

# Brown Baggin' Powerful PowerPoint

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## Select clip art to insert:

- Select clip art to pull up the Microsoft library
  - Select Microsoft Online to more options
  - Use clip organizer to access downloads
    - Note animations option
- Select photos to insert:
  - Select from file
  - Find the photo you want and double click it to embed in .ppt file
    - When saving photos from Web, get largest size available for best image quality.
    - Google Images search is handy
    - Note [Library of Congress](http://www.loc.gov/index.html) as source (<http://www.loc.gov/index.html> )
    - Use .ppt slide layout to “pre-size” image
    - Screen shots can be embedded

## Hyper Linking:

- Used to open Web sites or outside files—pay attention to the location of target files. If they don't travel with the .ppt, the link will be broken.
  - Images and words can be hyperlinked

## Annotation:

- Use the pen option to mark up slides with your mouse. Choose to save or discard remarks at the end of the presentation.

## Sound:

- Select sound much the same way as you would select a clip art.
  - Note: select .mp3 or .wav file types as the most reliable types of sound files.
  - Sound files should be less than 50mb to be embedded
    - Files over 50mb should be linked!
    - You can change allowable file size to be embedded to be larger: Use Tools | Options | General | Link sounds...
    - Again, embedded files larger than 50mb will impact your .ppt
    - Select file, right click, select “properties” to check file size
  - Note the File | Package as CD option
  - Select whether you want sound to play on click or opening of slide

- Only one sound per slide!

**Narration:**

- External microphone recommended (\$25 and up)
- Select slide that you're working on
- Slide show | Record narration
- Set microphone level
- Choose to Link or Embed (remember the rule of 50mb)
- Repeat throughout the slides
- Determine if you want to save the slide timings based on your narration, or set the slide timing yourself.
- Remember the one sound per slide rule

**Video:**

- Download a video clip to your desktop
- In .ppt, use Insert | Movies and Sounds | then Movie from File
- Choose to have movie play automatically when slide comes up, or on click
- Size the video box
- You're done! Don't forget that this clip is most likely linked, not embedded. Put your movie clip in the same folder as your .ppt to preserve the links.
- Think about using the File | Package as CD option to pull files together

Type of file	When to use it
<b>Embedded file</b>	<p>Your files are 100 KB or less. This is the recommended maximum size. You may embed files that are up to 50 MB, but it may slow down the performance of the presentation.</p> <p>You want all the pieces of your presentation contained within that presentation. You don't plan to make any changes to the source files.</p>
<b>Linked file</b>	<p>You plan to use the same computer to create and display your presentation. Your files are large.</p> <p>You plan on making changes to the source files.</p>

**Note** If the path name of a linked file exceeds 128 characters, Microsoft Office PowerPoint is not able to find and play that linked file. In such a case, you can either rename the linked file, or shorten the path name by copying the linked file into the folder where your presentation is located. Then either update links automatically by using the Package for CD feature, or update them manually by removing the sounds from the presentation and then adding them again.