

A Gold Mine of Graphics!

The Internet is a gold mine of inexpensive, and sometimes free, graphics you can use to visually illustrate your points. *Instructors today have NO excuse for a lack of graphics!*

The BEST two resources – and by far the easiest to use – are:

Google Images – <http://images.google.com>

Yahoo Images – <http://images.yahoo.com>

How to Get Graphics From a Site to Your PowerPoint

(Make sure you are viewing the highest quality version of the picture before you copy it to your presentation. For example, you will want to select “See full-size image” in Google Images or “View Image” in Yahoo Images.)

For PC Users:

- In browser, right click on the image to be used.
- Select “Save Image As...”
- Name image and select desired location.
- In PowerPoint toolbar, select “Insert” → “Picture” → “From File...”
- Locate image file and click “Insert.”

For Mac Users:

- In browser, hold “Ctrl” button and click on image to be used.
- Select “Save Image to the Desktop.”
- In PowerPoint toolbar, select “Insert” → “Picture” → “From File...”
- Locate image file and click “Insert.”

IMPORTANT: Familiarize yourself with the “Fair Use” provisions of copyright law and the “Terms of Use” sections of **ALL** the sources you use, even these. You may need to seek permission or acknowledge the source before you can legally use some graphics.

More useful resources on the web:

FREE	COST ASSOCIATED
FreePhotosBank http://www.freephotosbank.com	iStockphoto Inc. http://www.istockphoto.com/index.php
FreeDigitalPhotos http://www.freedigitalphotos.net	Stockxpert http://www.stockxpert.com/
StockVault http://www.stockvault.net	Photos.com http://www.photos.com
Open Stock Photography http://www.openstockphotography.org	Fotolia http://us.fotolia.com/
FreePhoto1.com http://www.freephoto1.com/	Cartoonbank.com http://www.cartoonbank.com/pro/
Creative Commons http://creativecommons.org	Comstock Images http://www.comstock.com/
BigFoto http://www.bigfoto.com	ClipArt (and much more!) http://www.clipart.com/en/

SMART POWERPOINT DESIGN

Keep it simple!

Don't get unnecessarily complicated. Include plenty of "white space." Your visual message will be more powerful with less clutter!

AVOID – or at least limit – text and bullet points!

Reduce the text on your slides to an absolute minimum. **The best slides may have no text at all!**

Slides are meant to support the narration of the speaker, NOT make the speaker superfluous. If you really need more than that - try a handout!

Visually...

- High contrast between your text and slide background (white or yellow text on a dark blue background) works well.
- Have a visual theme, but keep backgrounds simple. Borders tend to add a professional finish.
- Avoid using PowerPoint templates, clip art, or cartoonish line art. Photographs of people add an emotional connection.
- Use high-quality graphics and appropriate charts/graphs.
- Choose your fonts well (Arial and Arial Bold are common). Use the same font set throughout, and use capitalization **ONLY** in moderation.
- Keep the room lights on!

Also...

Avoid slide transitions and fancy builds (animation).

...and DON'T use your PowerPoint presentation as your speaker notes or crutch, reading from your slides!!!

After your Presentation → consider a detailed, written handout as a takeaway, instead of a copy of your PowerPoint slides.

If you made them correctly, your slides should be virtually meaningless without the narration! Why else would they need YOU? **Again, AVOID text-heavy (and sleep inducing) slides at all costs!**