Choose a Slide Layout

Slide layouts are broken into three categories: text, image, and multimedia. Multimedia slides allow the user to insert a video or hyperlink into their presentation.

1. Add a new slide by clicking **Add New Slide** in the Slide Panel.

2. Click the blue arrow on the right side of the slide thumbnail to choose a layout.

3. Select the theme and layout you wish to use for your slide. There are three types of slide layouts: text, media, and special.
Add Text

1. Click the text icon on the right-hand side of the page.

2. Click and drag the text box to your desired location on the slide.

3. Double click within the text box to edit the text.

4. Change the font color, size, and style using the drop-down menus above the text box.

5. Use the buttons next to the drop-down menus to make the font bold, italicized, underlined, or to change font alignment.
Add an Image

1. Click the image icon on the right-hand side of the page.

2. You will be given three options for choosing an image: My Library, Media Search, or Premium Photos. Premium Photos allows you to search for images, but each image must be purchased.

My Library

My Library allows you to upload photos from your computer. Once you have uploaded photos they will be stored in My Library.

1. After clicking the image icon, select the My Library tab.

2. Click Upload.
3. Browse your computer for the image and click **Open**.

4. The image will be moved into your library. To use the image in a slide, hover your cursor over the image and click the **Insert Image** icon in bottom right-hand corner of the picture.

5. Click and drag in the center of the image to place the image in the correct position on the slide.

6. Click and drag the edges of the image to resize the image.

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**Media Search**

Media Search allows you to search for images using flickr.

1. After clicking the image icon, select the **Media Search** tab.

2. Type your search in the text box and press enter or click the magnifying glass.

3. To view only image that are allowed for commercial use, check the box next to **Allowed for commercial use**.
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4. Hover your cursor over the image you wish to include and click Use.

5. You can move and adjust the image in the same way you would an image added from My Library.

Premium Photos
Premium photos allows you to search for and purchase photos to add to your presentation.

1. After clicking the image icon, select the Premium Photos tab.

2. Type your search in the text box and press enter or click the magnifying glass.

3. Once you have selected your photo, hover your cursor over the thumbnail and click Buy.