

Tips for Removing the Background from Images in PowerPoint 2010

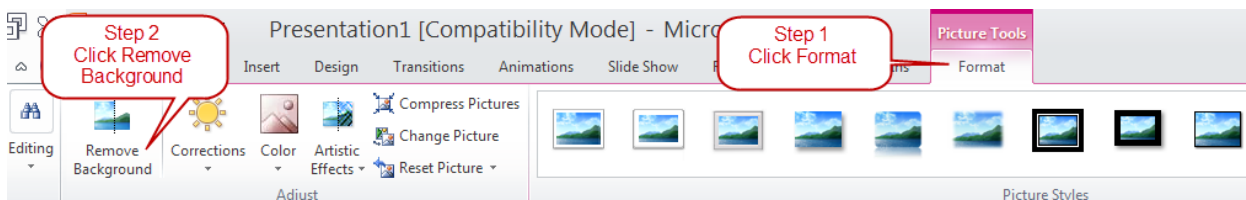


When you use images in your presentations, you might run into scenarios where you want to combine two images. In order to achieve the desired effect you may need to **remove the background of one image** so that it can sit in front of another image.

Microsoft offers you a new and useful option in PowerPoint 2010 a new feature to actually edit and remove the background of an image.

When I want a quick way of removing an image's background, I use this new feature frequently. Sometimes I can't achieve the desired effect and need to use Photoshop, but I've found it to be very handy in many situations. I'm going to step you through the process and share some tips that can help you when using this tool.

- 1) Select the image you want to remove the background from by clicking on it. Once the image is selected, you'll go to the "Format" tab
- 2) Then go over to the far left side to the "Remove Background" button.



Click the button and then the image will show sections of the image with a partially transparent pink/purple color. This color highlights the selected areas of the image that will be removed (i.e., transparent) when you're done making your adjustments with the tool. The initial selection will probably be garbled and will need to be cleaned up.

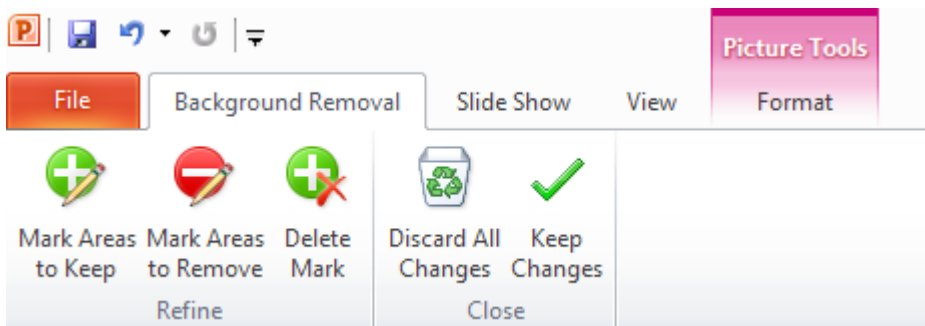
- 3) PowerPoint has a frame that sits inside the image. The frame can be problematic because it can cause you to inadvertently crop a part of the image. The first thing you need to do is adjust the frame so that the area that you want to keep falls within this frame.



- 4) Adjust frame: In this example I moved the frame outward to include portions of the picture I wanted in the final picture.
 - a. Position the frame around what you want to keep so the object isn't cropped.

Now you're ready to start editing which parts of the image you want to keep. If you look at the image to the left, you'll see that PowerPoint auto-detected what it thought I wanted but didn't get it completely right. Sometimes you'll get lucky with the auto-detection and other times it will completely miss the mark

In this case, I've got some work to do as there are pieces I want to keep in purple. IE Blouse, Note Pad and Inkpen.



- 5) Click on the "Mark Areas to Keep" button" which will enable you to draw lines within the part of the image you want to keep.



- 6) You'll notice the pink/purple space change as you draw lines. You may need to draw several lines to get close to what you want. If you want to remove a line, you click on the "Delete" button to select and remove a line you've added. Unfortunately, I find the pink/purple isn't as transparent as I'd like, which can make it difficult to see the outline of the object. You may want to zoom in closer to make sure you get everything you need. I enlarged the picture to make it easier to draw the line



- 7) You now see the blouse and the note pad not in purple as well as the inkpen which also was highlighted in purple

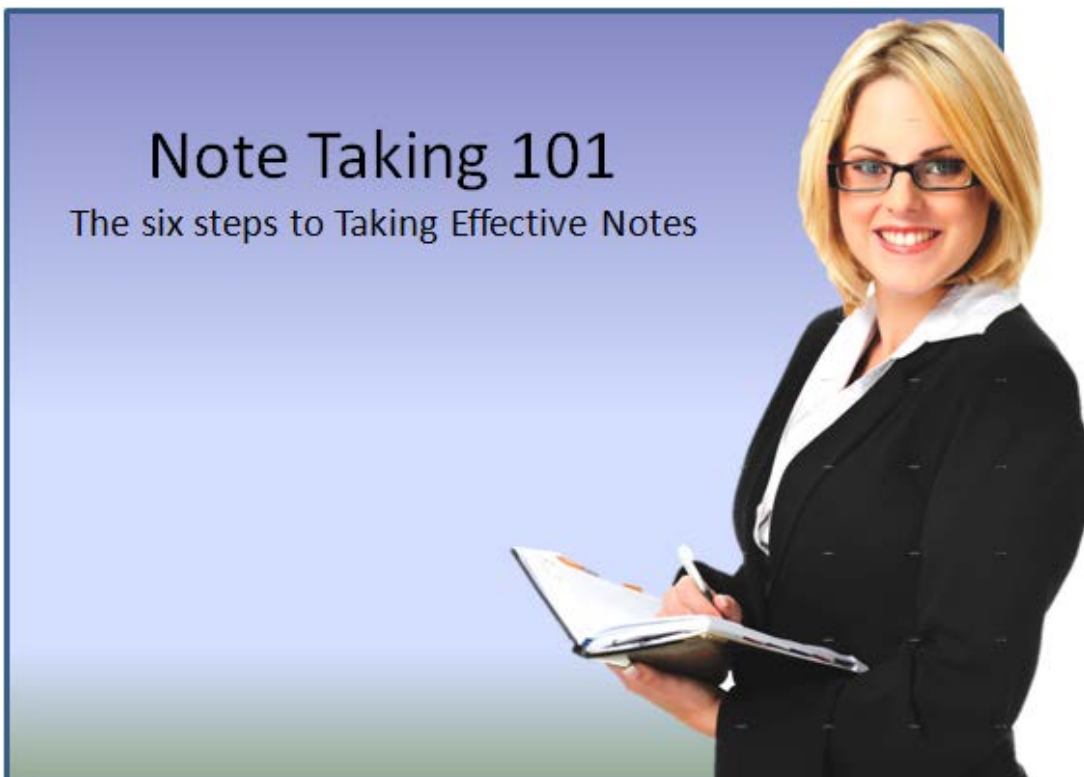
You can see where I took the “Mark Areas to Keep” tool and drew lines along edges to outline those areas I wanted to keep.

You may need to use several lines to include what you want.

- 8) Mark areas to remove: Once you’ve included what you want, there may be parts of the image you don’t want to include that aren’t in the pink/purple area. If you click on the “Mark Areas to Remove” button, you can remove the parts that you don’t want to keep.

You’re done!

When you have got all of the edges you want, you can click the “Keep Changes” button or just click outside of the image to apply the effects to the image. If you want to edit the image further, you can click on the Remove Background button and it will bring up all of your current edits. In this instance I removed the background from the woman put her image against a gradient box and had room to insert text for my content.



As you use this technique, here are some other tips for you to consider:

- ❖ It's easier to remove the background when you have the object on a white background or at least a solid background. It is more difficult to pull an image out of a complex background. Typically, the edges end up being more ragged in these cases.
- ❖ Use images where the object(s) have clear, solid edges. Sometimes the object in the image might be blurry, and it's going to be more difficult to define the edges.
- ❖ Remember you can simplify the object by leaving out unnecessary parts. Only you will know what you left out.
- ❖ Remove shadows when defining the object's edge. You can add your own shadow in PowerPoint, using its shadow effects.
- ❖ Recognize when the Remove Background tool isn't going to achieve the effect you're looking for.