Create a ‘blank’ Slide
1. Make sure you have a slide showing. If you don’t, click on Home, then New Slide.
2. From the Home menu tab, select Layout and then Title and Content.
3. In the title text box, type a title for your image.

Insert Image from File
1. Click on the picture icon in the content area.
2. Browse to the folder where your images are stored.
3. Select the image you would like to use.
4. Click Insert.
5. Left click and drag on the handles to make your shape smaller or larger.

Create a Duplicate Slide
1. From the Slide Outline on the left side of the screen, select your slide by clicking on it.
2. Right-click on the slide and select Duplicate Slide (or use the copy and paste buttons).
3. A duplicate slide is inserted.

Insert a Shape
1. Make sure you are looking at the duplicate slide.
2. From the Insert tab, click Shapes and then select the rectangle shape. Your cursor changes to a cross.
3. Click on the slide and drag to create your rectangular shape.
4. Click on the handles and drag to make your shape smaller or larger.
**Format the Shape**

1. With the shape still selected, click on the orange *Drawing Tools* tab at the top of the screen. This activates the shape formatting menu.
2. Under *Shape Fill*, select *More Fill Colors*.
3. Change the color if you desire.
4. Adjust the transparency slider bar to make your rectangle transparent, then click OK.
5. Under *Shape Outline*, select *No Outline*. (We don’t want a border.)
6. Select the square and move it so that it overlaps a section of the image.

**Preview your Slides**

1. Click on the *Slide Show* menu tab. This brings up the menu bar for setting up and starting a slideshow.
2. Click on *From Beginning*.

**Change the Transition**

For a more subtle effect, we will change the slide transition to fade.

1. Click on the *Transitions* menu tab.
2. Select the second transition shown, *Fade*.
3. To adjust the speed of the transition, change the duration of the transition. Higher numbers mean slower (longer) transitions.

Watch the show again. This time, the shape fades in slowly.
Getting Help with Technology at the University of Hartford

**Faculty Center for Learning Development (FCLD)**
FCLD provides consulting and instructional support to faculty and staff who are using technology in teaching and learning. The FCLD Faculty Lab in Mortensen 203a is available for faculty support and use and is equipped with instructional technology-related equipment including: PCs, Macs, scanners, and projectors as well as support staff. Faculty wishing to use the lab may contact FCLD.

**Phone:** (860) 768-4661  
**Email:** fcld@hartford.edu  
**Website:** [http://www.hartford.edu/fcld/](http://www.hartford.edu/fcld/)

**Information Technology Services (ITS)**
ITS Help Desk – Computing Center
For general computer and Internet/network support questions (not directly related to the classroom but rather passwords, Internet/email problems, Banner, campus Facebook).

**Phone:** (860) 768-5999  
**Email:** its@hartford.edu  
**Website:** [http://uhaweb.hartford.edu/its/](http://uhaweb.hartford.edu/its/)

**Media Technology Services (MTS) – Harry Jack Gray Center E113**
MTS maintains and installs classroom equipment, such as projectors, Sympodiums, and interactive white boards, delivers and sets up technology needed for classes such as laptops, overhead projectors, microphones, sound systems, DVD/VCRs, digital cameras, etc., and provides instruction on its use. MTS is also responsible for overseeing ECHO360 Lecture Capture classrooms and administers WebEx web conferencing accounts.

**Phone:** (860) 768-4643 (Main) or (860) 768-4662 (Tech Line)  
**Website:** [www.hartford.edu/mts](http://www.hartford.edu/mts)