

# MICROSOFT® POWERPOINT

## WINDOWS® QUICK DIRECTIONS

### POWERPOINT WORKSPACE

#### TASK PANE

View > Toolbars > Task Pane  
Click the down arrow to select:

#### Slide Layout

Click to select text/content layout.

#### Slide Design

Select design of choice.

#### Color Schemes

Click to choose color variations.

#### Animation Schemes

- Select element on slide and then select desired animation.
- Press Play button to preview.

#### Custom Animations

- Select element on slide.
- Press Add Effect. Make choices.
- Press Play button to preview.
- Select direction and speed.
- Select and press Remove button to delete.

#### Slide Transitions

- Select desired transition
- Press Play button to preview.
- Press Sound down arrow to select a sound.
- Change speed, if desired.
- Press Apply to All Slides if all transitions will be the same.

#### Search (Find & Replace)

- Edit > Find
- In Find what box, enter text to locate. Click Find All.
- Click Replace.
- In Replace With box, enter replacement text. Click Replace All.
- Click X to close.

### OUTLINE & SLIDE TABS

Toggle back and forth to view presentation outline or miniature slides in this pane.

Text can be added and/or edited in the Outline pane.

### NOTES PANE

Use for entering and printing lecture notes.

Resize pane, if needed, for ease of use by placing the cursor on the line above until the mouse becomes an equal sign and click, hold and drag up.

### VIEW BUTTONS



↑ Slide Show view  
↑ Slide Sorter view  
↑ Normal Workspace view

### ACTIONS/TOOLS

#### 3D EFFECTS

A variety of 3D effects can be added to Word Art.

First, add the 3D toolbar:

1. View > Toolbars > Click Customize...and click the Toolbars tab. Place a check next to 3D Settings. Close.

Add the 3D effect:

1. Select the Word Art.
2. Use the 3D toolbar to create a variety of shadow and direction effects.

### ACTION BUTTONS

Insert buttons to Master or individual slides to provide navigation icons.

1. Slide Show > Action Buttons
2. Select an appropriate icon.
3. The Actions Settings dialog box opens.
4. Follow the steps for linking the icon to a slide or file.

### ADD SLIDE

In Normal view or Slide Sorter view, select the slide you want the new slide to follow.

1. Insert > New Slide OR press New Slide icon.

Note: See also entry under Insert Slides.

### ALTERNATIVE TEXT

ALT text is the text equivalent to graphical information that appears on the Web.

1. Right click the image.
2. Click Format Picture.
3. Click the Web tab.
4. Type the descriptive text for the image.
5. Click OK.

### ANIMATING

1. In Task Pane, click the down arrow and select Custom Animation.

To animate text and drawing objects:

1. Select text or object.
2. Click Add Effect > Entrance > Fly In.
3. Select direction and speed.
4. In Task Pane, in rectangle surrounding selected text, click small down arrow.
5. In dialog box, on Effects tab, across from After Animation, click the down arrow.
6. Select Hide on Next Mouse Click OR your choice.
7. Click Play to view OR view in slide show mode.

### AUDIO

1. Insert > Movies and Sounds.
2. Select Sound from File.
3. Browse to the sound file.
4. Click OK.

5. A small “speaker” icon will appear on the slide. Move icon to desired position.
6. In Slide Show mode, click the “speaker” to play the sound.

*Note: To delete, select “speaker” in normal workspace. Press Delete key.*

### AUTOCONTENT WIZARD

1. File > New OR in Task Pane, click drop down arrow and select New Presentation.  
*Note: If Task Pane is not open, go to View > Task Pane.*
2. Select AutoContent Wizard.

### AUTOMATED SHOW

*To set timings:*

1. In Task Pane, select Slide Transition.
2. Under Advance Slide, check Automatically After.
3. Enter in the number of seconds.
4. View in Slide Show mode to see if the timing between slides is too long or too short. Adjust accordingly.
5. Select Apply to all Slides.

*To complete automating show:*

1. Slide Show > Set Up Show.
2. Choose Show type.
3. Select Loop Continuously until Escape.
4. Check Using timings, if present.
5. Click OK.

### BACKGROUND

1. Format > Background.
2. Click the down arrow and select Fill Effects...
3. In dialog box, click Picture tab.
4. Click Select Picture...
5. Browse to your image to be used as a background.
6. Click Insert and OK.
7. Click Apply or Apply to All.

### BEGIN A NEW PRESENTATION

1. File > New OR View > Task pane to open Task Pane.

*Click the Task Pane down arrow and select New Presentation. The choices provide four ways to get started:*

- Blank Presentation
- From design template
- From AutoContent wizard
- From existing presentation

### BULLETS & NUMBERING

1. Format > Bullets and Numbering OR click Bullets or Numbering icon.

### BORDERS

1. Select the graphic.
2. On the Drawing Toolbar, click the Line Color (Pen icon).
3. Select the desired color.  
*To change border thickness:*
  1. Select the graphic.
  2. On the Drawing Toolbar, click Line Style.
  3. Select thickness desired.

### CHARTS

1. Click the New Slide icon in menu bar OR Insert > New Slide.
2. Insert > Chart.
3. Enter information into pop-up Datasheet.
4. Click X to close.
5. Then, on menu bar, Chart > Chart Type.
6. Select type of chart.
7. Click OK.

### CHANGE COLOR / DESIGN

*The color and design of a presentation can be easily changed. The default affects all slides.*

1. In Task Pane, click down arrow.
2. Click Slide Design or Slide Design – Color Schemes
3. Scroll and click the desired design.

*To apply color or design template to one slide only:*

1. Select the slide.
2. Place mouse arrow over desired design template. Click the down arrow that appears.
3. Click Apply to Selected Slides.

### COMMENTS

#### Add

1. Select slide. Insert > Comment.
2. In yellow box, type your comments or notes. Click outside yellow box to close. The comment marker will remain in the upper left corner.

#### Read

1. Click the yellow box to open.

#### Remove

1. Click the yellow comment box and press Delete.

### CLIP ART

1. Click down arrow in Task Pane and select Clip Art.
2. Type word for search and click Go.
3. Select image – it appears immediately on your slide.

### DELETE SLIDE

*In Normal view or Slide Sorter view:*

1. Select the slide to delete.
2. Press Delete button on keyboard.

### DIAGRAMS

1. Click New Slide icon in menu bar OR Insert > New Slide.
2. Insert > Diagram.
3. Select diagram type.
4. Click OK.
5. Click diagram to add text.

### DICTIONARY/ THESAURUS

*See Research.*

### DRAW ON SLIDES

1. In Slide Show view, right click anywhere onscreen.
2. Select Pointer Options > select type of pen. Then drag mouse to draw on the slide screen.
  - *Draw straight lines:* Hold down shift key while drawing
  - *Erase lines:* Press the letter “e.”
  - *Change pen color:* Right click the slide > Pointer Options > Ink Color.

*Note: Drawings are temporarily saved in PowerPoint 2003. At the end of viewing, a dialog box appears asking if you want to Keep or Discard. However in older versions, drawings are deleted when you move to the next slide.*

### E-MAIL

1. In your e-mail program, select "add attachment" or click the paperclip icon.
2. Browse to the PowerPoint presentation file.
3. Click Add or OK.

### GRAPHICS

#### Word Art

Click "tilting A" on Drawing Toolbar. Select Word Art. Click OK.

#### Clip Art

Insert > Picture > Clip Art. In Task Pane, enter search word and click Go. Make selection.

#### Pictures

Insert > Picture > From File OR click Picture icon. Browse. Select. Click Insert.

#### Delete

Select graphic and press Delete.

#### Move

Select graphic, grab by handles or border, and move where desired.

#### Resize

Select graphic. Press Shift button to retain proportions of graphic, position cursor over corner handle and push up to make smaller or pull out to make larger.

#### Rotate

Select graphic. Position cursor at green circle handle until cursor changes to a semi-circle with arrow. Move to angle or position desired.

#### Shadow

Select graphic. On the Drawing toolbar, click Shadow icon (green box with shadow). Select shadow desired.

### 3D Effect

Select graphic. On the Drawing toolbar, click 3D icon (3D box). Select 3D perspective desired.

### GRAYING OUT BULLETED LIST

*First step:*

1. Select first bullet item.
2. In the Task Pane, click small down arrow, select Custom Animation.
3. Click small down arrow at Add Effect.
4. Choose Entrance or other.
5. On pop-out menu, choose Fly In or other effect.
6. Repeat for each item on the bulleted list.

*Second step:*

1. Select again the first bulleted item in the list.
2. In the Task Pane, notice the white rectangle around the words of your first list item.
3. Click the small down arrow in that rectangle.
4. In the pop-down list, select Effect Options.
5. In the dialog box, click the small down arrow next to the After Animation box.
6. Choose a medium gray or other color.
7. Click OK.
8. Repeat for each item on your bulleted list.

### GROUP ELEMENTS

*Do this to move elements as one unit.*

1. Select first item.
2. Hold down the Shift key and select the remaining items to be grouped as one unit.
3. In the lower left corner of the workspace, click Draw.
4. Click Group.

### HIDE SLIDE

1. In Slide Sorter view, Slide Show > Hide Slide. Notice a grey box with a slash around the slide number.
2. To un-hide, repeat: Slide Show > Hide Slide.

### HYPERLINK

1. In Slide view, select text or object to be linked. Insert > Hyperlink OR click Hyperlink button.
2. In Address box, type URL.
3. Click OK.

### INSERT SLIDES

*To insert new slides:*

1. Click New Slide icon in menu bar OR Insert > New Slide.

*To insert slides from another slide show:*

1. Insert > Slides from Files.
2. Browse to file.
3. In dialog box, thumbnail slides appear.
4. *Note:* If you want to retain the background and formatting, check *Keep Source Formatting* located in the lower left hand corner of the dialog box.
5. Select slides to be inserted.
6. Click Insert or Insert All.
7. Click Close.

### INSERT DUPLICATE SLIDES

*To insert a slide that is identical to an existing slide in that presentation:*

1. Click the slide you want to duplicate.
2. Click Insert > Duplicate Slide.

### LINK TO INTERNET, SLIDES, OTHER FILES

*Create a link to an Internet site:*

1. Select the text or graphic.
2. Insert > Hyperlink OR click Hyperlink icon on toolbar.
3. Type URL in Address text box.
4. Click OK.

*Links can be created to link slides within a presentation:*

1. Select the text or graphic.
2. Slide Show > Action Settings
3. Click Hyperlink to:
4. Click the down arrow
5. Scroll down to Slide...
6. In dialog box, select the slide that will be linked.
7. Click OK.
8. Click OK again to close the Actions Settings dialog box.

*Links can be created to link a portion of a large graphic to another slide by creating "Invisible Squares."*

1. In Drawing Toolbar on bottom of screen, click the rectangle box tool.
2. On your slide, click, hold and drag a box around the desired portion of the large graphic. *(Leave the box selected.)*
3. Click the down arrow at the Paint Bucket icon.
4. Select No Fill.
5. Click the down arrow at the Paint Brush line tool.
6. Select No Line.
7. On Standard Toolbar, go to Slide Show > Action Settings.
8. Click radio button at Hyperlink to.
9. Click small down arrow at Hyperlink to and scroll to Slide...
10. Select appropriate slide.
11. Click OK. Click OK.

*Links can also be created to link to a different presentation or another file type, such as Word or Excel:*

1. Follow steps above and instead of selecting Slide..., choose Other PowerPoint presentation OR Other file.
2. After selecting file, click OK.

### MASTER SLIDES

*Use the Master Slide view to make changes that will appear on every slide, such as footers, font and bullet styles, and graphics.*

1. View > Master > Slide Master.
2. Note options include title style area and content style area. Click where you want the master items to appear.
3. Add master elements, date, and footer information as desired.
4. Click Close Master View.
5. To remove, repeat View > Master > Slide Master. Select item and press Delete.

*Creating master slide from own design:*

1. In Task Pane, click small down arrow.
2. Select Slide Design.

3. Select white design titled Default Design.pot.
4. Then, View > Master > Slide Master.
5. On Master Slide, insert your design, changes, colors.
6. Click Close Master View.
7. File > Save As. In the Save As dialog box, click the down arrow at Save As Type.
8. Select Design Template (\*.pot).
9. The design will then appear in your Task Pane in Slide Designs.
10. To use the design, select the thumbnail in the Task Pane.

### MOVE SLIDE

*In Normal view in the Outline pane or in Slide Sorter view:*

1. Click and hold the mouse button on the slide to be moved.
2. Drag to the new position.
3. Release mouse button.

### MOVIES/VIDEOS

1. On the menu bar, Insert > Movies and Sounds.
2. Select Movie from file... OR Sound from file... OR other option.
3. Select the file.
4. Click OK.
5. A pop-up dialog box will ask if you want the movie (or sound) to play automatically in the presentation. *Note: It is recommended that new PowerPoint users select No so that they retain control of when elements come to the attention of their audience in the presentation.*

### MUSIC

1. In normal workspace view, Insert > Movies and Sounds > Play CD Audio Track...
2. A dialog box with options opens:
3. To have CD play from beginning to end, in dialog box under Play options, check Loop until stopped.

4. To have a specific track play, under Start and End, enter track number.
5. To set start and end times, in the At text boxes, type time you want track to start and end.
6. Click OK.
7. In alert box, click Yes if you want CD to play automatically OR No if you want music to start on mouse click.

### NARRATING A SLIDE SHOW

*Connect microphone to computer.*

1. In normal workspace view, Slide Show > Record Narration...
2. In dialog box, click Set Microphone Level.
3. Read the text shown in the dialog box to test microphone level.
4. Click OK.
5. Go through slide show, adding appropriate narration.
6. At end of show, an alert box will appear. Click Yes to save slide timings OR click No to save only narration.

### NAVIGATE THROUGH A SLIDE SHOW

#### Advance through slides

Click mouse button  
Use a laser mouse  
Press down arrow  
Space bar

#### Go to previous slide

Backspace  
Press up arrow

#### Pause show

Press "b" to turn screen black  
Press "w" to turn screen white  
To resume, re-click letter,  
press spacebar or click mouse.

#### Exit slide show

Press Escape button  
Right-click the mouse and  
select End Show.

#### Other options

Right-click the mouse, select  
Help screen to see other  
options.

**NOTES PANE**

*In Normal view, the Notes pane is located at the bottom center of the screen.*

1. To enlarge or reduce the space, place cursor on line between Slide Pane and Notes Pane until cursor becomes a large equal sign and drag up or down with the mouse.

**NUMBERING SLIDES**

1. Insert > Slide Number.
2. In dialog box, check Slide Number.
3. Click Apply to All. Slides will be numbered sequentially 1,2,3.

**PACK AND GO WIZARD**

*Ensures that your presentation appears identical to your original on any computer. See Package for CD for PowerPoint 2003 version.*

**Pack**

1. File > Pack and Go. Follow instructions, place checkmark next to Active Presentation, check Include linked files and embed fonts.
2. Click Finish.

**Unpack**

1. Insert disk containing packaged presentation. Start > My Computer. Select appropriate drive. Double-click PGSETUP.
2. In the dialog box, select a location for saving the file.
3. Click OK.

**PACKAGE FOR CD**

*Ensures that your presentation appears identical to your original on any computer. See Pack and Go Wizard for PowerPoint versions earlier than 2003.*

1. Insert writable CD.
2. File > Package for CD.
3. Name the CD. *Related files and the PowerPoint Viewer are included by default.*
4. Click Copy to CD.

**POWERPOINT TO PDF**

1. File > Print.
2. In Print dialog box, click down arrow at Printer name.




3. Select Acrobat PDF, PDFWriter or Acrobat Distiller.
4. Under Print Range, select All OR click the radio button next to Slides and enter the slide numbers desired.
5. Under Print What, click small down arrow and select Handouts.
6. To right of Print What box, select 6 slides to a page.
7. Under Color/Grayscale, select Grayscale for printing.
8. Click OK.
9. The Save PDF File As dialog box will open.
10. Select where the file is to be stored and name the file.
11. Click OK.

**PRINT A PRESENTATION**

1. File > Print.
2. Click down arrow at *Print What*.
3. Choose Slides, Handouts, Notes pages, or Outline View.
4. If you choose Handouts, select the number of slides to print per page.
5. Click Preview to see if that is what you want.
6. Click OK.

**RECORDING SOUNDS**

*Connect microphone to computer.*

1. In normal workspace view, Insert > Movies and Sounds > Record Sound.
2. Type name for sound clip.
3. Click Record icon  and record the sound.
4. Click Stop icon  when finished.
5. Click Play icon  to play the recording.
6. Click OK. *Note the "speaker" icon that appears on the slide.*

**RESEARCH**

1. Click the down arrow in the Task Pane.
2. Click Research.

3. Across from All Reference Books, click the down arrow.
4. Select Encarta Dictionary, Thesaurus, or other research, business or financial sites.

**SAVE AS WEB PAGE**

*See Web Page.*

**SCREENSHOTS**

*Create a picture of the entire monitor screen and paste it into a presentation.*

1. Click the Print Screen button on the keyboard. This copies the screenshot to the clipboard.
2. Select the target slide and go to Edit > Paste.

*To capture only the active window on the monitor screen:*

1. Hold down the Alt button and click the Print Screen button.
2. Select the target slide and go to Edit > Paste.

**Screenshots on the Mac**

*1. By default, screen captures are sent to your desktop as PDF files labeled "Picture 1" or 2 or 3, etc.*

*2. If you hold the Control key in addition to the keys below, the captured image will be sent to the clipboard, so you can just do an Edit > Paste.*

*Whole screen:*

Command + Shift + 3 *Rectangle of portion of screen:*

Command + Shift + 4

*(Position mouse pointer onscreen and "draw" a rectangle by pulling across space desired.)*

*Active window only:*

Command + Shift + 4 + spacebar

*(The Command key is the one with the "cloverleaf.")*

**SET UP A SLIDE SHOW**

*See Automated Show.*

**SHAPES**

1. On Drawing Toolbar at bottom of screen, click Auto Shapes.
2. Select shape desired.
3. Resize, rotate, and/or fill with color as desired.

*To add text to a drawing shape:*

1. Select shape and right mouse click it.
2. Select Add Text.
3. Type desired text.

## SMART CLASSROOMS

*Recommendations/requirements:*

1. Test your laptop in the room a day or two prior!
2. If you need one-on-one assistance, telephone UMS at x86611.
3. You must provide all cables and floppy or zip drives.

ON:

5. Connect all cables:
  - ✓ Electrical power cord
  - ✓ VGA computer cable
  - ✓ Internet RJ45 cable
  - ✓ Speaker cable
6. Turn ON the computer.
7. Pull down room screen
8. On Smart Classroom panel, push the projector ON button.
9. To get displays on both laptop and room screen:
10. Hold the "fn" key and press the "LCD/CRT" key one, two, or three times.

OFF:

1. Turn off the laptop.
2. Press the Projector OFF button.
3. Disconnect the computer from the wall connections.
4. Take your cables with you!

## SOUNDS

*See also Music, Narrating a Slide Show and Recording Sounds.*

1. In the Task Pane, click down arrow > Custom Animations.
2. Select text.
3. Click the down arrow in the rectangular box in Task Pane that shows the text selected.
4. Choose Effect Options in the pop-up menu.
5. In a new dialog box that appears, click the down arrow at Sound.
6. Scroll through the options and select the sound of choice.
7. Click OK.


OR

1. On the menu bar, Insert > Movies and Sounds > Sound from Clip Organizer > Select sound.
2. Click Yes for sound to play automatically or No for

sound to play on mouse click.

3. Sound icon is added to the slide. Resize and position on slide.
4. To delete, select sound icon and press Remove.

*Loop sound on slide:*


1. On slide, right-click the sound icon .
2. Click Edit Sound Object.
3. Select Loop until stopped.

## SPELLCHECK

1. Tools > Spelling OR click Spellcheck icon.

## SUMMARY SLIDE

*Text for the summary slide is created from the text in the title box of each slide.*

1. In slide sorter view, click Summary Slide  icon on the toolbar.
2. To select specific slides, hold down CTRL and click the slides you want.
3. Click Summary Slide icon.
4. If no slides are selected, the default will create a slide containing all the titles in the presentation and place it as slide #1.

## TASK PANE

*Access new presentations, design templates, animations, clip art, color schemes, autocontent wizard, and slide transitions.*

1. If not open, go to View > Task Pane.
2. Click the small down arrow at the top right corner of the pane to display the list of functions.
3. Select the function desired.

## TEXT

### Adding

In Slide or Outline pane, select the slide, position cursor, and type.

### Deleting

Select text and press Delete.

### Font – Change

Select text. Format > Font OR select new font in Formatting toolbar OR select text already

formatted, click paintbrush icon, and brush over text to be changed.

### Font – Change case

Select text. Format > Change case.

### Font - Color

Select text. Format > Font OR Press Font Color icon down arrow and make color selection.

### Indenting

Select text. In Outlining toolbar, press Left or Right green arrow to indent or outdent.

### Moving

Select and drag into position.

### Resizing

Enter smaller or larger typesize number in the Formatting toolbar.

### Undoing

Edit > Undo OR click Undo icon.

## TEXT BOXES

1. Insert > Text box OR click Text Box icon.
2. Cursor changes. Click the slide where text box is to go.
3. Type desired text.

*To move a text box:*

1. Position pointer over the text box border until the pointer changes to a crossbar with arrow points.
2. Hold down left mouse button and drag into position.

*To rotate a text box:*

1. Select the text box.
2. Move pointer over green dot.
3. Pointer changes to a circular arrow, hold down left mouse button and rotate box.

## TIMING A SHOW

*See Automated Show.*

## TOOLBARS

1. View > Toolbars
2. Click to left of toolbar name to select OR click Customize...
3. Click in boxes to add or hide toolbars
4. Close.

To display Standard and Formatting toolbars on two rows:

1. On the Standard toolbar, the third toolbar row down, click the down arrow about 1/3 the way across.
2. Select Show Buttons on Two Rows.

Recommended Toolbars for designing:

- Standard, Formatting, Drawing, Outlining, Task Pane, and Web.

## VIDEO

1. Insert > Movies and Sounds.
2. Select Movie from File.
3. Browse to the movie file.
4. Click OK.
5. To view: In Slide Show mode, click the movie image.
6. To delete movie: In normal workspace, select movie and press Delete key.

Loop video on slide:

1. On slide, right-click the movie.
2. Click Edit Movie Object.
3. Select Loop until stopped.

## VIEW BUTTONS

See page 1.

## WEB PAGE

### Save as Web Page (HTML)

- File > Save as Web Page.
- Type file name.
- Save as file type: select Single File Web Page or Web Page.
- Click the Publish button. Select "Complete Presentation" or Slide numbers to be published.
- Select Microsoft Internet Explorer 3.0, Netscape Navigator 3.0, or later radio button.
- Select whether or not to open page in browser now.
- Click Publish.

## WEB PAGE PREVIEW

- File > Web Page Preview

## WORD ART

- On Drawing Toolbar at bottom of screen, click Word Art (*tilted A*).
- Choose design.

- Type text in pop-up box.
- Click OK.

## WORD to POWERPOINT

Outlines can be created in Microsoft Word for a PowerPoint presentation, but first styles need to be assigned.

### To assign heading styles to a Word outline:

1. Open the Microsoft Word file.
2. Go to View > Outline.
3. Select the text to be assigned to a slide title. On the Formatting toolbar, click the Style drop down arrow. Select Heading 1.
4. Select the text to be assigned as top level bullet text and select Heading 2.
5. Repeat these steps throughout the document.
6. Save.
7. Close the file and Microsoft Word.

### To open a Word outline in PowerPoint:

1. Open a new PowerPoint presentation.
2. Choose Insert > Slides from Outline.
3. In the Insert Outline dialog box, the Word document and click Insert.
4. Save.

## ZIPPING

Ziping compresses files to reduce file size and ease transfer. Most computers have a default program for zipping and unzipping. For Windows:

1. Doubleclick My Computer on the desktop.
2. Right click the icon of the file to be compressed.
3. Click Send to > Compressed folder.
4. In the dialog box, click Yes.
5. To unzip the file, double-click the zipped icon.

## RESOURCES

### Sac State Web sites

#### Copyright

Get permission, create your own graphics/audio/video, or see if your use is Fair Use by clicking on the UT System Four Factor Test at this link:

<http://www.csus.edu/web/copyright.html>

Creating Online Courses site: Copyright, Graphics, Video, Design

<http://www.csus.edu/uccs/acadtech/pedtech/coc/>

### Educational Resources

#### MERLOT

Multimedia Educational Resource for Learning and Online Teaching

A cooperative designed for higher education. Learning materials in arts, humanities, social sciences, business, mathematics, education and science and technology.

<http://merlot.org>

### Images/Audio/Video/ Textual& Other Resources Web site

A collection of both free and pay for use images, audio/video linked resources, and on-campus resources for elements for all your projects. Check it out!

<http://www.csus.edu/uccs/acadtech/iav.stm>

### Images - Free

#### Sac State Graphics Library

Direction arrows, banners, backgrounds, bullets, dividers, campus photos, and photos of Sacramento.

<http://www.csus.edu/web/graphics.html>

### Design Templates on Microsoft Office Online

A large selection of downloadable PowerPoint backgrounds.

1. In PowerPoint, click the down arrow in the Task Pane.
2. Select Slide Design.
3. Scroll to the bottom of the designs.
4. Doubleclick Design Templates on Microsoft Office Online. (In a moment you'll be taken to the MS site on the Internet.)
5. Click one of the section headings.
6. Browse through the designs by clicking Next.
7. Select a design by clicking it and click Download Now.

8. Click **No** in dialog box.
9. Slide design automatically appears in your PPT workspace.

### Digital Juice

A large collection of PowerPoint backgrounds, photographs, short videos, etc.

This collection resides on the "labapp" drive in the Faculty/Staff Resource Center, ARC 3012, and is available on the PCs. However, once you have perused, selected, and saved the desired materials onto your USB or other media, you will be able to use them on the Mac.

To access Digital Juice:

1. Doubleclick the **My Computer** icon on the desktop.
2. In the **Address** text box, type:  
<\\uccslabapp1\DigitalJuice>
3. Doubleclick to open **Multimedia** folders to see the designs.
4. Copy and paste desired designs/photos onto your storage media.  
OR:
5. Create a temporary folder on the desktop, select a desired design, **Edit > Move to Folder** (just created on the desktop). Afterwards, save that temporary folder onto your storage media.

### Free Images

Images are free for use in a project, publication or Web site, but may not be redistributed, archived, sold, or sub-licensed. A link to this site must be included. Subject matters include technology, transportation, light, nature, seasonal, space, planets, workplace, home, sports, and medical.

<http://www.freeimages.co.uk/>

### MS DesignGalleryLive

Clip art collections with a search feature. Subjects include multiculturalism, animals, transportation, technology, business metaphors, office objects, space technology, and more.

<http://dgl.microsoft.com/>

### MSWord Clip Art

Don't forget to look in the clip art collection in the Microsoft Office programs.

### World Art Web Kiosk

Database of 35,000 images from throughout the world, compiled by faculty, staff, and students in the California State University System. Images are free for non-profit, educational use, but giving credit to the copyright holders is requested.

<http://worldart.sjsu.edu/>

### Images - Pay for Use

#### American Memory materials

Prints, photographs, documents relating to a wide variety of subjects from Ansel Adams, baseball and architecture to daguerreotype photographs and the Civil War.

<http://memory.loc.gov/ammem/nlpedu/start/tech/offline.html>

### Animated GIF Images

#### The Animation Library

<http://www.animationlibrary.com/>

#### Victorian Animated Gifs

<http://www.victoriana.com/animated/animated.html>

### Video and Sounds

#### Educational Video

Extensive video library covering a wide range of subjects such as language, literature, science, multiculturalism, math, education and business, social studies/history, and religion. Prices start at \$9.95.

<http://www.libraryvideo.com>

#### The Encarta Sound Library

(spoken dictionary words)

<http://dictionary.msn.com/>

#### Sound Effects Libraries

[www.sounddogs.com](http://www.sounddogs.com)

[www.sound-effects-library.com/](http://www.sound-effects-library.com/)

[www.wavcentral.com](http://www.wavcentral.com)

[www.a1freesoundeffects.com](http://www.a1freesoundeffects.com)