

## How to capture the slides from a PPS PowerPoint slide show

When you view a PowerPoint Slide Show (PPS file often sent as an e-mail attachment), you may wish to capture some of the pictures or photos to use in other projects, or as background for your Windows desktop. It is quite easy to acquire such pictures/photos from a PowerPoint slide show.

The first and universally applicable technique is to perform repeated screen captures using the **Print Screen key** on your keyboard. To accomplish this, follow these steps.

1. Open the PowerPoint slide show by double-clicking the attachment (or saved file).
2. When you see a picture you wish to convert to an individual file, press the Print Screen key, usually at the top of your keyboard, towards the center or right side. This may require repeated viewing to establish the timing, and capturing multiple slides.
  - a. This Copies the picture into Windows clipboard.
  - b. In order to convert this to a graphic file, it must then be Pasted into a picture or photo-editing “canvas”.
3. Open Paint, found under Start menu | All Programs | Accessories | Paint. It opens with a blank white “canvas”.
  - a. Adjust the size of this canvas (make it small initially) by either dragging the right lower corner up and to the left.
  - b. When you hover over the right lower corner border the pointer becomes a two-directional diagonal arrow. This is when the size can be reduced by dragging.
  - c. As an alternative, go to Image properties (Using the File menu or Windows 7 Paint far left drop-down menu) and change both the horizontal and vertical dimensions to 50 pixels, then click OK. This results in a small white square.
4. Go to the Edit menu (or Home ribbon on Paint for Windows 7) and choose Paste (or CTRL-V). You desired image will appear. You may crop it by selecting only a portion of the picture using the rectangular selection tool (a dotted square) if desired.
  - a. If doing this, once selected, copy the selection (CTRL-C or Edit menu Copy).
  - b. Now either undo (CTRL-Z repeated until the small square reappears,
    - i. Or choose New from the File (or drop-down menu) and say No when asked to Save the current file.
  - c. Now Paste again, and the cropped selection appears.
5. Save the image in an appropriate (and remembered) folder.
  - a. Give it a descriptive name.
  - b. Save as any desired file type (BMP, JPG, or PNG).
6. Repeat the above steps for each picture you wish to capture.
7. Now the file is a graphic image file usable in any program desired, either as background, or clipart.
  - a. Make your desktop background by right-clicking the Desktop and choosing Properties or Personalize (bottom right-click menu choice). And browse to the folder into which you saved the image.

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The second method to obtain the individual slides (pictures) requires the user to have Microsoft PowerPoint, not just the PowerPoint Viewer, but the program which comes with every edition of Microsoft Office.

1. First save the PPS file attachment to a folder.
2. Next, right-click the file and choose the Rename command.
3. When the name becomes selected and ready to be changed, press the right directed arrow **on your keyboard** repeatedly until the insertion point is at the far right, just to the right of the extension (.pps)
  - a. If your file is not displaying the extensions (such as .pps), you need to change the way your computer views files.
  - b. Go to the Tools menu (display it on Windows Vista and Windows 7 by pressing first the ALT key on the keyboard).
  - c. Choose Folder Options (the bottom command).
  - d. Next click on the View tab.
  - e. Look in the Advanced list for the line just below Show All Files, labeled "Hide extensions for known file types".
  - f. Remove the check and Apply, then OK. Now you should see the .pps.
4. Change the pps to read ppt, and hit the ENTER key.
  - a. When it warns about changing the extension, and asks if you are sure, click Yes.
5. Now double-click on the file.ppt.
  - a. The slide show now opens instead of as a slide show, but rather as a slide show project, with all the slides being displayed along the left-hand column.
6. Go to File (or the Office button drop-down in Office 2007 or 2010) and choose **Save As**.
  - a. You can leave it in the same folder, or change it to another.
7. In the "Save as type" (the box below the File name box), click on the drop-down arrow and choose "Web Page (HTM, HTML)."
  - a. This now saves both a named file ending in .htm, AND a named folder by the same name.
  - b. This new folder contains not only each of the pictures or photos used in the presentation, but also any sound files (should you want to capture also the song used).
8. Select the pictures desired from the presentation (and if present and wanted, the sound files).
  - a. Remember to select multiple items at once, first select the first item, then hold down the CTRL key while selecting as many others as you wish.
9. Right-click on any one of the selected items and choose Copy from the menu (left click).
10. Go to (Navigate to) the folder into which you wish to save these items.
11. Either using the Edit menu, or a right-click menu, choose Paste.
  - a. The desired items (images or sounds) will appear in this folder.
12. The files are also now ready to be used as backgrounds, clipart, or digital music.