problems and need additional time consulting with a Learning Center or computer lab assistant.

### ***Working with your files at the University of Chicago***

You can use your Cnet login to store images on WebShare, an online file storage and sharing system at U of C. There should be plenty of space in this storage area for a PowerPoint presentation; however, as you start to fill up your folder with pictures, which take up large amounts of digital storage space, you may find that you don't have enough room in your folder to store everything. (See <http://itservices.uchicago.edu/services/webshare/> for more information.)

You can use a CD-R (about 600 MBs) to store a final presentation or images (you cannot make changes once you record files to a CD-R). If you use a CD-RW instead of a CD-R you will be able to make changes to your presentation at any time; however, CD-RWs can only be read from a CD-RW drive, not just any CD-ROM. If you plan to use a U of C laptop in the classroom to show your presentation, a CD-R is a better method of transporting your file.



Another popular option is the USB “flash drive,” which can store up to 2 GB of data (There are one billion bytes in a gigabyte [GB] and one million bytes in a megabyte [MB].) It is a very small removable storage device that plugs into any computer with a USB outlet and functions like a computer drive. Files can easily be saved to and removed from the drive by dragging and dropping.

You may want to store your presentation both on WebShare as well as a CD-R or flash drive for backup.

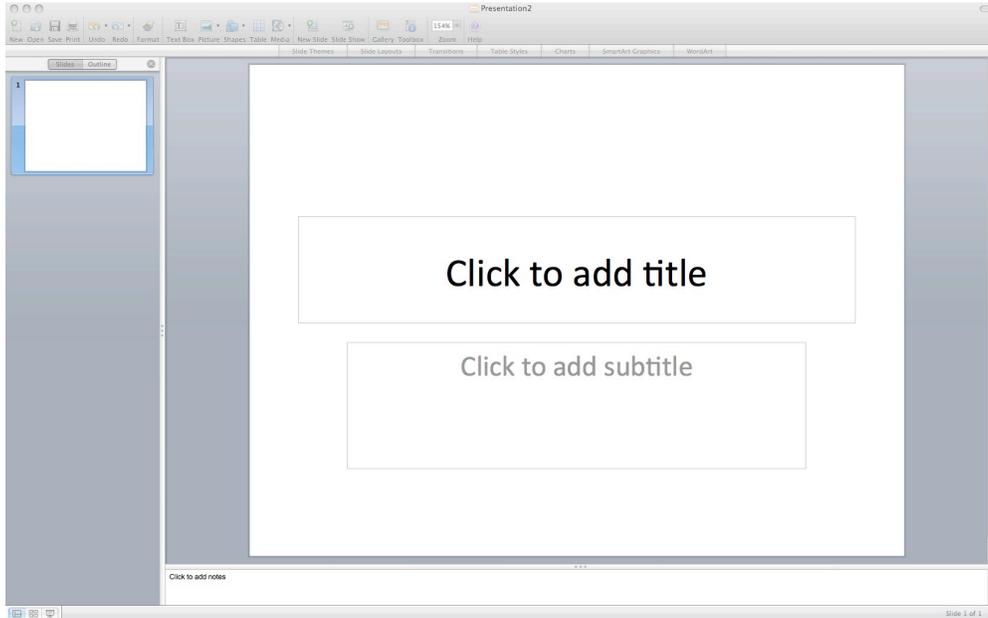
### ***Using University of Chicago's Equipment***

All Cochrane-Woods classrooms are equipped with projectors. You can borrow a VRC laptop or bring your own computer to give your presentation. Your laptop must have a video-out port (VGA or DVI, for example) to be connected to a U of C projector. (Macs require an adapter, which you can borrow from the VRC.) Make sure, in advance, that your computer and your classroom are setup for whichever scenario you choose. Check with your instructor or the VRC if you have questions.

## Opening PowerPoint

From your computer dock double click the orange 'P' icon, or open your Finder and select the Applications folder. Then open the folder called 'Microsoft Office 2008,' then open Microsoft PowerPoint.

PowerPoint will automatically open a new presentation.



## Saving Your Presentation

Select **Save** from the menu bar.

In the **Save in** dialog box find the folder or drive where you want to save your file.

Once the correct location is showing, type the name of your presentation in the **Save as** box.

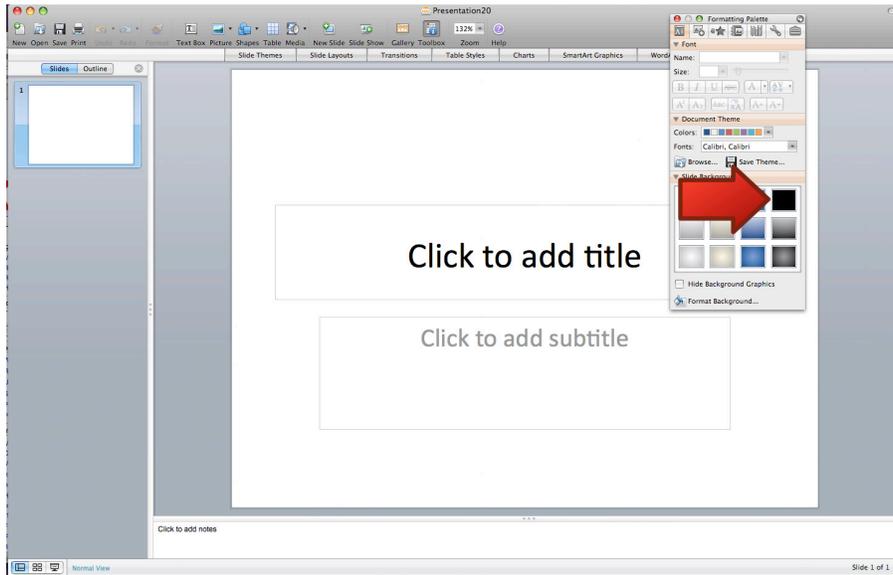
Click on **Save** to save your presentation.

**Hint:** Save your work often. You can do this quickly by pressing the **command** and **S** keys at the same time (**⌘S**).

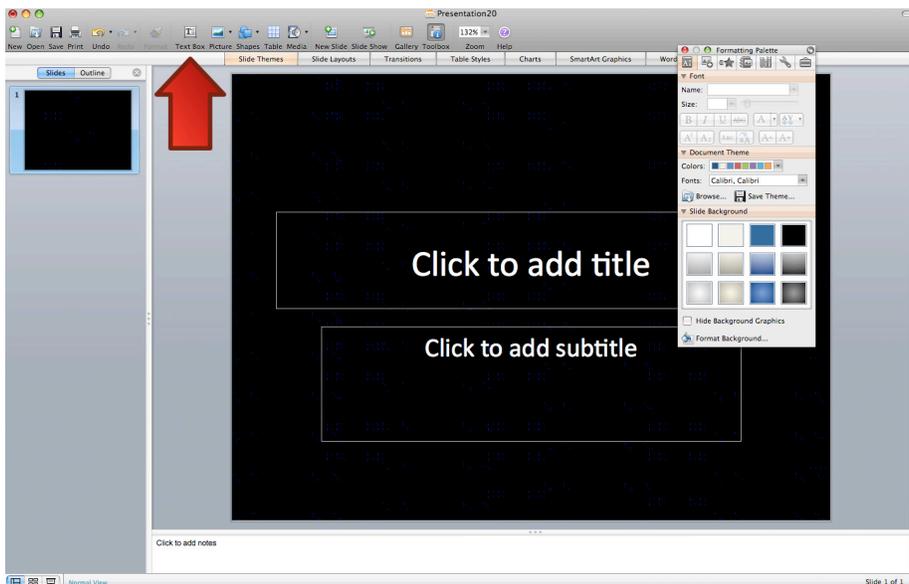
# Formatting Your Slides and Creating an Art History Theme

## ***Creating and Saving an Art History Slide Theme***

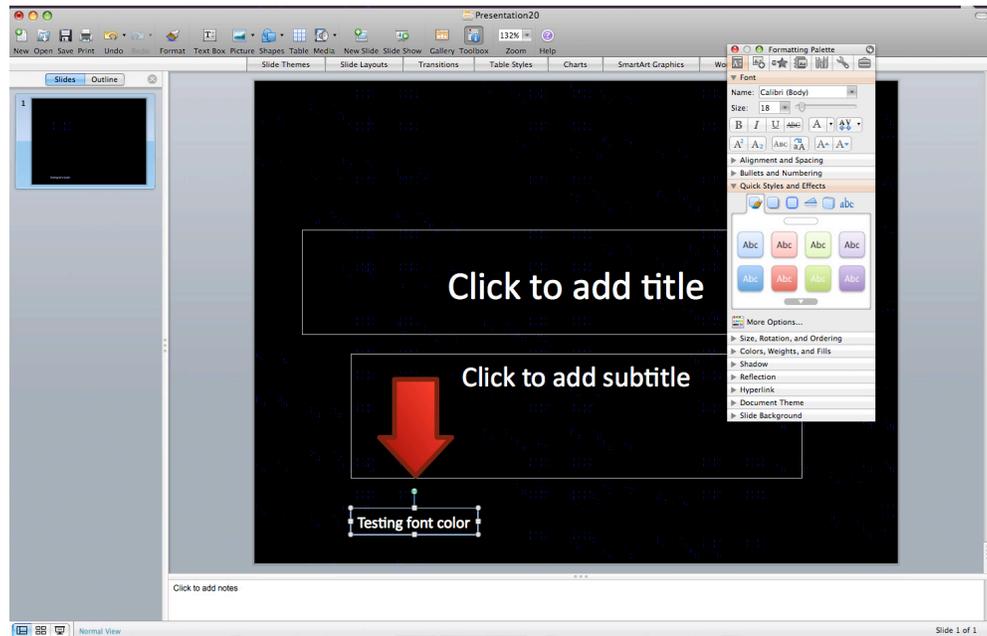
Next you need to setup the ‘look’ of your presentation. The best way to do this is by creating a custom theme that you can use again and again. Open the Formatting Palette by clicking on the “Toolbox” icon from the menu bar. From the Formatting Palette, select Style 4, which is a black background with white text.



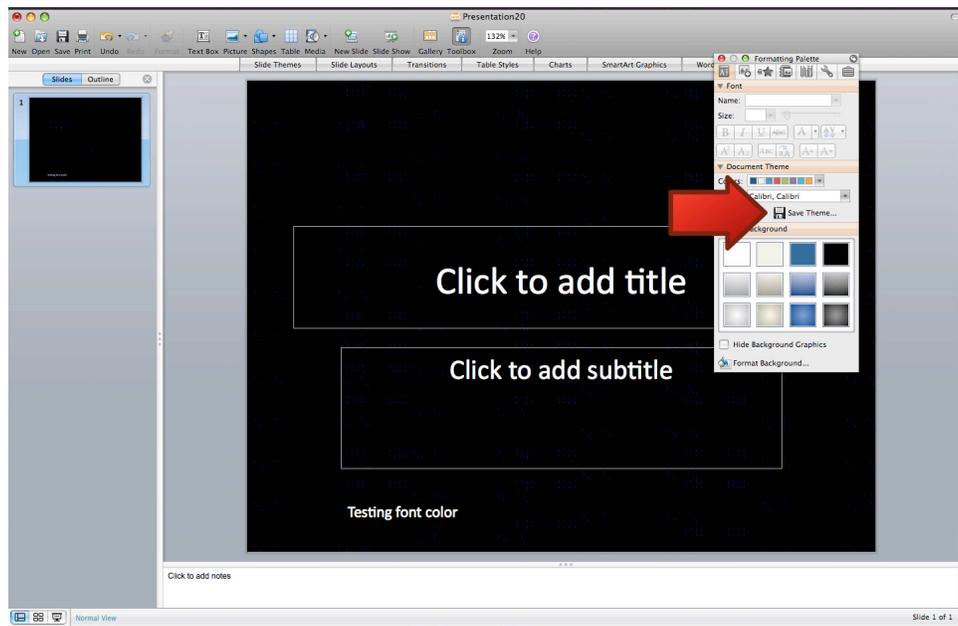
For viewing purposes in a darkened classroom where focus is on images, a black background with white text is most effective. To ensure that any subsequent text added to the slide with a text box is formatted correctly (i.e., in white font), create a “test” text box by selecting the Text Box icon from the menu bar.



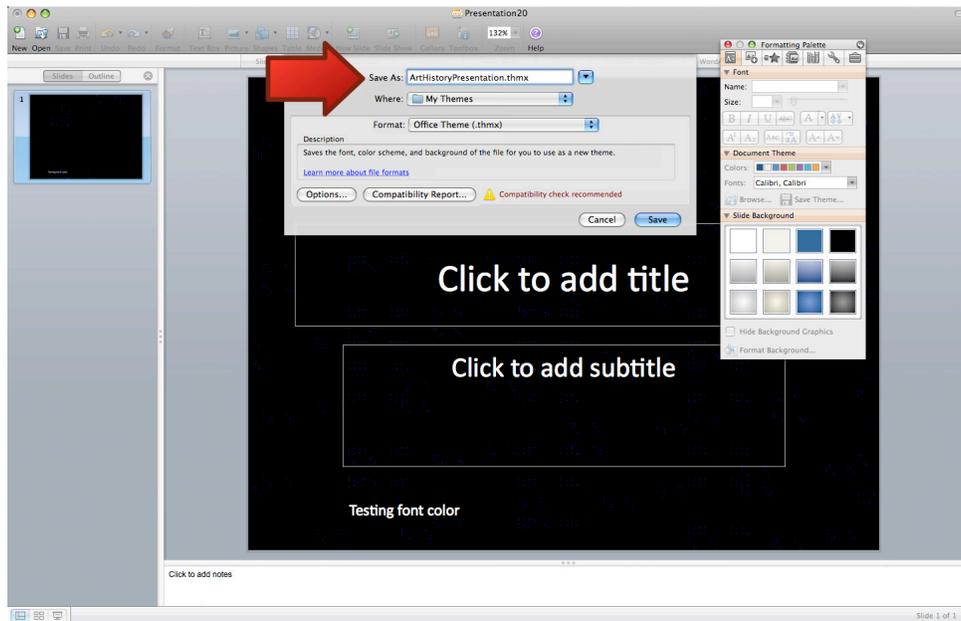
Once you have created and tested the text box...



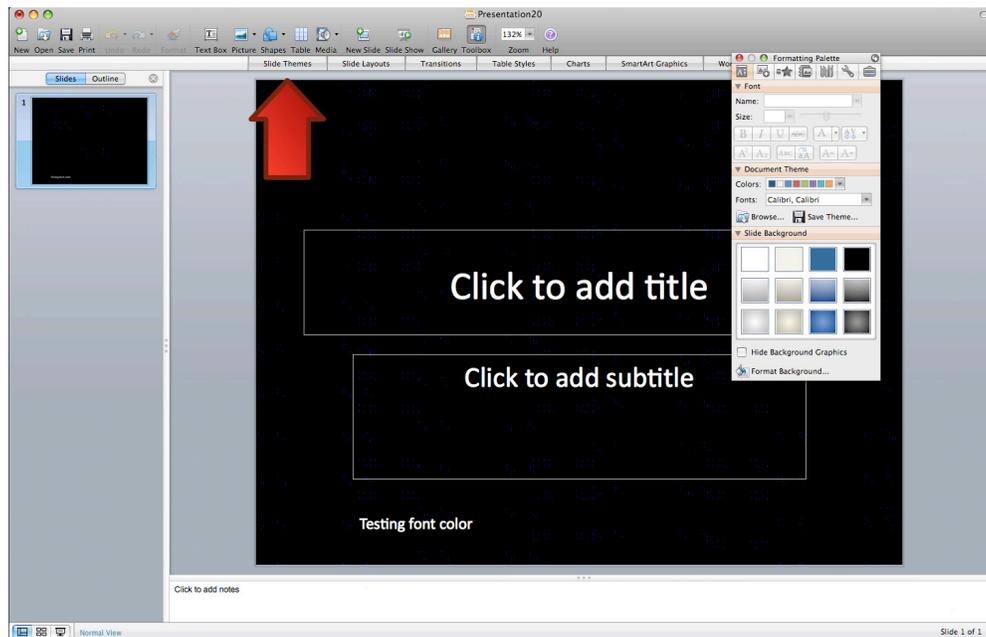
You're ready to save the slide theme. Select "Save Theme" from the Formatting Palette.



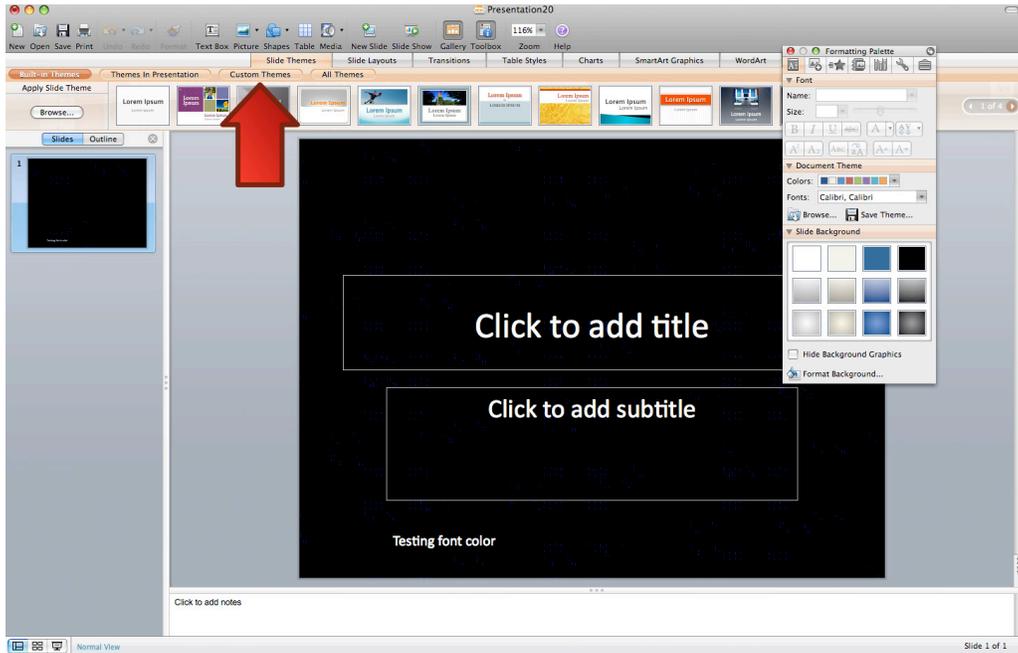
In the dialog box, type in a theme name that will be recognizable to you later, like ArtHistoryPresentation.thmx, and click Save.



To apply your theme to any future presentation, select the “Slide Themes” tab.



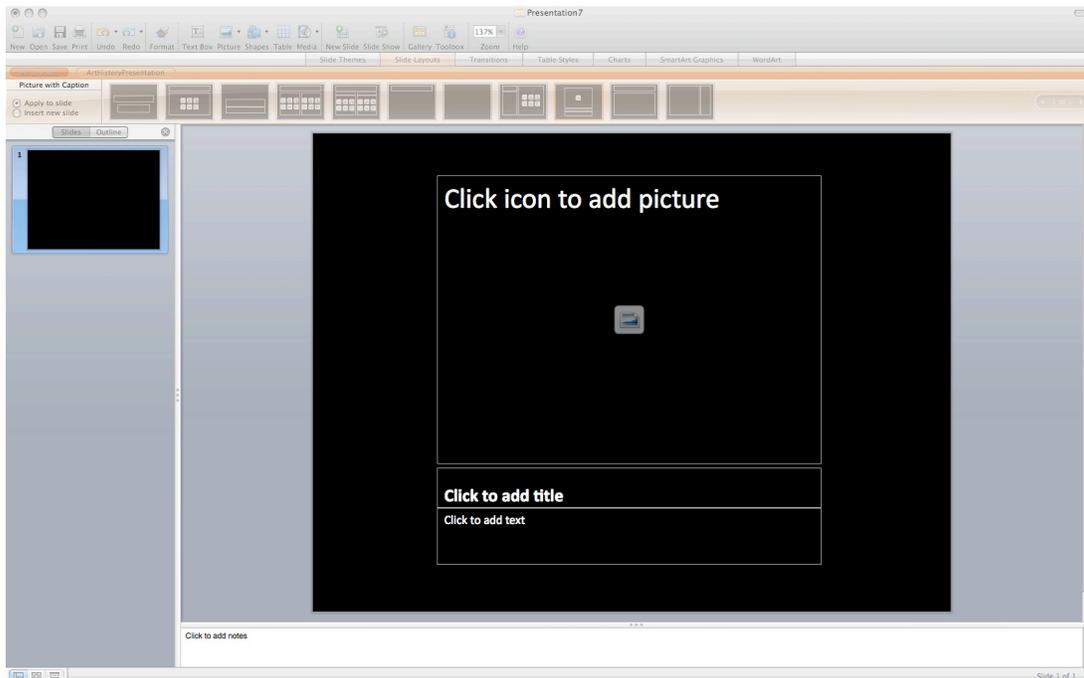
Next, select the “Custom Themes” tab.



You will see the theme you just created. Click on its thumbnail and you’re ready to go!

### **Selecting a Slide Layout**

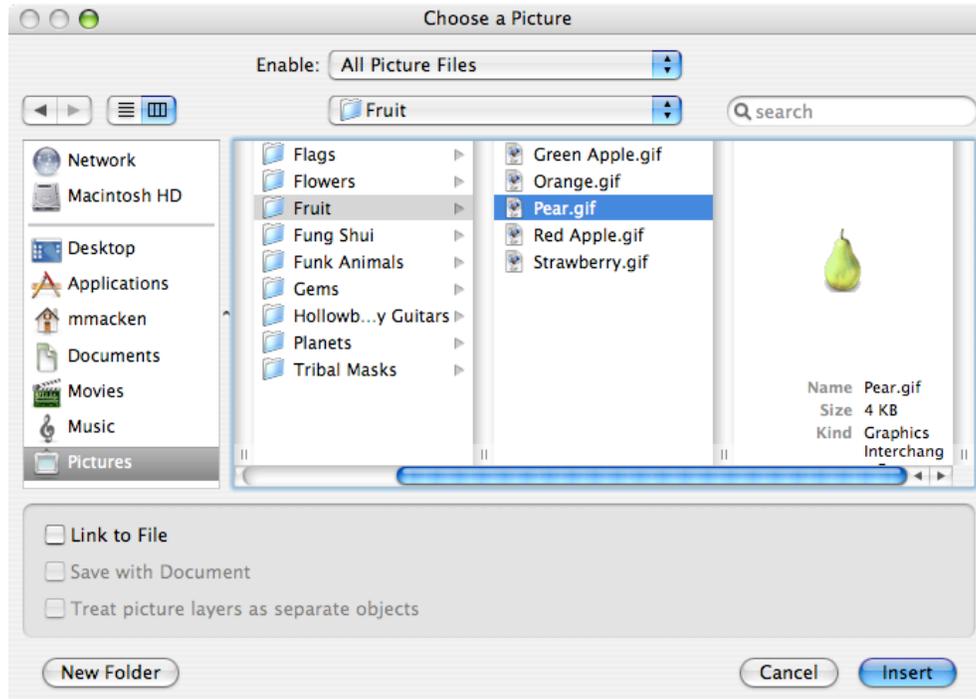
After you choose a theme, you will need to select a slide layout. Do this by going to Format > Slide Layout or selecting the Slide Layout tab. The third layout from the right, “Picture with caption,” is the most common layout used in art history.



## Inserting Images

### **Single Image, Placeholder Method**

As the text on the slides indicates, click on the center icon to add a picture. The **Choose a Picture** dialog box will appear. Locate the image file by navigating to the relevant folder on your computer, often called **Pictures**. When you have located the image, simply click **Insert**.



### **Single Image, Manual Method**

You can insert as many images as necessary into each slide. From the **Insert** menu choose **Picture**. You will now see the same dialog box as above. Again, navigate through your file directory to the image file you want, and then select **Insert**.

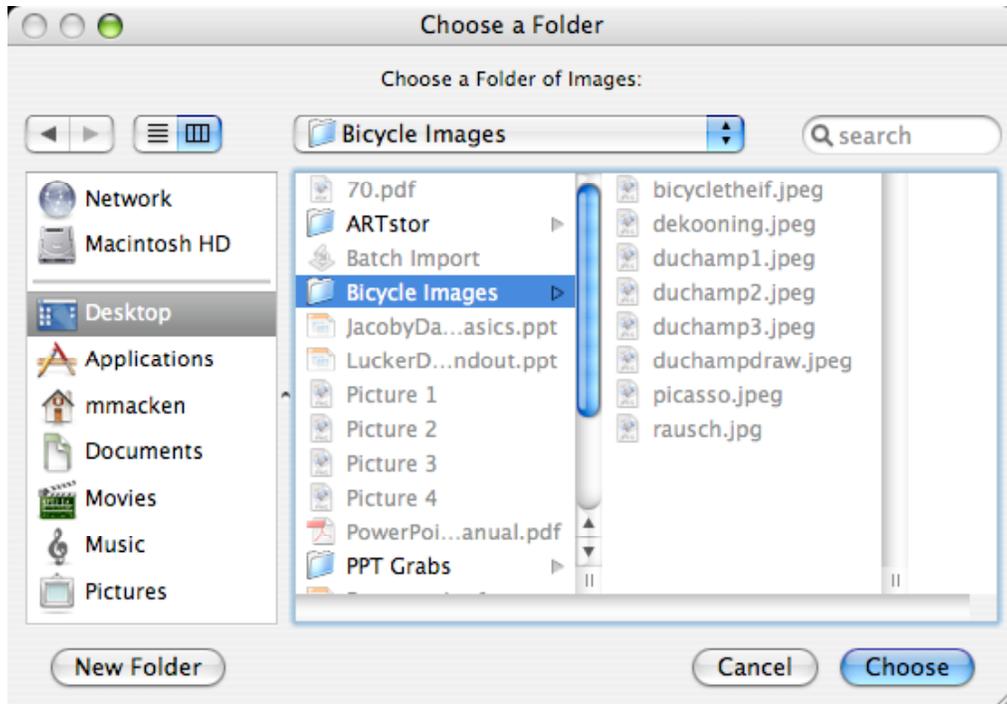
### **Multiple Images, Automated Method**

**Note:** This option works best with a blank presentation that has no slide content.

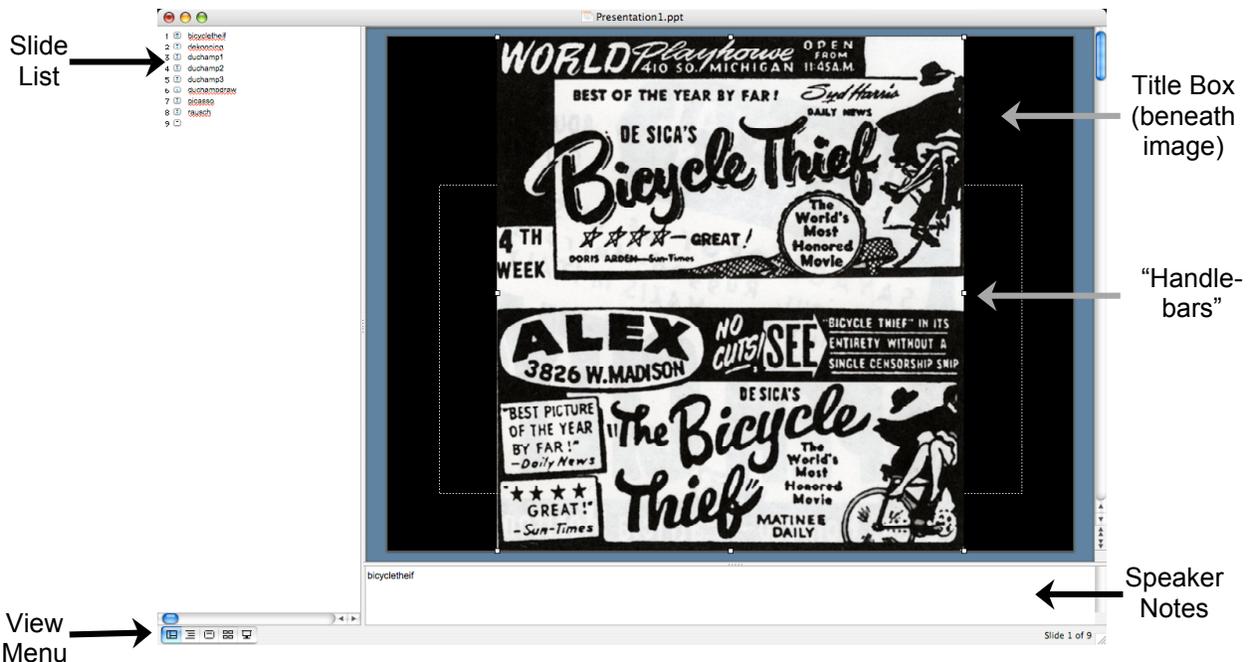
You can insert a folder (“batch”) of images into a blank PowerPoint presentation. To do this you must install a batch import script on your computer. Please contact the Visual Resources Director or Assistant Director for a copy of this file.



After the script is installed and you have saved and formatted a new presentation, double click on the script icon to open it. The **Choose a Folder** popup menu will appear. Navigate through the file directory to the folder of images you want in your presentation. Select the folder and click **Choose**.



The script will import all of the images in the folder into your presentation and will resize them to fit on the slides, one image per slide. The script also records the name of the file in the speaker notes and in the title box. In the illustration below, the image is covering the title box. You can resize images to fix this, which is described in the following section.



## **Adjusting Your Picture (size, position, alignment)**

### ***Size***

First, if your picture is not selected, select your picture by clicking it once. You will know your picture is selected when you see the square “handlebars” outlining the image.

Now you can resize your object by placing your mouse on top of one of the handlebars (it will turn into an outlined square with arrows indicating the direction you will be resizing the object), holding down while clicking, dragging the mouse, then releasing when you have achieved the desired size. To keep the proper image proportions, adjust the image by dragging the handlebars only in the corners of the image.

### ***Position***

Make sure your object is selected (with handlebars showing), and then drag the picture to the desired location.

### ***Alignment***

If you have more than one picture in a slide you can align your pictures evenly.

First select all the pictures you want to align. Click on the first picture to select it. To select an additional picture, hold down the Shift key while you click on it.

On the **Drawing** toolbar (at side or bottom of your PowerPoint screen) you will see a small icon made up of a blue letter ‘A’ and a tan cube. Navigate your mouse to the **Align or Distribute** option. Here you will see the next fly-out menu showing the alignment options.

Pictures next to each alignment choice give you a snapshot of how pictures will align. For example, the **Align Middle** choice will arrange your selected pictures on a horizontal axis.

Select the alignment choice you want by clicking it.

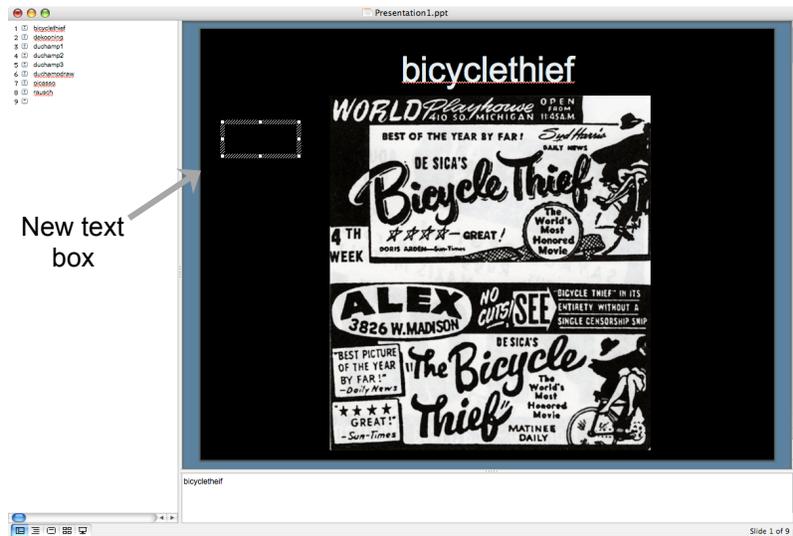
## **Formatting Palette**

Many of the procedures for adjusting your pictures are available in the Formatting Palette, too. If you do not see the Formatting Palette, click on the “Toolbox” icon from the menu bar. Make sure you select the picture to be formatted. The Formatting Palette changes as different objects are selected.

## **Adding Text to Your Slide (Text Boxes)**

Click within the box containing the text “Click to add title.” You can now type the text to correspond with your image.

To add another text box to your slide go to the **Insert** menu, choose **Text Box** then click on your slide to create it.



## Adjusting Your Text Box (size & position)

### Size

First, click on your text box to make sure it is selected. You will know it is selected when you see the square handlebars surrounding it.

Then, click and drag any handle bar to adjust the size of the box. You can pull the handlebars in any direction to change the proportions of the box.

If the box doesn't take the new shape, you may need to adjust your text. In some instances it will shape itself to the layout of the text you have entered.

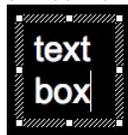
### Position

Make sure that your **Text Box** is selected. Select your **Text Box** by moving your cursor toward the **Text Box** outline until it turns into a cross shape. Click on the **Text Box** outline once. The outline should now look like a series of dots. You can drag and drop the text box anywhere on your slide or use your arrow keys to nudge it up and down, side to side.

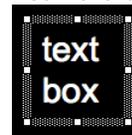
Or, you can simply click and drag the **Text Box** to the desired location.

The difference between an **Active Text Box** and a **Selected Text Box** is that an **Active Text Box** indicates that your cursor is placed inside the box and you are able to type/edit text as well and change sizing, etc. with the handlebars.

Diagonal lines mean the box is active



Dotted lines mean the box is selected



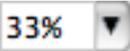
## Formatting Text

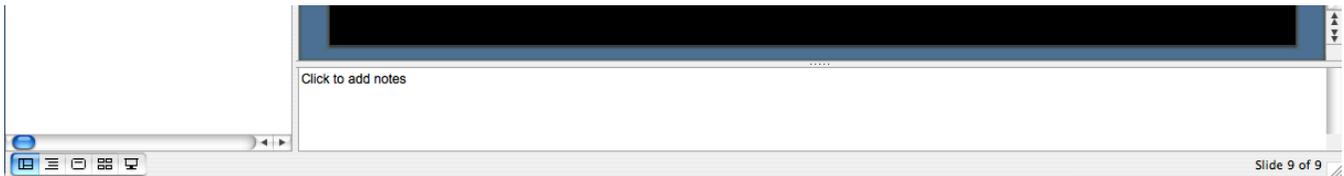
Within the Text Box, highlight the text you want to format.

Format the text just as you would in Microsoft Word. From the **Format** menu select **Font**. Here you can adjust font, font style and font size.

Many of these options are also available on the Formatting Palette when your text box is selected or active.

## Adding Speaker Notes to Your Slide

Click beneath the slide area where it says, “Click to add notes.” You should now see a cursor in the **Speaker Notes** area. You may need to enlarge the view a little to see this clearly. Use the drop down Zoom button on the Standard toolbar to adjust the view. 



Go ahead and start typing your **Speaker Notes**.

These will not show up in your presentation, only when you print a **Notes** version of your presentation. (See section on printing below.)

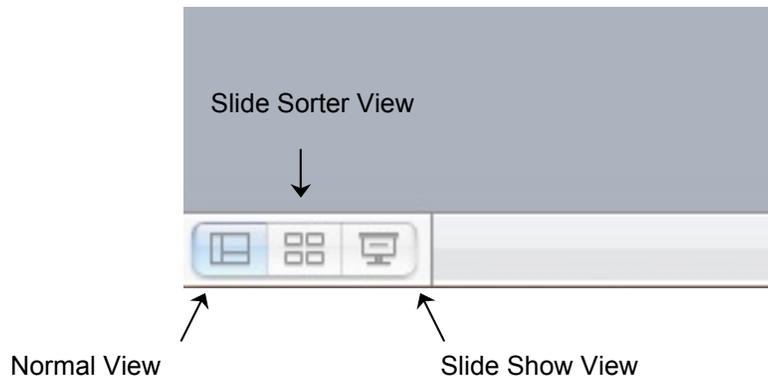
## Adding Additional Slides

On your main toolbar use the **Insert** menu and select the **New Slide** option.

## Viewing Your Slides

There are five view choices in PowerPoint: **Normal View**, **Slide Sorter View**, **Notes Page**, **Presenter Tools** and **Slide Show**.

You can access all of these views under the View menu. You can access the three most frequently used views by selecting view icons at the lower left side of your window.



### ***Normal View***

This view allows you to see and edit all aspects of your PowerPoint document; the slide itself, its accompanying text and any associated notes. This is the view shown in the image examples above.

### ***Slide Sorter View***

This view shows thumbnails of every slide in your presentation. You can move slides around, delete slides and choose where to add new slides. You are limited in the way you can edit individual slides.

### ***Notes Page***

This view shows the slide at top and a large text field for notes below. It is helpful if you have extensive notes that you would like to edit. You can print notes from this view.

### ***Presenter Tools***

This view may look a little strange on your screen. It is used when you want to be able to see your notes during a presentation, but you do not want an audience to see your notes. When this view is selected, the slideshow is automatically displayed to the projector screen and your notes remain visible only to you.

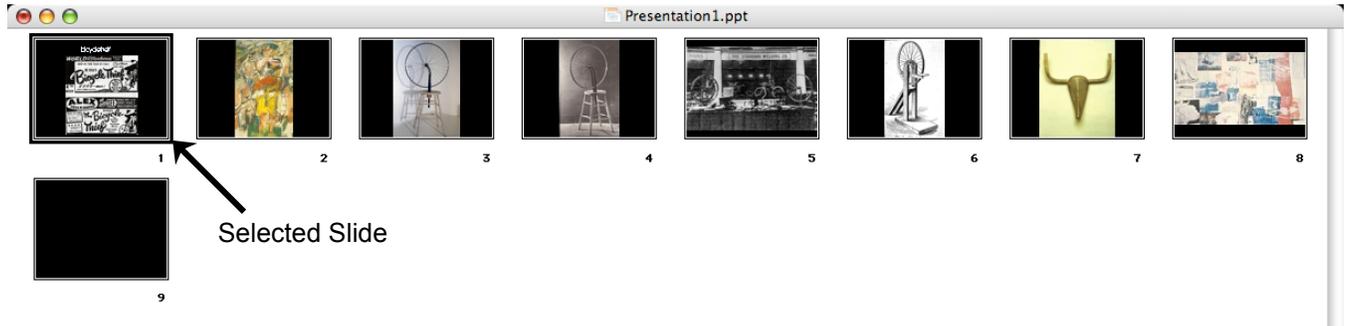
### ***Slide Show***

You can review your slides just as you would during a presentation. Each slide will cover the entire surface of your computer screen. Click your mouse to proceed to the next slide (or hit spacebar). At the end of the presentation click once on your last slide to return to the previous view or hit **Escape** on your keyboard.

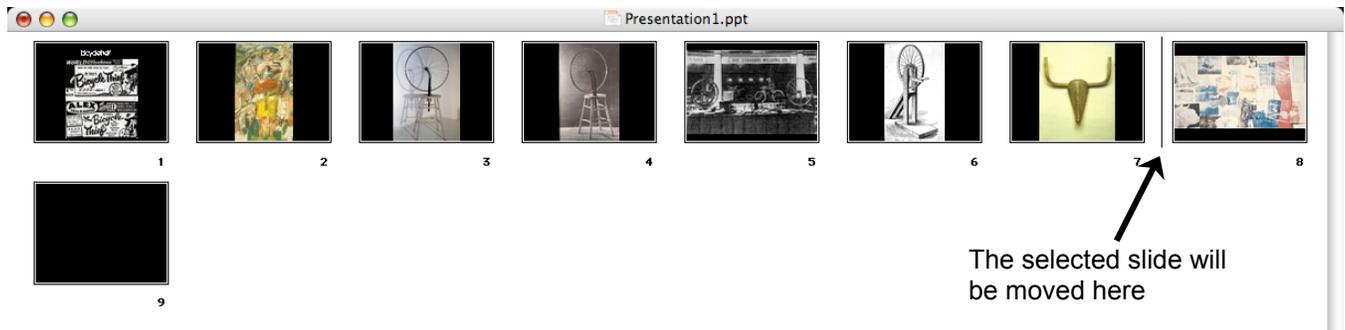
## Relocating Slides in Your Presentation

You can drag and drop slides to rearrange your presentation in the **Slide Sorter** view.

In **Slide Sorter** view place your mouse on the slide you wish to move, this will select the slide and show a heavy box around the slide.



Click and hold while dragging your cursor to the space between the slides you wish it to appear. You will see a black or grey vertical line appear when the slide is positioned correctly to move to that space.



When you see the grey line appear, release your mouse. The slide will then relocate to this position.

## Viewing Your Presentation

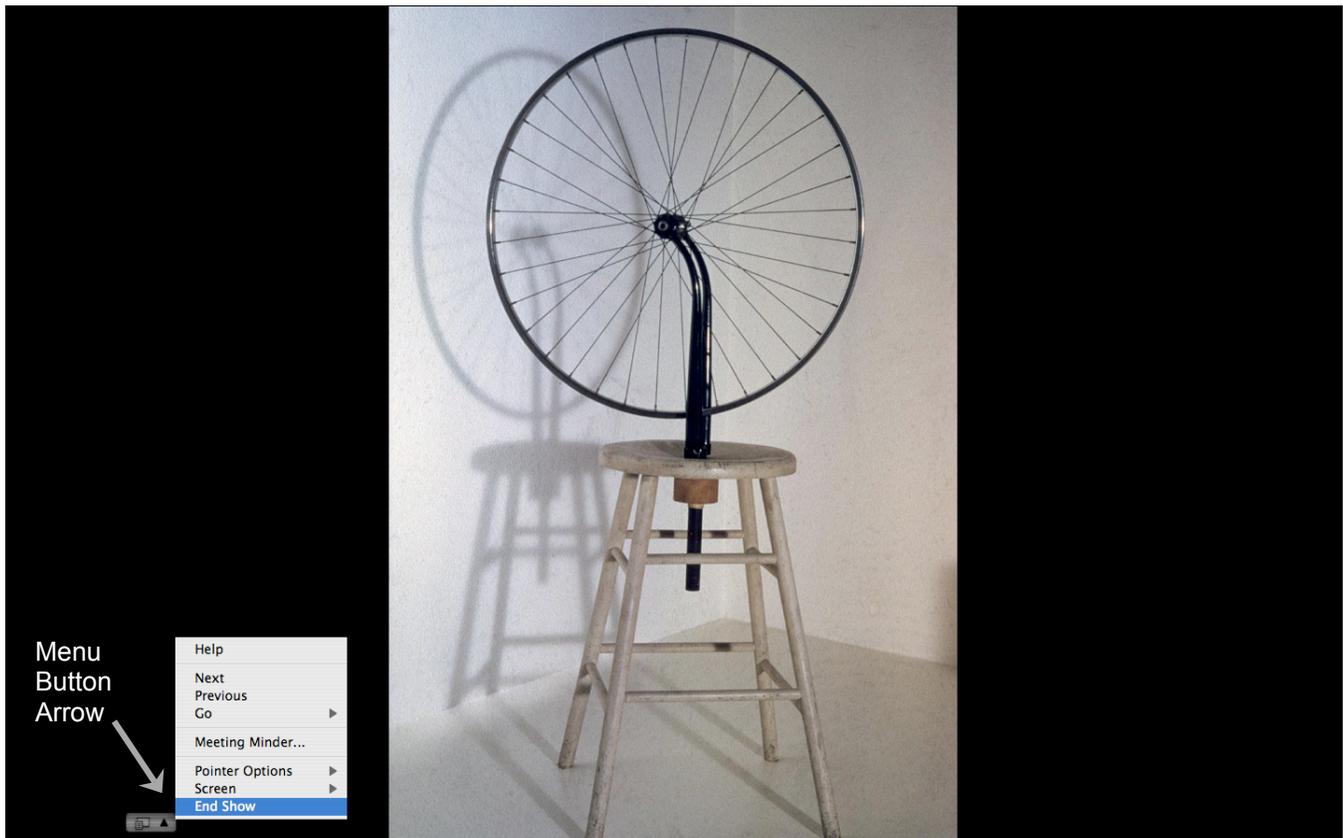
First, make sure you are viewing or have selected the first slide in your presentation.

From the **View** menu or using the view buttons in the lower left corner of your window, choose the **Slide Show View**.

Your first slide should now fill the entire screen.

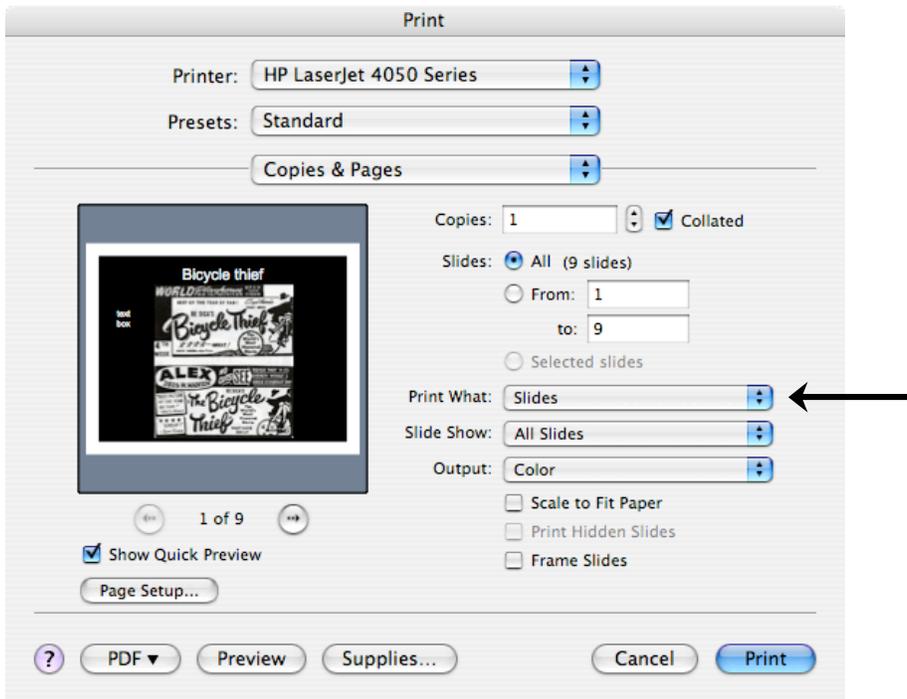
Click your mouse button or hit the space bar on your keyboard once to advance to the next slide.

You can also use your arrow keys to go back one slide or to advance to the next slide. In addition, if you move your mouse a little you will see a menu button. Click on the arrow on the right side of the menu button. You will see slide show navigation options appear.



## Printing Options

From the File menu select Print. The Print dialog box will appear.



Change the **Print What** dropdown to the setting you wish to print (Slides, Handouts, Notes or Outline). Speaker notes will only print from the **Notes** print option.

### Print What: Layout Options

**Slides:** Just like it sounds, this option will print one slide per page.

**Handouts (2, 3, 4, 6 or 9 per page):** This will print the selected number of slides per page.

**Notes Page:** Slides will print out one per page with your speaker notes underneath.

**Outline:** This will print an outline of your presentation.

You can also change the **Output** dropdown if you wish to change the printing color: grayscale, black and white, or color.

## Frequently Asked Questions

### ***Why would I want to use PowerPoint instead of 35mm slides?***

There are some benefits to creating a PowerPoint presentation. Once you have your images scanned and saved you can view them anytime at home or on a U of C computer. You won't need the use of a projector to check your presentation—just run your PowerPoint show on any computer with PowerPoint software. You won't need to have slides made and developed and you can easily put images from the web into your presentation.

PowerPoint also has some extra features that may or may not be relevant to the art history student, for example, the ability to use animation, the ability to easily add text to an image, and the ability to create automatically updateable charts.

At the same time, using any type of digital method for your presentation does require some extra time and forethought. **Always back up your files** and **save often** when working on your presentation. Remember to plan ahead and make sure that all the equipment you will need is available in your presentation room. You don't need to be afraid to give a digital presentation, but you do need to plan accordingly.

Students have also noted that PowerPoint you cannot manipulate two sets of images at once. Since PowerPoint can only show one slide at a time, you need to plan ahead with your comparisons and put those images into the same slide. Some students like the flexibility of having two projectors that work independently—this allows for easy, spontaneous pairings.

### ***What are all these other slide layout options?***

Microsoft created a variety of prefab layouts for common slide set-ups, such as a "Title" slide, a slide with a heading and a bulleted list, and a slide with a heading and two columns of text. Many of these slides are not necessary in art history presentations so they are not covered here; however, you may find some of them useful.

### ***If I can only view one PowerPoint slide at a time, how do I view more than one image at the same time?***

You can insert multiple images into a slide. If you want to compare two artworks or two views of the same work, simply insert both pictures into the same slide. Both images can be moved, adjusted and changed in size until they fit appropriately on the slide.

### ***How do I delete a slide?***

In the Slide Sorter View, select the slide you want to delete by clicking on it once. A border will outline the slide, indicating that it is selected. From the Edit menu select Delete Slide. Your selected slide will now be deleted. You can undo the delete by selecting Undo from the Edit menu.

### ***What resolution should by image be?***

Generally, lower resolution images (maximum 100 dpi) look fine in PowerPoint. The lower the resolution, the quicker images load and the smaller your overall file size will be.

***Won't my images look fuzzy or pixilated when the projector enlarges them?***

Actually, what you see on your screen is exactly what you will get in your digital projection. As long as the image looks good on your screen, it will look good when it is projected.

***What if I want to use a picture that I found on the Web?***

On the web page with the image, do a CTRL + click on the picture you want to use. Choose **Save Picture As...** Choose where you want to save the image and type in a file name. Make sure that you choose **JPEG** in the **Save As** type box.

***How can I check the size of my presentation file?***

From PowerPoint, go to the **File** menu and select **Properties**. In the **Properties** dialogue box select the tab titled **General**. Your file information will be listed including file size.

**Getting Additional Help**

You can always contact the Visual Resources Center for additional help with your PowerPoint presentation and/or image gathering. Email [visualresources@uchicago.edu](mailto:visualresources@uchicago.edu) for the quickest response.