

Technology Tips

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Question:

Can I include “screen shots” of web sites in a PowerPoint talk? I’m giving a PowerPoint talk on web sites at a conference and I’m not sure that the hotel has a good Internet connection.



Answer:

Given the potential problems with Internet connections, putting screen shots of web sites into your PowerPoint talk is a good idea. Windows includes all the tools you need to accomplish this task. Here are the steps:

- 1 The first step is to open Internet Explorer or Netscape and go to the web site that you want to feature. Scroll to the part of the web page that you want to capture in the screen shot. When the screen shows exactly what you want, press the **Print Screen** button on your computer keyboard. This pastes a copy of everything on your screen into a part of your computer’s memory called the Clipboard. If you want to capture more screen shots later, do not close Internet Explorer or Netscape, just leave the web browser running.
- 2 For the next step, you need a graphics program to save the screen shot as a graphic. You could use Adobe PhotoShop, Jasc PaintShop Pro, or a variety of other graphics programs, but you do not really need any of these specialized graphics programs. Windows includes a little graphics program called Paint that is sufficient for this task. To open Paint, click the **Start** button in the bottom left corner of your screen. Click **Programs**, click **Accessories**, and then click **Paint**.
- 3 The next step is to paste the screen shot from the Clipboard into the Paint program. To do this, click the **Edit** button on the menu bar in Paint. Then click **Paste**. Windows will ask you whether it can enlarge the bitmap because the image is large. Click the **Yes** button. A copy of your screen shot showing the web page will be pasted into Paint.
- 4 Now you are ready to save the screen shot as a graphic. Click **File** on the menu bar in Paint. Then click **Save**. At the bottom of the Save dialog, you will see a box labeled **Save as Type**. Click the down triangle at the right end of the box to see the list of file types. The default file type is Bitmap or Bmp which produces a very large file. Instead, if your copy of Paint allows, click **Gif** which produces a much smaller file. This is important because your PowerPoint presentation will load and run faster if you use smaller sized graphic files. *Note: if you have an older copy of Paint, your only choice may be Bitmap or Bmp.*
- 5 Next, type a name for the graphic file in the **File Name** box. Then use the **Save In** window to browse to the folder where you want to save the file. Write down the name of the folder where you saved the file because you will need to find it later. Click the **Save** button. Finally, close the file by clicking **File** on the menu bar and then clicking **Close**.

- ⑥ If you want to capture more screen shots, leave the Paint program running and switch back to Internet Explorer or Netscape. To do this, click the Internet Explorer or Netscape button on your Windows task bar (the bar across the bottom of your screen unless you repositioned it). Find the next web page that you want to capture and press the Print Screen button on your keyboard. Switch back to the Paint program and proceed with steps 3 through 5 above.
- ⑦ When you are done capturing screen shots and saving them as graphics, close Paint and Internet Explorer or Netscape. Open the **PowerPoint** file that you want to put the screen shots in. Make sure that you are in “Normal” view where you see just one slide on your screen (not in slide sorter view where you see all of the slides in your presentation). To change the view, click **View** on the menu bar and then click **Normal** in the drop-down menu.
- ⑧ Move through your slides until you come to the slide before the place where you want to add a new slide. To add a new slide, click **Insert** on the menu bar and then click **New Slide**. In the New Slide dialog, click on the **blank slide** (the last choice) and then click **OK**.
- ⑨ The next step is to insert the screen shot graphic on the blank slide. Click **Insert** on the menu bar, click **Picture**, and then click **From File**. Browse to the folder where you saved the screen shot graphics. **Click the graphic** that you want and then click the **Insert** button. PowerPoint will insert the graphic on the slide. Move and size the graphic to fit on the slide. To make the graphic larger or smaller, click and drag one of the corners of the graphic.
- ⑩ That’s it! Continue to create new slides and insert graphics on each. Remember to save your work often just in case this graphics-intensive effort causes Windows to crash.