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