



# Add images

## University PowerPoint Templates

This guide is for staff and students using the [University templates](#).



**Blue template**



**Red template**



**Green template**



**Widescreen template**

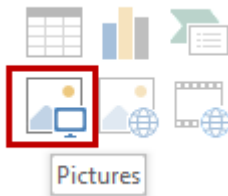
R02

# Insert a new image slide

1. Click the arrow next to **New Slide**
2. Choose a layout containing the word 'Image' e.g. **Large image right and short text**
3. Note the picture size e.g. 15.5 x 19.1cm



4. Click the **Pictures** button in the picture placeholder



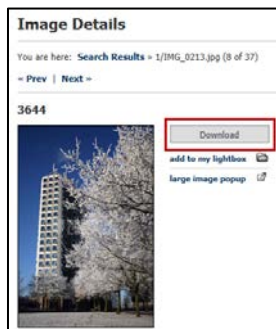
5. Browse to your image > click **Insert**

# University Image Library sizes

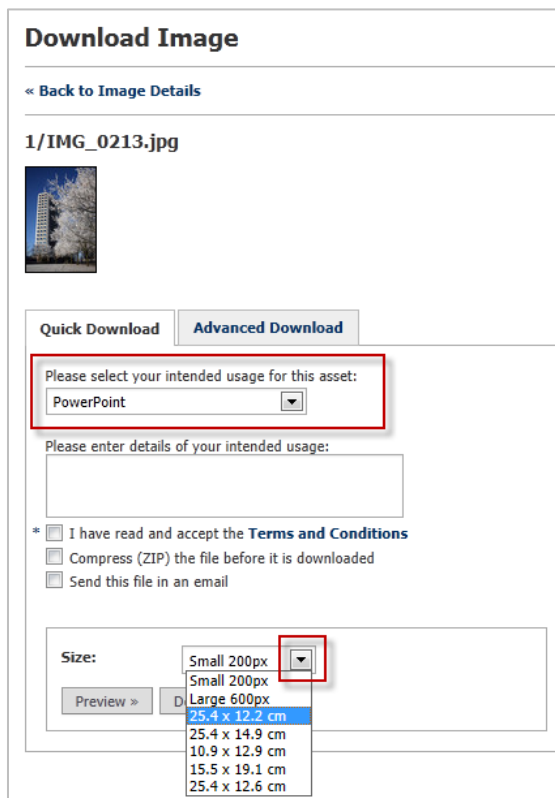
The University image library is a good source of photographs for your presentations. You can find more information on how to use it in the [Web Centre](#). You need to register to access all the images.

When you have found an image

1. Click on the image to see a larger preview
2. Click the **Download** button



3. Under **Select your intended usage for this asset**: Choose **PowerPoint**
4. Under **Size** select the size that matches the picture size on your slide e.g. 15.5 x 19.1cm.



5. Tick **I have read and accept the Terms and Conditions**
6. Click **Download Now**
7. If prompted click the arrow next to **Save** > choose **Save as**



8. Name your file and save it to a suitable location.

# Resize images within PowerPoint

## Resize a small image

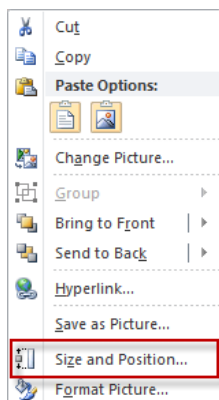
If the image doesn't fill the space you'll need to enlarge it.



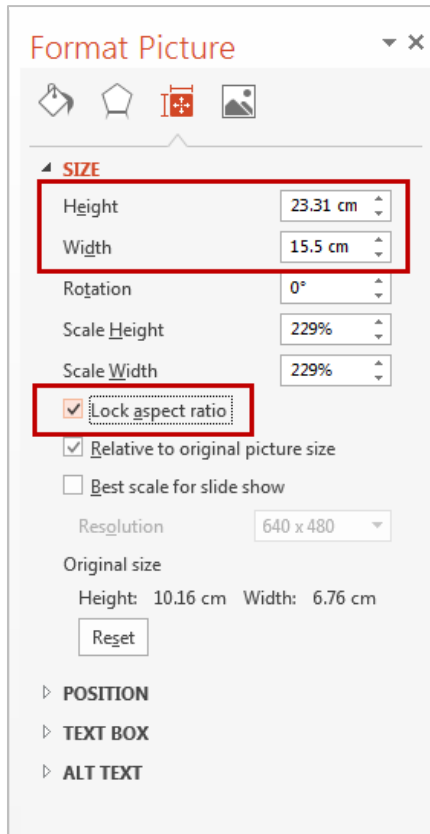
This example is to resize a portrait image to fit a right-hand placeholder. For a landscape image you will need to set the height then line it up with the top edge.


## Size and position

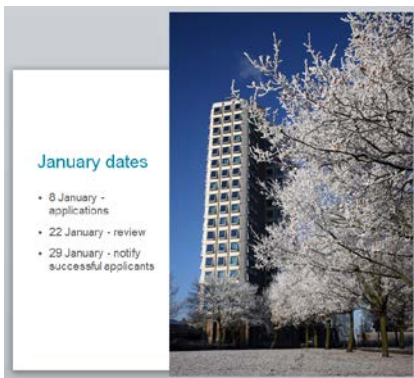
1. Right click on the image
2. Choose **Size and Position...**



3. Under **Scale** make sure that **lock aspect ratio** is selected
4. For a portrait image: Under **Size and rotate** change the **Width**, the **Height** will be automatically adjusted

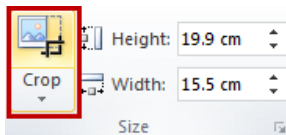


5. Click **Close**
6. Hover over the centre of the image so that your cursor changes to four arrows  

7. Click and drag to move the image so that it lines up with the edge - in this example the right hand edge.

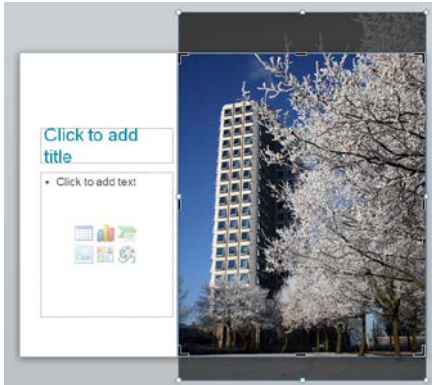


## Image area

1. Choose **Picture Tools: Format** tab, click the **Crop** button



2. Slide the resize handles at the edge of the image to fit the size of the slide



The area to be cropped will be greyed out

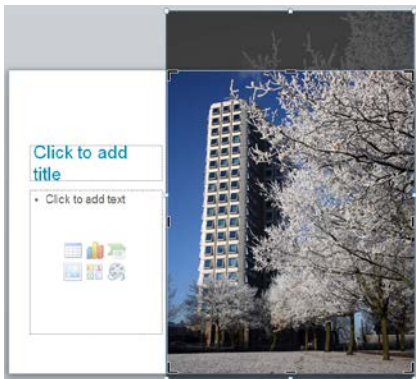
## Adjust

With the **Crop** tool still selected:

1. Hover over the centre of the image so that your cursor changes to four arrows



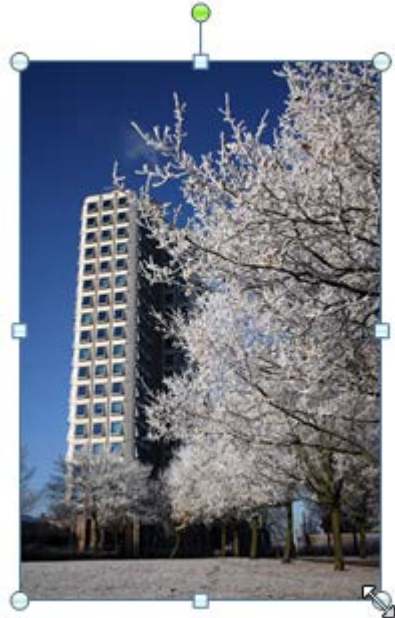
2. Click and drag to move the image within the cropped area to adjust the position of the image.



## Resize an image using the mouse

It is more accurate to resize an image using the steps above, however you can resize an image using the mouse whilst constraining the proportions:

1. Select the image
2. Hover over a **corner** so that the mouse changes to a two-headed arrow



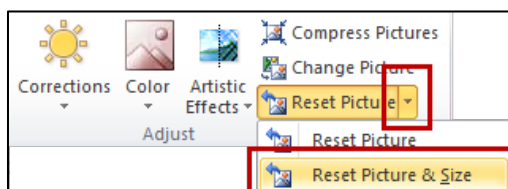
3. Hold down **Shift** on the keyboard as you drag the image from the corner

Whilst it's not always essential to hold down the **Shift** key to constrain the proportions, some images will behave differently depending on the file type.

## Reset an image to its original proportions

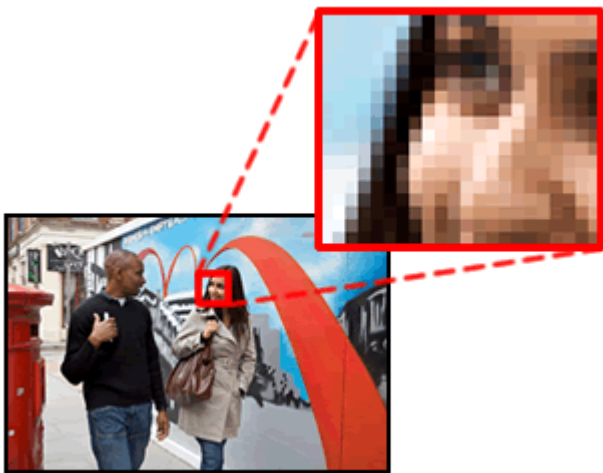
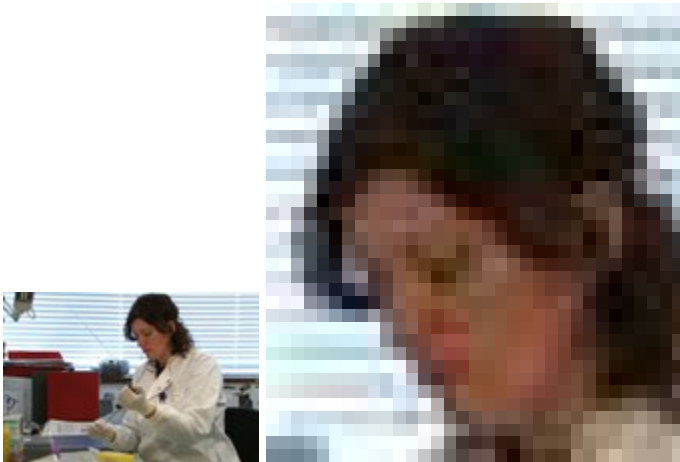
If an image has been stretched and you want to reset it:

1. Click on the image to select it
2. Choose **Picture Tools: Format** tab
3. In the **Adjustment** group click the arrow next to **Reset Picture** > choose **Reset Picture & Size**



## Image quality

When you take a poor quality image from the internet or other source and enlarge it, it loses definition and can become pixelated



If you want to enlarge an image, make sure it's a good quality photograph. You can take your own photos or download them from the [University Image Library](#).