Creating a PowerPoint Slide Show for Art History Classes

In 8 easy steps!

Step 1:
Open Microsoft PowerPoint.

Step 2:
In the "New Presentation" dialog box, click on “From Design Template.”

Advice: There are lots of funky designs to choose from, however they take away from the Art that you are going to add. My advice, choose white or black, white seems to work best at Picotte and black works best at Massery.

Step 3:
That first slide should look like the image below, in this slide; add in the name of your presentation and your name.

With your title added

Now you’re ready to add some artwork!
Step 4:

To add a slide that is maximized and ready for a large image and a small amount of text, in the upper left hand corner you should see a icon for a paper with the words “New Slide” (see picture to right) when you click on the arrow within that icon button, a selection window will appear. Choose the “Title and content”.

Images that are 8 x 10 inches at 72 dpi are ideal for PowerPoint presentations. Many images can also be found on the LUNA database as well as ARTStor. If you are having trouble finding an image that is large enough, contact: Fran Giordano, VRC, Neil Hellman Library, Rm 405, giordanf@strose.edu, 518-337-2372

If you are searching the web for images, be mindful of the image size. Many images from the web are not large enough for PowerPoint presentations, and will look pixilated when projected.

The best representations of artist works are to photograph the works in person. Barring that the next best images are in books, so go to the library! Cause that’s where the books are! You can have images scanned from books at the Neil Hellman Library.
Step 5:

If necessary, you can tailor your Slide Layout to suit your needs. If you click on the edge of any of the fields within your slide, you can alter the size of the field, or delete it. In this case, the **Click to add title** field is being selected and deleted. The **Click to add title** field has been deleted, and the **Click to add text** field is being adjusted horizontally, and positioned at the lower part of the slide.

Now that you have your Slide template ready, select **Insert/ Duplicate Slide** to create slides of the same format throughout your presentation.

To begin adding images, select **Click icon to add picture** within the slide. A window will pop up which allows you to search through the computer to select an image.

Hooray! Your image is in place! But before you add a text box so that you can cite this work, there is an extra little step that is really necessary but is often forgotten.
Step 6:
Now you have an image in place you need to make sure that image is stable, and won’t lose information every time you open and close your Power Point Presentation. To do this, go to the “Format Picture” tab and click on it. (See image Below)

Under format Picture you will see an icon that says Compress. Click on that icon. A window like the picture on the right will appear Change that window to match the window on the left. This will keep Power Point from compressing your images every time you open and close your presentation.

Go from this to ➔ THIS!

Now that your image is in place it’s time to cite the work! On this image there is a nice white area on the bottom of the image to type the information in, but you need to add a text box.
Step 7

You must properly cite any source you use for your presentation. This information can be included on a printed slide sheet (Read and follow the examples on the “Works Cited: A work of Visual Art” handout). While the image is selected, use the Formatting Palette to adjust the size of your image. A height of 6.5 inches is usually best, but this may vary based on your presentation.

To center your image in the slide, select the Align button from the Size, Rotation, Ordering tab of the Formatting Palette. Select Align Center, then Align Middle, and use the arrow keys on your keyboard to further adjust placement of the image. You can also use the Align tools on text fields.
To add text about your image, click the **Click to add text** field. If you are writing text that describes your image, the text should include the artist’s name, title of work, date of work, dimensions of work, medium, and location of work. Be sure to format your text consistently throughout your slides.

Use this text format for artist images [pictured]:

**Fernad LÉGER, La Belle Équipe (The Beautiful Team), 1944-45**
Oil on canvas, 112 x 127 cm., Private Collection

The last page of this hand out you will find a document called: Work Cited: A Work Of Visual Art. This document goes into further detail on this subject.

**Step 8**

For comparison slides, several images may be occupying a slide. Comparison slides should only contain the images you are comparing, and appropriate text for each image. There is no need to title the slide ‘Comparison’ as you will be discussing this during your presentation.

In this comparison slide, the student has used the Notes field below the slide to enter information that can be referenced during the presentation. Text entered in the Notes field does not appear on the slide, or during the presentation.
To see the Notes field while giving your presentation, select **Slide Show/ View Presenters Tools**

Notice that the images have been formatted to be the same size.

Also notice that the information about each image is not complete. Do your best to include as much identifying information about images as possible [see text format for artist images above].

Do not fill your slides with text that you plan to read while giving your presentation. Use the Notes field below the slide to enter supporting information about the images you have selected for your presentation. Plan to include this information on a printed slide list for your audience to reference.

Use the format below for the printed slide list. If your slide sheet is more than one page, remember to paginate:

Ana Mendieta/ Your Name

Ana **MENDIETA**, *Untitled* (Body Tracks), 1974, Lifetime color photograph, 10 x 8 in., Estate of Ana Mendieta Collection, courtesy Galerie Lelong, New York
Ana **MENDIETA**, *Rastros Corporales* (Body Tracks), 1982, Blood and Tempera paint on paper, Three works, each 38 x 50 in., Rose Art Museum, Brandeis University, Waltham, Massachusetts

Yves **KLEIN**, *Untitled Anthropometry (ANT 100)*, 1960, Dry pigment and synthetic resin on paper mounted on campus, 57 1/8 x 117 5/8 in., Hirshhorn Museum and Sculpture Garden, Smithsonian Institution, Washington, D.C. The bodies imprinted here are those of the artist and his wife, Rotraut Uecker.
Ana **MENDIETA**, *Alma Silueta en Fuego* (Soul Silhouette on Fire), 1975, Lifetime color photograph, 10 x 8 in., Collection Dillon Cohen
A painting, sculpture, photograph, or similar work

Include the artist’s name. Give the title of the artwork in italics. Provide the date of composition. If the date of composition is unknown, place the abbreviation *N.d.* in place of the date. Finally, provide the name of the institution that houses the artwork, or, for a work in a private collection (*Collection of*...), and then provide the name of the city where the institution or collection is located. If the collector is unknown or wishes to be anonymous, use *Private collection* without city name.


A reproduction of an artwork (including a painting, sculpture, photograph, or similar work) from a publication

Provide the artist’s name, the work of art italicizes, the date of creation, the institution and city where the work is housed. Follow this initial entry with the title of the book in italics, the first and last name of the author, the publishing location, the publishing company, and year of publication. Finally, provide the plate, page, or image number, whichever is relevant. Indicate the medium of reproduction.


An Image (Including a Painting, Sculpture, Photograph, or similar work) from a Website

Provide the artist’s name, the work of art italicized, the date of creation, the institution and city where the work is housed. Follow this initial entry with the name of the Website in italics, the medium of publication, and the date of access.


Please note that the MLA no longer requires the URL of the website.