



PowerPoint 2010 Image Effect on a PC: highlight within an image

1. To set the customizable function of **Shape Subtract**, you must **first insert an additional toolbar**, which can appear either below or above the main toolbar; navigate:

- a. File
- b. Options
- c. Quick access toolbar
- d. Customize the Quick Access Toolbar
- e. Choose commands from (dropdown: commands not in the ribbon)
- f. Shape subtract
- g. Add
- h. Highlight shape subtract
- i. OK

2. Darken the image with an overlay

- a. Select shapes
- b. Choose and click on a rectangle, click on the upper left corner of the image and draw a rectangle matching the exact shape over the image (needs to be exact so that the slide sequence moves seamlessly)
- c. Remove the outline, choose fill and set transparency:
right click in rectangle/choose format shape/choose line color/choose no line
choose fill/ solid fill / choose fill color dropdown/ choose black
set transparency with slider or % to your choice (65-70% % allows more of the whole image to show) close

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

- a. 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.
- b. Click in the rectangle, hold down the shift key and click in the second shape / select “shape subtract” from quick access tool bar

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