drawing tools and illustration features of PowerPoint

Please sign-in & take a handout (on corner of table...)

Imaging Made Easy | with Beth Beighlie

• draw complex shapes
• manage objects
• prepare figures for journals
• output hi res files
illustrating with PowerPoint using & modifying shapes

PowerPoint 2003 (PC) & 2004 (Mac) limit editable shapes to the 6 options on the *Lines Palette*

- Lines
- Arrows
- Curves
- Freeforms
- Scribbles

modifying vector shapes locating hidden features
any version of PowerPoint released after 2007 will enable full-featured editing for all 172 shapes

PowerPoint 2010 on Windows, from Insert tab, go to Illustrations section & select Shapes button

PowerPoint 2011 on the Mac, from Home tab, go to Insert section & select Shapes button

modifying vector shapes | countless options

172 shapes?!

YES

so consider browsing the shapes palette- you may find exactly what you need, or a shape that will need minimal modification

modifying vector shapes | countless options
• edit points
• add & delete points
• open paths
• delete line segments
• control arcs and curves

modifying vector shapes | utilizing hidden features

• solid colors or gradients, textures & patterns for lines and fills
• transparency control for any object
• dashed, dotted or solid lines, with or without arrowheads

modifying vector shapes | getting sophisticated
• shadows, including angle, size, distance & transparency control

• 3-D effects

**modifying vector shapes** | getting fancy

**creating vector shapes** | simple modifications

draw a shape

click to select shape
use object frame or control handles to
• resize
• rotate
• adjust
• reposition
editing vector objects  
fills, lines & other attributes

Mac  
ctrl-click  
SHAPE

• edit points & modify paths  
• fill & line color & line weight  
• shadows & transparency  
• 3D & beveling  
• arrange, align & reorder objects, shapes & text  
• group & ungroup  
• + much, much more

PC  
right-click  
SHAPE

many of these attributes can also be modified within the Format Tab on both the Mac & PC

• edit points & modify paths  
• fill & line color & line weight  
• shadows & transparency  
• 3D & beveling  
• arrange, align & reorder objects, shapes & text  
• group & ungroup  
• + much, much more

editing vector objects  
fills, lines & other attributes
ctrl-click (Mac) or right-click (PC) on *SHAPE*
- edit points & modify paths
- arrange & reorder objects, shapes & text
- group & ungroup

*editing vector shapes* | points & paths

ctrl-click (Mac) or right-click (PC) on *LINE* for additional point & line editing features

ctrl-click (Mac) or right-click (PC) on *POINT* to edit curve shape

*editing vector shapes* | points & paths & curves
Ctrl-click (Mac) or right-click (PC) on SHAPE to change default attributes of shapes & lines.

Controlling vector objects | Time saving tip

Having trouble selecting small objects or objects from a cluttered illustration?

- Deselect everything by hitting the ‘esc’ key twice.
- Hit the tab key repeatedly until object is selected.

Managing objects | Selecting
having trouble moving an object a teeny-tiny amount?

- select object
- press the command key (Mac) or alt key (PC) while dragging object or moving with arrow keys

make a single object from several components, including shapes, images & text

- reduce risk of inadvertently moving objects
- make it easier to select and move complex objects
- utilize center & align to slide for a balanced figure
select multiple objects, then ctrl-click (Mac) or right-click (PC) to Group them together

managing objects | grouping

- select a single object, then ctrl-click (Mac) or right-click (PC) to rearrange stacking order
- also rearrange objects by using Mac’s Reordering Objects or PC’s Selection Pane options

managing objects | object order & ‘layers’
• select multiple objects or text boxes
• align & distribute within the Format tab
• if aligning to slide, group all elements into a single object

**managing objects** align & distribute

**output options** maximizing appearance

raster

avoid JPG, TIF, PNG or GIF

vector

use PDF, EPS or PS
Thoroughly read submission guidelines

- if given the choice, generate file formats for your figures that keep text, annotation & vectors looking sharp

  use EPS, PS or PDF

- avoid bitmap formats which will rasterize text, annotation & vectors & make them look blurry at any resolution

  avoid JPG, TIF, PNG or GIF

output options | maximizing appearance

PC & Mac versions of PowerPoint are capable of doing a Save As... PDF file format

- Save As...
- select PDF as new format
- make EPS files from PDF files

great output options | making a PDF
If publishers won’t accept PDF files, the EPS file format is a great option for submitting figures

- have a full version of Adobe Acrobat (not Acrobat Reader) installed
- open PDF version of figure
- Save As... EPS or encapsulated post script

PC & Mac versions of PowerPoint are capable of doing a Save As... in most raster file types, including

- JPG
- TIFF
- GIF
- PNG
- BMP

- but don’t do it unless saving as a vector is not an option
download Output Options, a simple & complete guide for saving figures in a variety of file formats at it.med.harvard.edu/pg.asp?pn=ris_handouts

all output options making anything you want

comments? questions?

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the end thank you for coming