

## Tips for using images in PowerPoint

### Why images matter

Images, rather than lots of words, help to engage the audience and convey content.

Use relevant, good quality photographs to illustrate your presentation and key message.

### Image sources

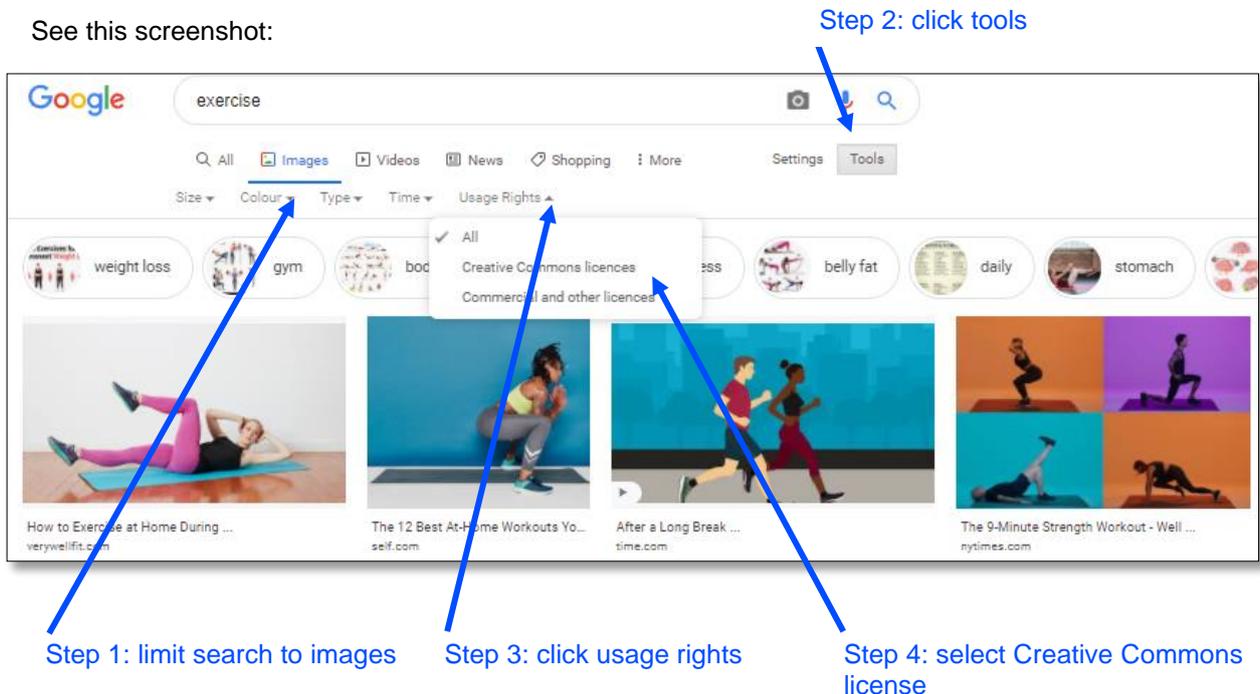
#### First a word about copyright....

You need to make sure that any images you use in your presentation are not protected by copyright or permissions. You must make sure any images you use are royalty free or Creative Commons license.

#### Google Chrome

If you use Google Chrome for a general search, you can limit the search to images and filter for Creative Commons licenses.

See this screenshot:



The screenshot shows a Google search for 'exercise' on the Images tab. The 'Tools' menu is open, showing 'Usage Rights' with 'Creative Commons licences' selected. Blue arrows point to the 'Images' tab, the 'Tools' button, the 'Usage Rights' dropdown, and the 'Creative Commons licences' option. Below the search results, four images are shown with their respective source URLs: 'How to Exercise at Home During ...' (verywellfit.com), 'The 12 Best At-Home Workouts Yo...' (self.com), 'After a Long Break ...' (time.com), and 'The 9-Minute Strength Workout - Well ...' (nytimes.com).

Step 1: limit search to images

Step 2: click tools

Step 3: click usage rights

Step 4: select Creative Commons license

When you select Creative Commons license, the list of available images will reduce and you can click through to check copyrights, permissions, attributions (acknowledgements required), and use.

## Website sources

Examples of websites for royalty free images, that are also free of charge, include:

[Pixabay](#) [make sure to select free and not iStock sponsored images]

[Unsplash](#)

[Everypixel](#) [make sure to select free]

[Pexels](#)

**Please note:** not all royalty-free images are free of charge, it just means you can use them without paying royalties each time you use them. Some royalty free images have a one-off initial fee.

## Microsoft PowerPoint Add-ins

If you are using Office 365, you can use some valuable Add-ins, including:

[Icons by Noun Project](#)

[Pexels free stock images](#)

[Pickit free images](#)

[Pixabay images](#)

## Creating infographics

An infographic can be a useful tool for conveying data in an engaging way. You can create one yourself using standard features in PowerPoint, or consider using tools available on websites, such as:

[Piktochart](#)

[Canva](#)

[Visme](#)

Do check what is offered for free as some are limited and then have pricing plans, but the free options may meet your needs.

Remember to keep your infographics as simple as possible and use consistent colours and fonts throughout your PowerPoint slide deck.

## Inserting images in PowerPoint

Your available options will depend on which version of Microsoft Office you are using.

You can find advice on the [Microsoft website](#).

You can adjust your image once it is in the PowerPoint slide by double-clicking on it. This will allow you to crop it to the size you want and to create the transparency that you need, among other functions.