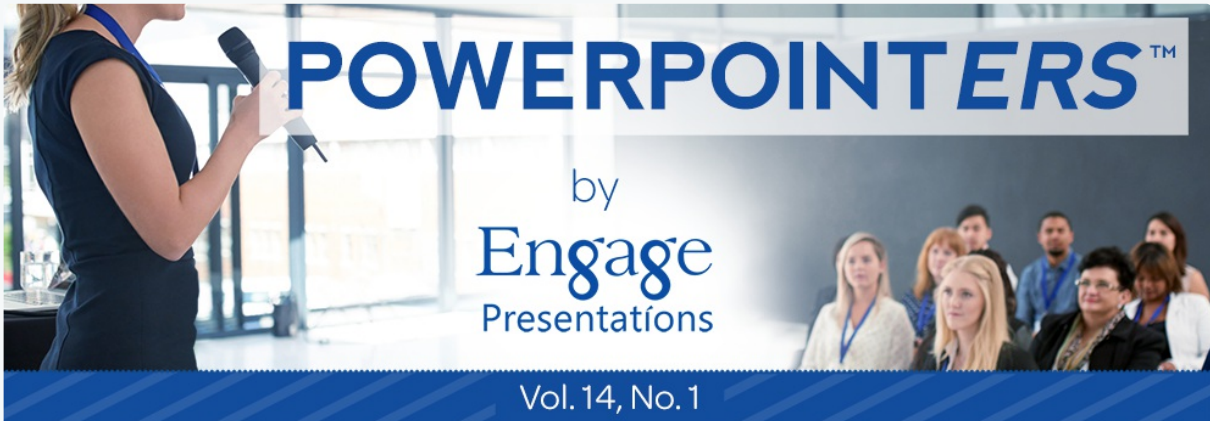


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Making sure you have visuals that support your content in a compelling manner that does not distract your audience is essential to a well-crafted presentation.

PowerPoint has dramatically improved over the last few suites. In this edition of our PowerPointers (formally PowerPoint Tips) I am outlining several tools for editing your images within PowerPoint. Here are a couple of tricks that can help you.

Crop Your Images to a Variety of Shapes

Images can play a key role in bringing together a presentation, and there are now ways of cropping your graphics into beautiful shapes such as ovals, rounded corner rectangles, triangles or even hearts!

1. Select your image and click on the **Format** tab
2. Click on the **Crop** drop down menu and select **Crop to Shape** and select your desired shape

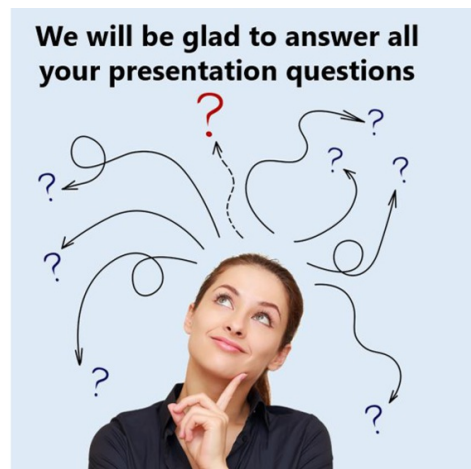
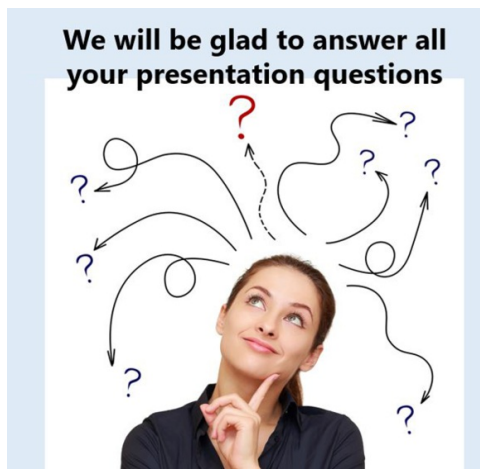


Cropping images to shapes

Instantly Remove Colour from a Background

We often help clients rework images to smoothly integrate with other elements of their slide. PowerPoint has a simple tool that allows you to quickly remove the background. This tool works best when you have an image on a white background and you want that background to disappear from the image.

1. Select your image and click on the **Format** tab
2. Under the Color icon, click on **Set Transparent Color**
3. **Click** on the image background you wish to remove



Remove background colour

Sharpen Your Images

If you cannot find a higher resolution version of an image that you absolutely want to use in your presentation, PowerPoint has a useful Sharpen tool that could help correct your image.

1. Select the image and go to the **Format** tab
2. Click on the **Corrections** icon and choose from the **Sharpen** drop down

3. Select the level of **Sharpness** desired



Sharpen your images

As we prepare to celebrate our 15th year as presentation specialists we have rolled out a new Website making it easier to connect with us across all devices. Please let us know what you think of our Website and how we might be able to address **your presentation challenges**.

[Click Here to Visit Our New Website!](#)

PowerPointers is an email newsletter that answers the most frequently asked questions that I field. Each e-newsletter will typically address one or two questions and I encourage you to forward it to others.

If you wish to comment, ask a question or simply want to get to know us better, call us at **514-739-5072** or email us at info@engagepresentations.com.

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