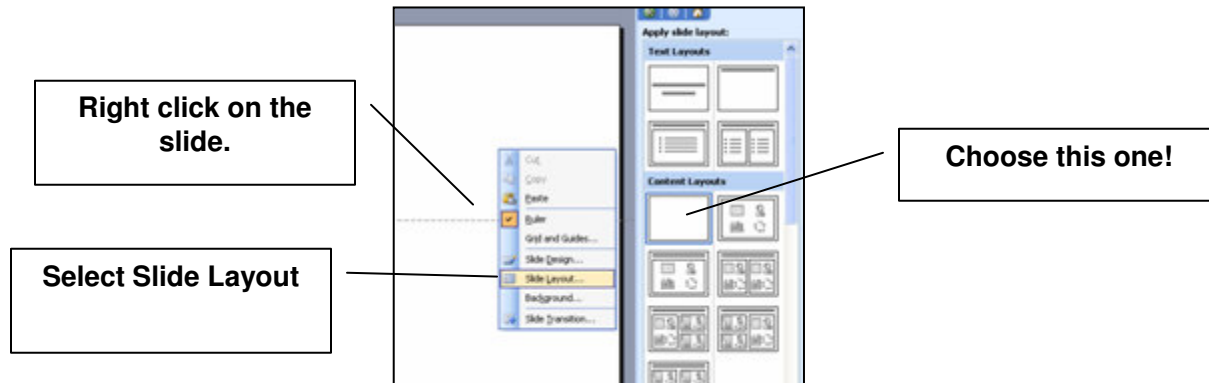


Annotating Pictures in PowerPoint

An easy way for children (and teachers) to add annotations to pictures is to first insert the picture into PowerPoint and then use various tools to add labels and captions.

Step One

In PowerPoint, start with a new, empty slide. Right click on the slide and select Slide Layout. From the list of options, choose the blank one (the one with no markings on). This isn't essential, but it does mean there are fewer distractions on the slide while you work.



Step Two

Click on the **INSERT** menu and select **Picture** and then **From File**. Locate the image you want to work with. Once it is in PowerPoint, resize it by clicking and dragging on the 'handles' in the corners and at the sides of the picture. These appear when you click on the picture. You can also move the picture around the slide by clicking and dragging in the centre of the picture. Move and resize the picture so that you have enough space around the outside for your annotations.

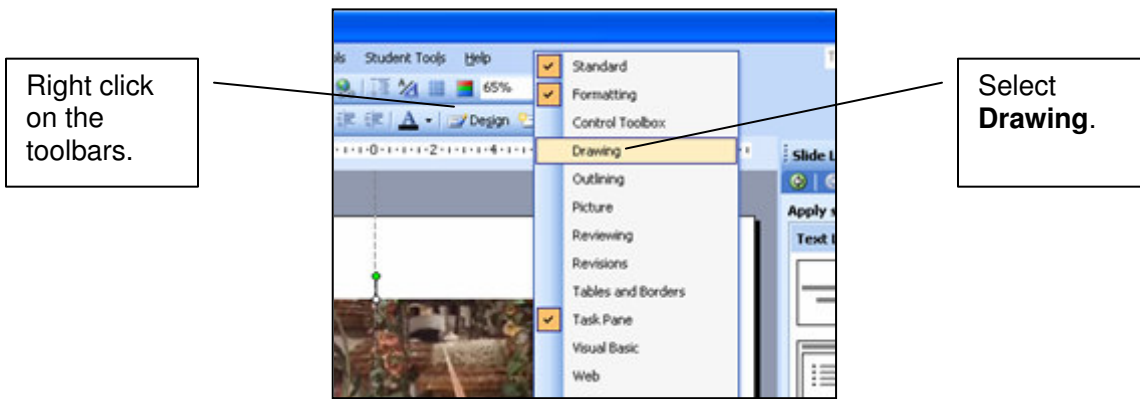
Step Three



There are several tools that are suitable for adding annotations. These are found on the drawing toolbar often found at the bottom of the screen:



If this is not visible, right click on the toolbars at the top of the screen and right click. From the menu that appears choose **Drawing**.



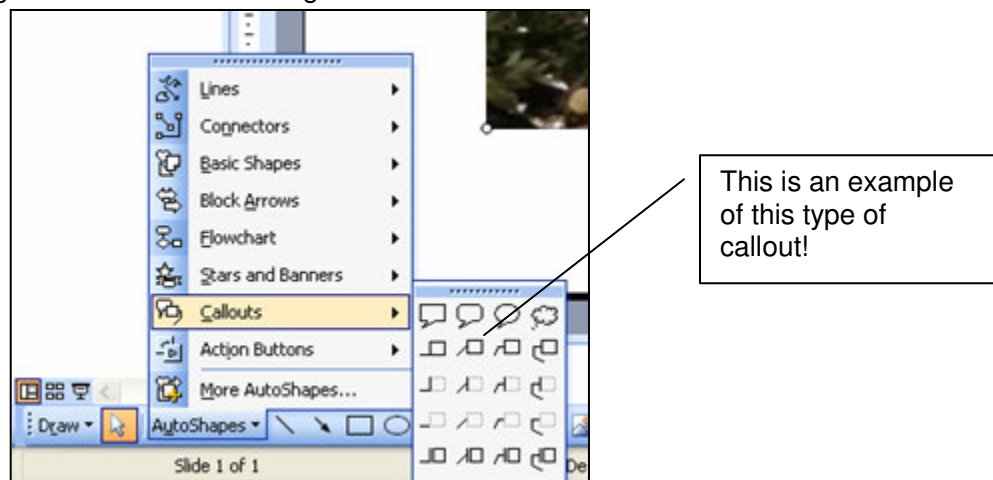
Step Four

On the Drawing toolbar, you can find arrows, shapes and lines which can be added to the PowerPoint slide to create annotations. If you use any shape you can add text to it simply by typing when the shape is selected (click on it).

Some buttons allow you to change the colour of the shape's fill, its outline and the text



Autoshapes are useful, especially Callouts. These are simple shapes with lines attached that are useful for linking text in boxes with images. All the diagrams above have used Callouts to add labels. The colour of the box, its lines and the thickness of those lines can be altered by using the tools on the Drawing Toolbar.



Like a lot of things, the best way of learning is by exploring and experimenting. Here is an example using a few different techniques.

