



PowerPoint 2011 Image Effect on a Mac: highlight within an image

1. Darken the full image with an overlay

- a. Insert/shape
- b. Choose rectangles, click on the upper left corner of the image and draw a rectangle matching the exact shape over the image
- c. Remove the outline: control-click in the rectangle/ choose format shape/ choose line /choose no line from the color dropdown/close
- d. Choose the Fill: control-click on in the rectangle/ choose format shape/ choose fill color from dropdown/ choose black. Set the transparency to your choice (65-70% allows more of the whole image to show) / click OK, click close

2. “punch a hole” in the image for the highlight

- a. Insert/ shape/ choose all or basic shapes
- b. From the shapes menu: click the shape you want for the highlighted area, click in the image and adjust the inserted second shape as desired
- c. Remove line from second shape: control-click in that shape/ click on line, choose no line from color dropdown/ click OK
- d. Click on the main rectangle, hold down the shift key and control-click in the second shape, choose grouping from the dropdown/ choose subtract