



Corporate Flow



Illustration



Image Editing



Automation



Web



Text Effects

Canvas Tips and Techniques



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Exporting to Microsoft Powerpoint (Windows only)

Learn how to efficiently optimize images, complex vector objects, and enhanced text created in Canvas for use within a Microsoft Powerpoint™ presentation.

Canvas illustrations, enhanced photos or text — even animated GIFs — can be exported from Canvas and used to create visually appealing business or training presentations. The ability to easily repurpose a technical or scientific illustration allows those who work within the corporate, scientific, and educational environments, the freedom to quickly build a high-impact Powerpoint presentation.

In this tutorial, we will demonstrate the best methods for exporting Canvas graphics for use in a Powerpoint presentation.

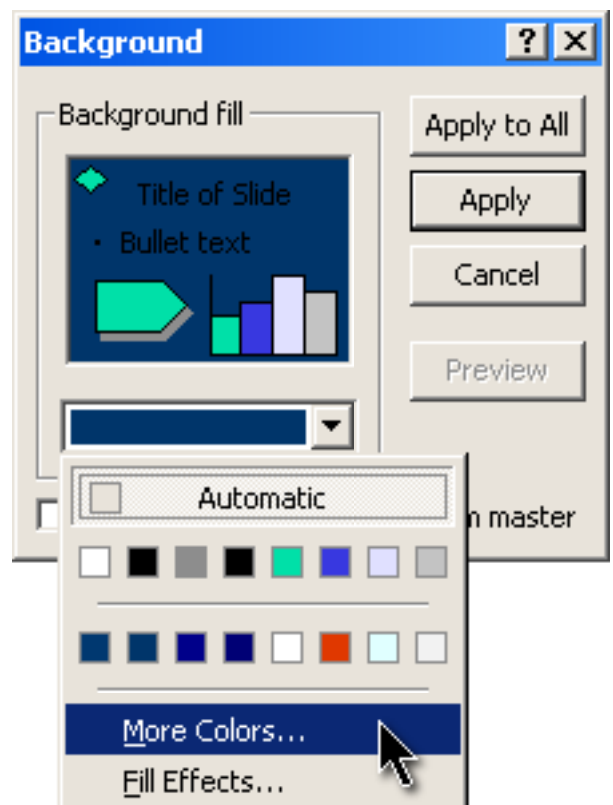
Step 1

Modifying PowerPoint's Background Color

Before we start, we need to prepare PowerPoint for our Canvas images, text, and vector art. To do this, first, activate PowerPoint and open a new, blank PowerPoint document. Choose Format > Background to open the Background dialog box (see image on the right).

Next, click on the color bar located in the lower left corner of the dialog box to activate a pop-up palette. Select the More Colors option. The Colors dialog box opens.

This procedure will allow you to customize the flat color of the slide.



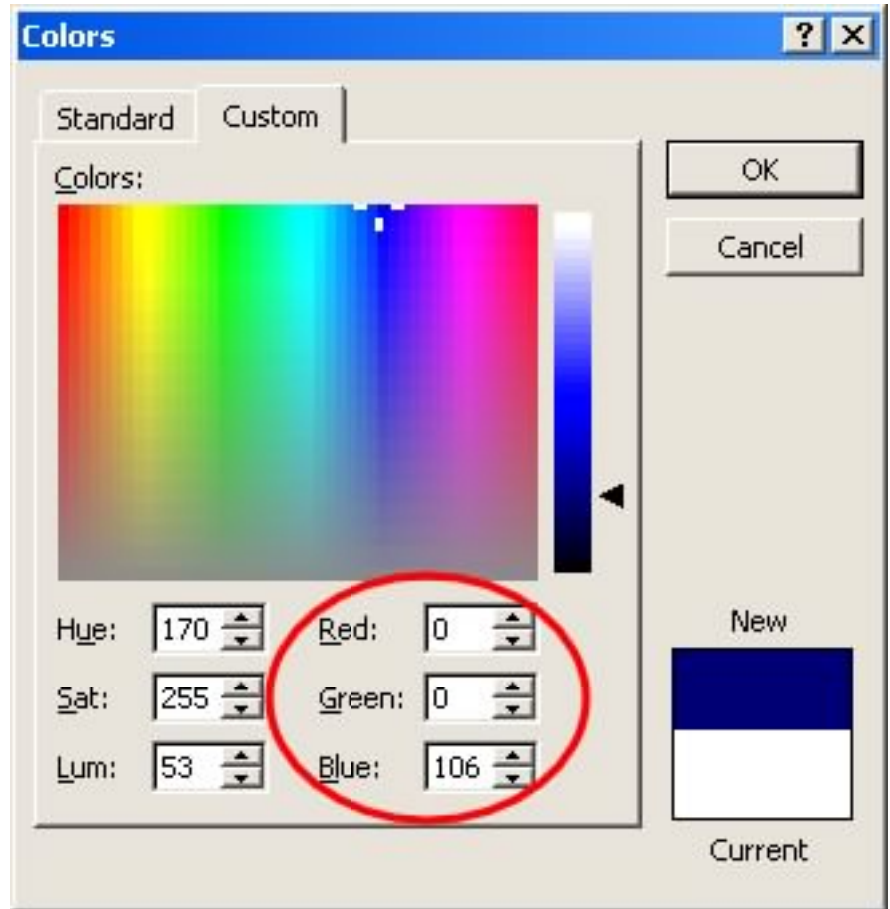
Exporting to MS PowerPoint (Continued)

Now, to set up a custom color for PowerPoint presentation, click on the Custom tab so we can define the color. For this tutorial, we will select a dark blue color.

Make a note of the RGB numbers. Remember that we will use these same color settings when we begin working with Canvas.

The RGB settings for this tutorial are:

Red - 0
Green - 0
Blue - 106



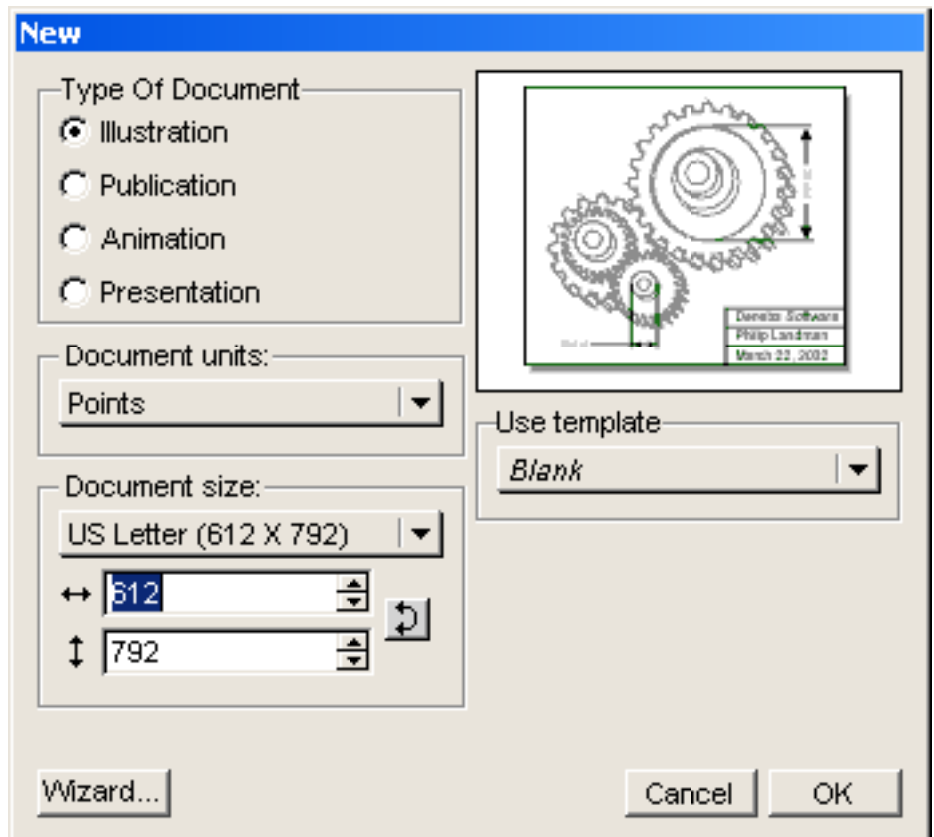
Step 2

Preparing the Document

For the next step we will begin by starting Canvas and opening a new Canvas Illustration file. Choose File > New.

When the New Document dialog box appears, choose Illustration as Type of Document. Note that from within this dialog box you also have the option to select a different document size and set the unit of measurement for your document. If you wish, you may also choose a document from the Canvas template library.

After you have made your selections, click OK.



New Document dialog box - Canvas 8

Step 3

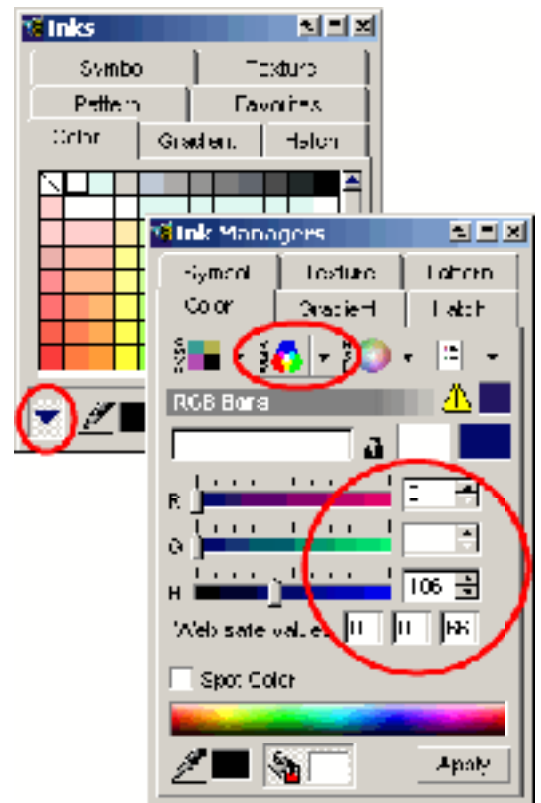
Preparing Vector Objects

For this tutorial, we have created this vector image of a globe. This illustration is composed of many vector objects and has quite a few Canvas-specific effects applied to it. In addition to gradient inks, we have also applied SpriteEffects and SpriteLayers technology to this group of objects.

Now, we will continue the process that will result in a smooth export of the globe into PowerPoint.

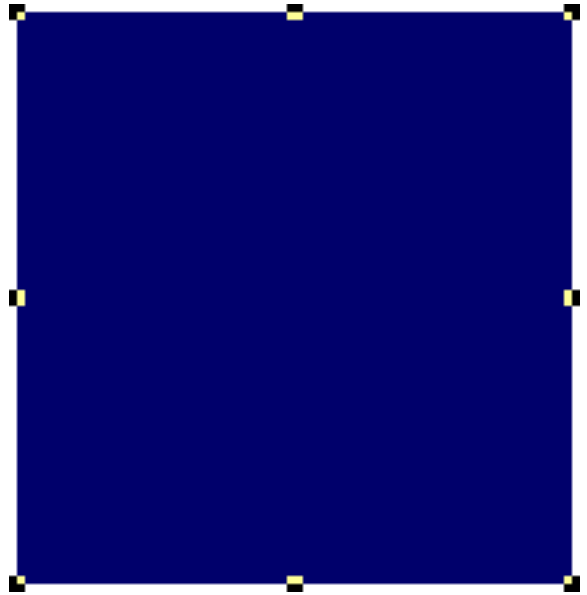
We will need to create a square that has the same color setting that will be used in the PowerPoint presentation background. To create the square, select the Rectangle tool from the Toolbox. Then, drag the cursor diagonally across the front of the globe until it is completely covered by the square.

Next, we need to change the fill ink color to match our presentation's background color (Red-0, Green-0, Blue-106). To do this click on the square you just created to select it. Then, with the square still selected, click on the fill ink icon in the Toolbox to open the Inks palette. Drag the palette away from the Toolbox. At the bottom right of the Inks palette, click on the Ink Manager icon to reveal the Ink Managers palette. Within this palette, click on the Color tab. Select RGB as the color type and click on RGB Bars from the drop-down menu. Now, enter the color value we want to use as our background: Red-0, Green-0, Blue-106, and press OK.



Exporting to MS PowerPoint (Continued)

Your resulting image should be a square covering the globe. You must make sure it completely covers the globe.



Finally, we need to shuffle the square behind the globe. You can easily do this by pressing Ctrl + B while the square is selected. This key combination will send the square to the back, behind the globe. The Globe is now ready for export.



Step 4

Preparing Rendered Images for Export

In this step, we will prepare a rendered image of Earth for export into PowerPoint. To export a rendered image with a transparent background, we must use a clipping path to make the background transparent. Once the background is transparent, we use the Rectangle tool to create a new rectangle that has the same fill color as our PowerPoint background.

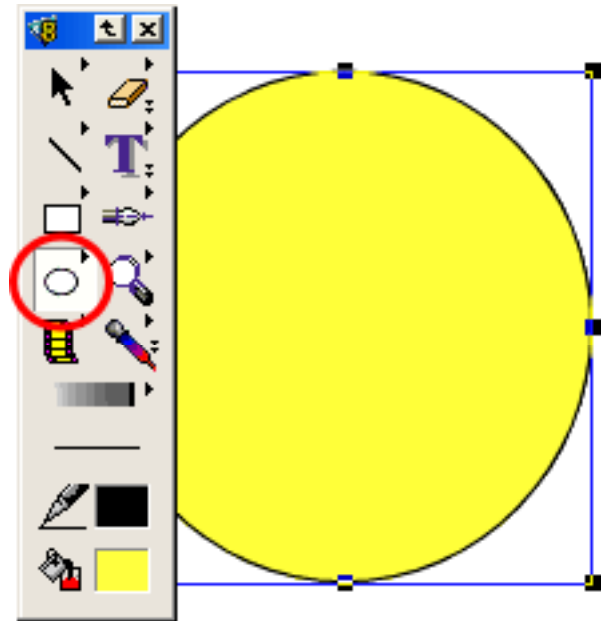


Exporting to MS PowerPoint (Continued)

To create a clipping path, we first select the Oval tool from the Toolbox and draw a circle. This object must be the same size as the image of the Earth. To constrain the shape to a circle, you need to hold down the Shift key while you click-drag across your work area. The fill color can be set to any color. For this example, we use a yellow color setting.



Note: Make sure you choose No Stroke from the Strokes palette.



Next, you must select both the circle and image at the same time. To do this select the background image and simultaneously hold down the Shift key and select the oval object. The selected objects should look like the example on the right.

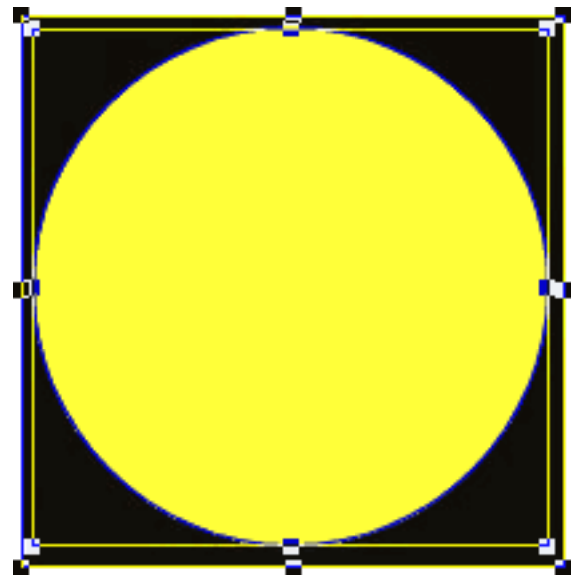


Note: A clipping path is a special object that creates a frame or window on an object.

Remember, you can use either text or a vector object as a clipping path. Also, you can apply a clipping path to one or more objects at the same time. The clipping path frames the object to which it is applied. Anything inside the clipping path will remain visible, while everything outside the path is hidden or "clipped".

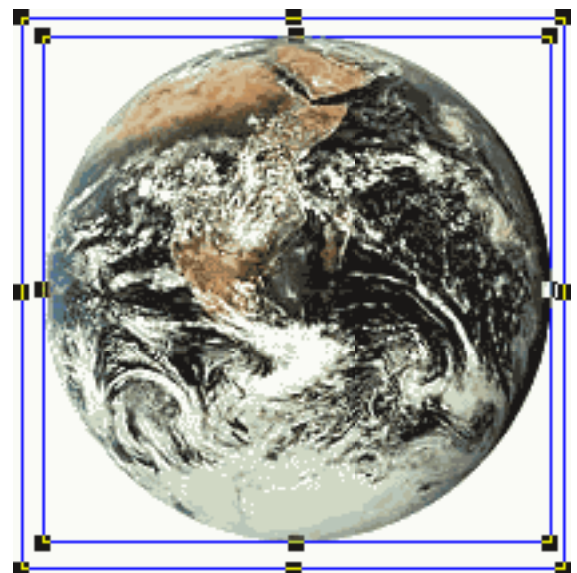


Tip: [Click here to take a refresher course on Clipping Paths.](#)



Creating the Clipping Path

Now, with both of these images selected, choose Object > Clipping Path > Make.



Exporting to MS PowerPoint (Continued)

Lets take a second and group these items into one object. Doing this will guarantee that the separate objects will not accidentally get moved out of order. To do this, choose Ctrl+G (Windows) with both items still selected.

At this point, we should have an image that looks like the example to the right.



You should be left with an image of a globe with a transparent background.

Next using the Rectangle tool and techniques we learned in Step 3, create another square with the same RGB color settings (Red-0, Green-0, Blue-106) that completely covers the globe image.

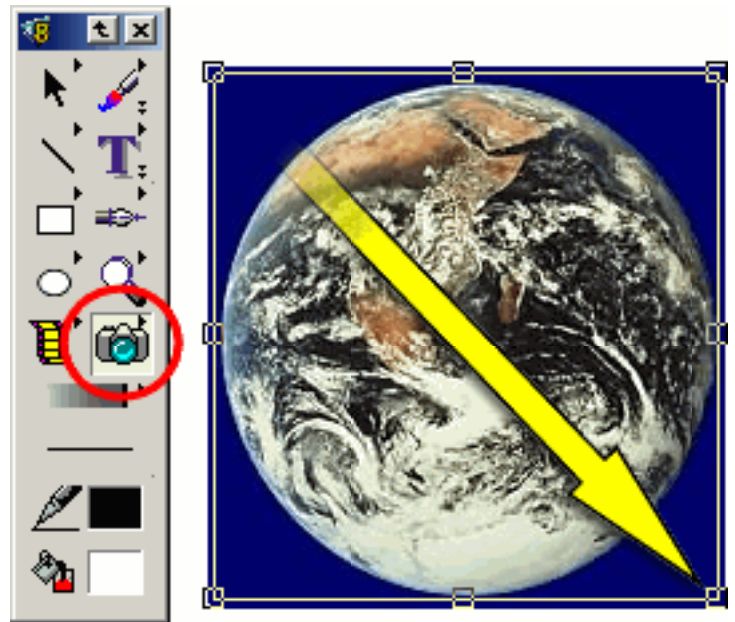


Now, with the square selected, press Ctrl + B to shuffle it to the back, behind the clipped globe.

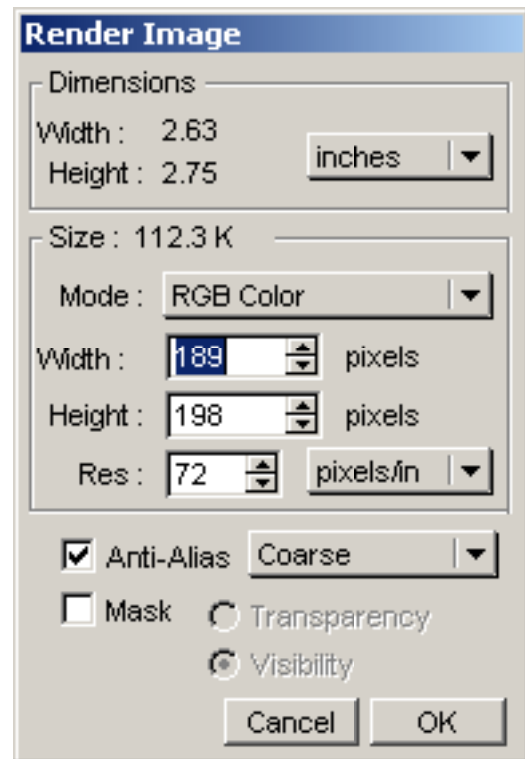


Exporting to MS PowerPoint (Continued)

Next we are going to render the globe image and the square background using the Camera tool. First select the Camera tool from the Toolbox. Then, click on top left corner of the square and drag the cursor diagonally. Try to select an area slightly larger than the globe. When you are satisfied with your selection, double-click inside the selected area to render the image.



The Render Image dialog box opens. Select Anti-Alias and choose Coarse from the drop-down menu. Press OK.



This newly rendered image will be used for export.

[Next, we will create rendered text with special effects for export into PowerPoint.](#)



Final Image with custom color background

Step 5

Creating Special Text

In this step, we will examine how to use the Text tool feature of Canvas. This process will give us the ability to add text that has an appealing gradient and flat color combination applied to it.

From the Toolbox, select the Text tool. Click anywhere within your Canvas document and type the word that you intend to bring into PowerPoint. You may want to take a minute and review some tutorials that detail [how to create some very cool text effects](#).

Behind the text, add a rectangle that contains the same background color as the presentation (R-0, G-0, B-106). Make sure to shuffle the rectangle behind the text.



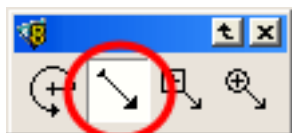
Transparency Text (Optional)

Now that you have created the text that you want to use, take a second and apply some transparency effects to your new creation. Remember, you can export the text object and the effect without a problem.

You can begin by simply selecting the text with the Selection tool. Then locate the Directional Transparency tool in the Toolbox. With the text selected, click and drag the pointer from left to right across the text. Doing so will allow you to apply an editable transparency.



[Take a look at this transparency tutorial if you need further information.](#)



Step 6

Copy Special

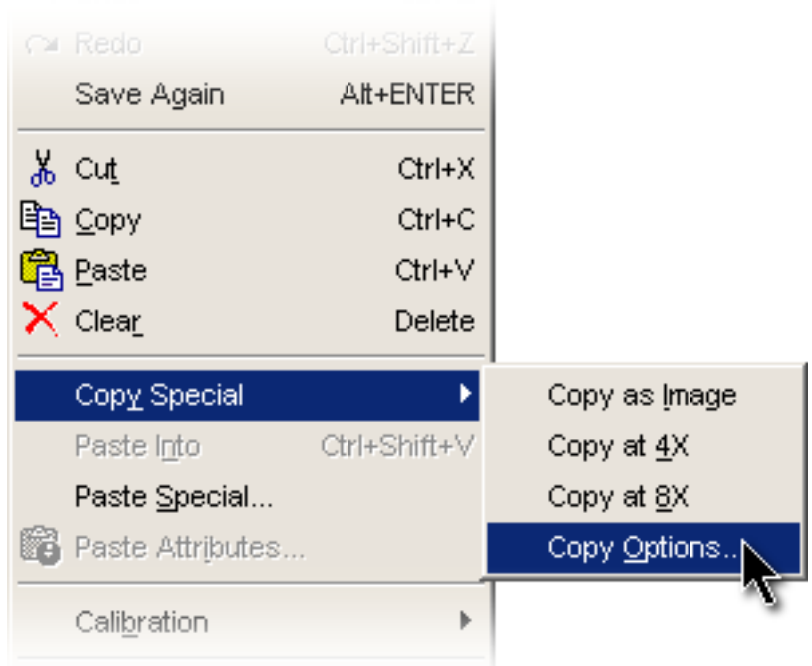
Now that we have created some exciting design effects, let's look at one of the better methods that you can use to bring an object into PowerPoint.

Any image that you have created or enhanced within Canvas can be brought into PowerPoint by using the Copy Special command.

Begin by selecting the object that we intend to export and then choose Edit > Copy Special > Copy Options.



Note: The export function is optimized to work with a single object; therefore, if you plan to export a complex object, select all the objects within the image and choose Ctrl+G to group everything.



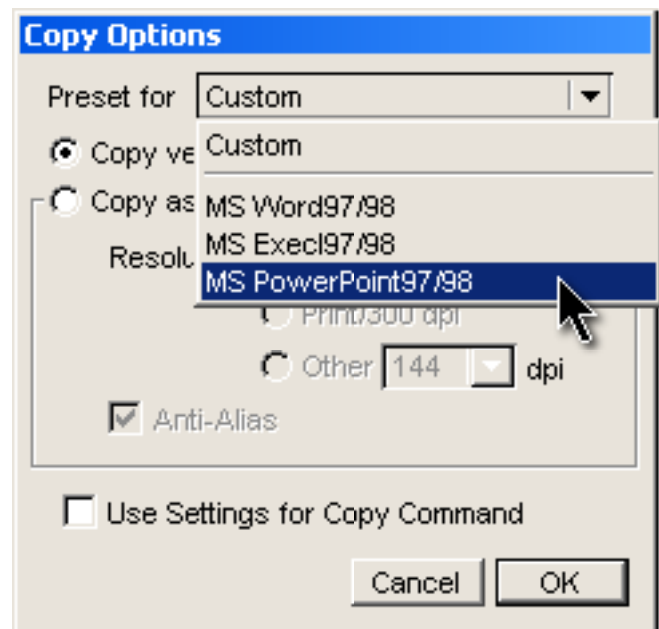
Menu Option Copy Special > Copy Options - Canvas 8

The Copy Options dialog box gives you the ability to choose the correct option for the object type that you have selected to export. Therefore, you will be assured that the appropriate format will be deposited into your computer's Clipboard.

After you have made your selections and click OK, Canvas will automatically generate the best format and place your selection on the Clipboard.



Note: You can select the Custom setting or other common programs, such as Microsoft Word, Microsoft PowerPoint, and Microsoft Excel.



Copy Options dialog box - Canvas 8

Configuring Copy Options

Here is a list and explanation of all of the options that reside within the Copy Options dialog box. As you can see, this powerful interface allows you to select a custom solution for the copy process.

Preset For

Choose a program name. This sets up the dialog box so objects will be copied in the best format for pasting into the selected program. If the program you want to use is not listed, you can use the other options to select the format for copying objects to the Clipboard.

Copy vector object(s)

Uses the standard format to copy objects to the clipboard in Mac OS (PICT) and Windows (WMF). In most cases, this option is the same as using the standard Copy command. PICT and WMF do not support transparency; transparent Canvas objects are not rendered and will appear opaque when pasted into other programs.

Copy as Image

Copies objects to the Clipboard as rasterized images. Select a resolution option, or select Other and enter the desired resolution. This option preserves transparency effects among Canvas objects. However, most programs do not support transparency, so Canvas objects pasted into other programs will not appear transparent relative to objects in the other programs.

Anti-Alias

Softens the edges of objects copied to the Clipboard using anti-aliasing. Anti-Alias is available when you select Copy as Image. Anti-aliasing slightly blurs objects to reduce the jagged appearance of object edges.

Use settings for normal copy command

Applies the dialog box settings to the Copy command. When you select this option, you don't have to choose Edit > Copy Special > Copy Options to use the same settings again.

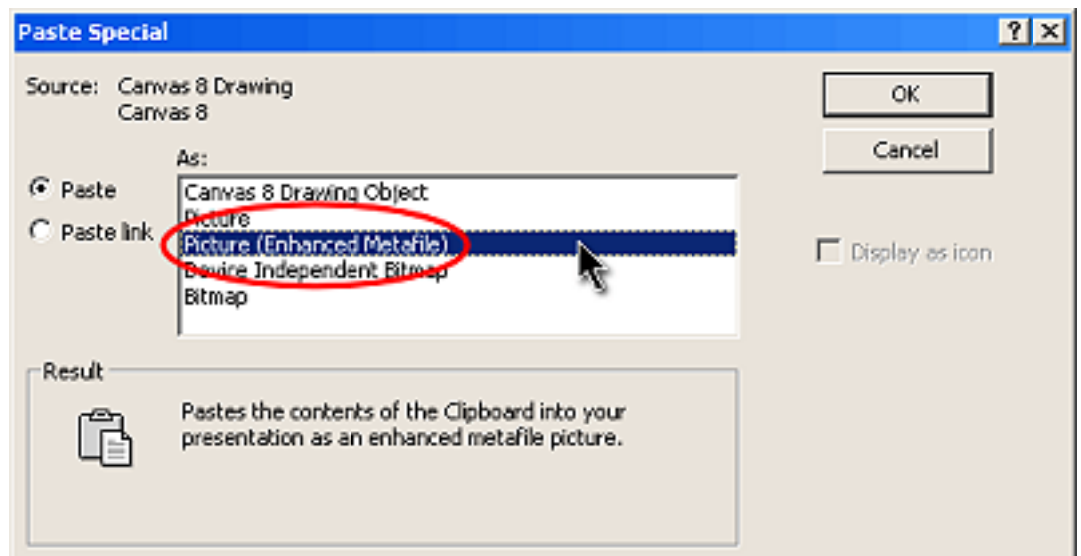
Step 7

Using Paste Special in PowerPoint

After you've copied the object or image from Canvas to your Clipboard, you will need to return to PowerPoint. With PowerPoint active, choose Edit > Paste Special. This will bring up the PowerPoint Paste Special dialog box. At this time, you will need to choose one of the following options:

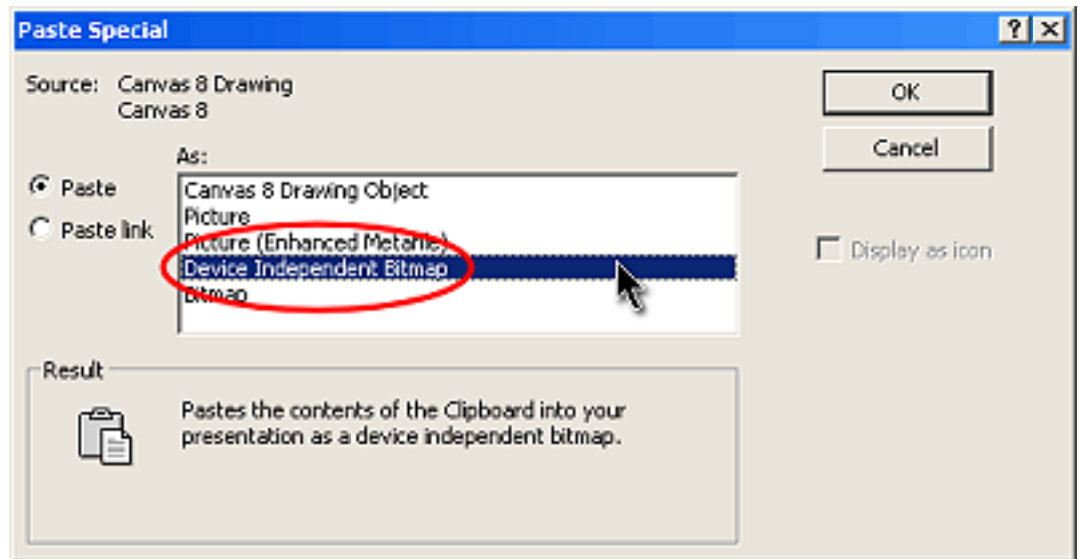
Select: Picture (Enhanced Metafile) if you are importing a vector object.

Select: Device Independent Bitmap if you are importing an image.



Paste Special dialog box - Microsoft PowerPoint

Exporting to MS PowerPoint (Continued)



Paste Special dialog box - Microsoft PowerPoint

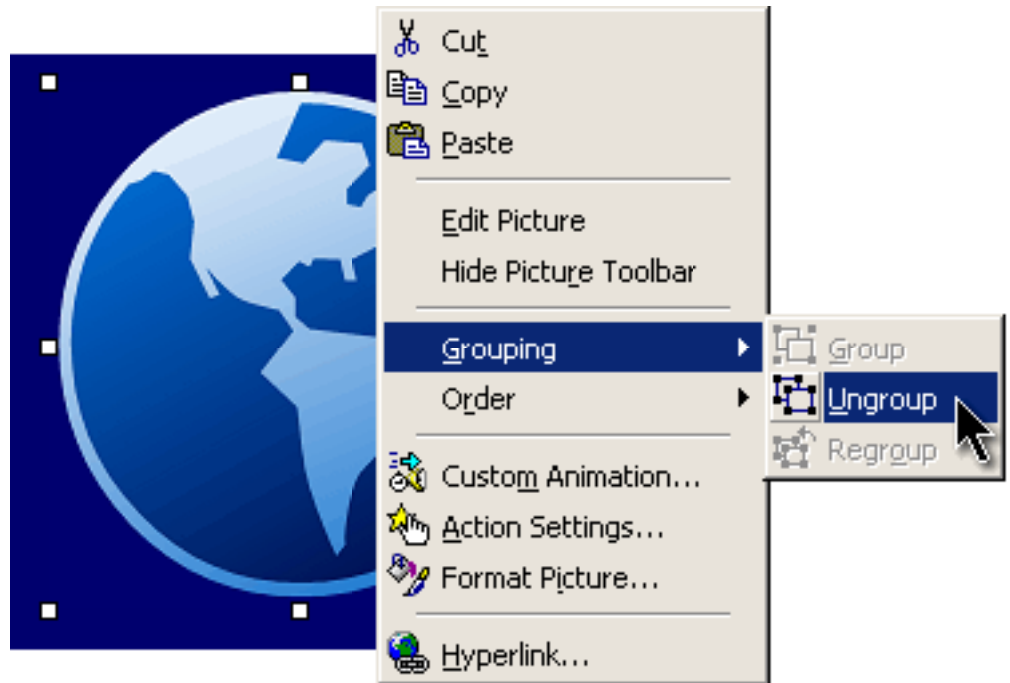
Step 8

Eliminating the object background

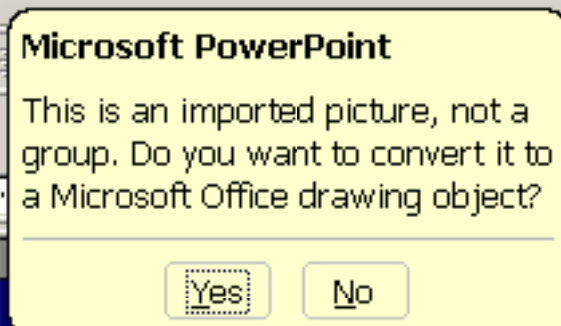
After the globe has been imported to PowerPoint, you will notice that the color of the background is slightly different than that of the document's background.

To eliminate this unsightly effect, you must convert the imported image into a Microsoft Office drawing object. This process will allow you to remove this effect from the object.

Begin by selecting the globe and then right-click. When the context menu appears, choose Grouping > Ungroup.




PowerPoint will display a message that asks you if you want to convert the object into a Microsoft Office drawing object. Click Yes.



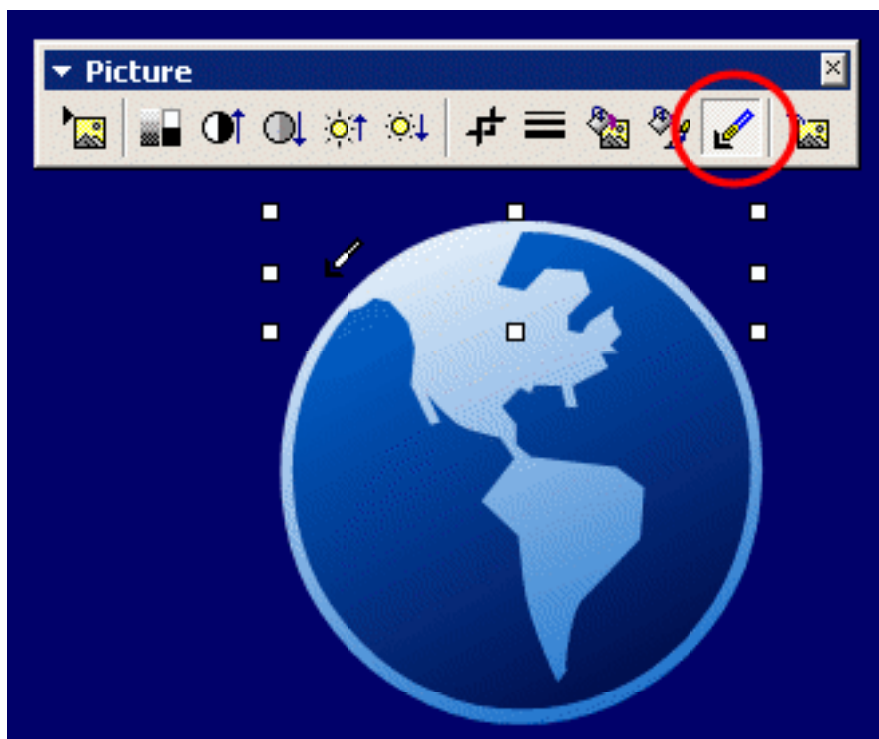
Step 9

Eliminating Backgrounds

Now, you will have access to image editing tools that will allow you to edit the background of the globe image.

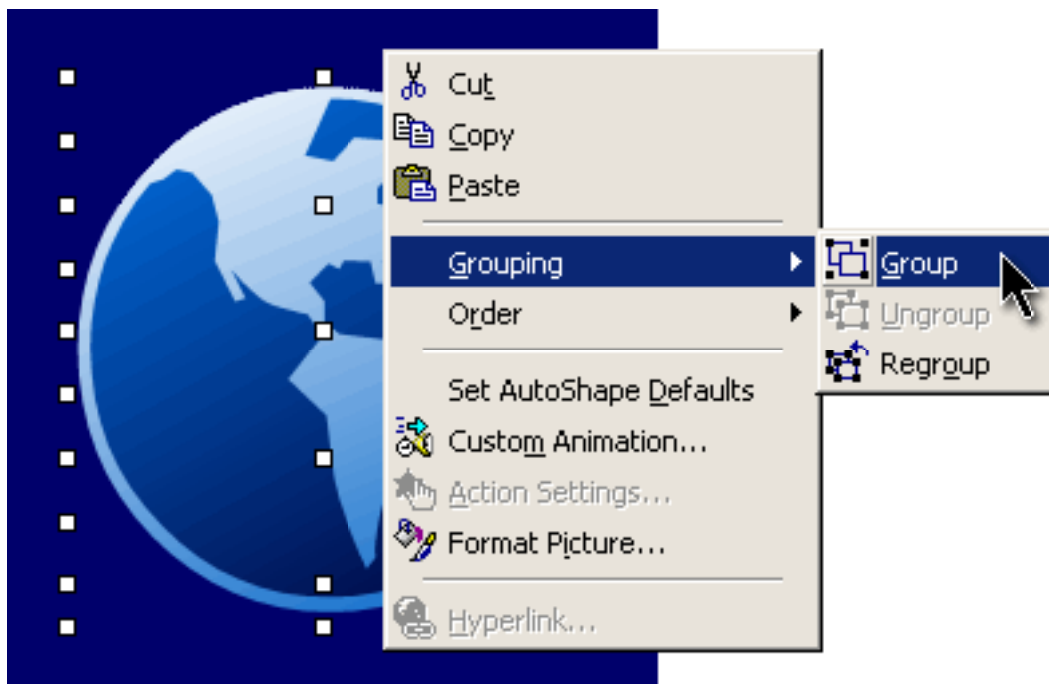
To eliminate the object's background, you will need to use the Set Transparent Color tool ().

Begin by selecting the globe. Then, select the Set Transparent Color tool and "brush" across the white area of the image.



Picture toolbar - Microsoft PowerPoint

After erasing the background, select all the parts. Then right-click and choose Grouping > Group.



Menu Option Grouping > Group - Microsoft PowerPoint

Step 10

Inserting Animated GIFs

In this step, you'll see how you can insert an animated GIF into a PowerPoint presentation.

Before inserting the animated GIF, add a rectangle that contains the same background color as the presentation (R-0, G-0, B-106). Make sure to shuffle the rectangle behind the GIF.

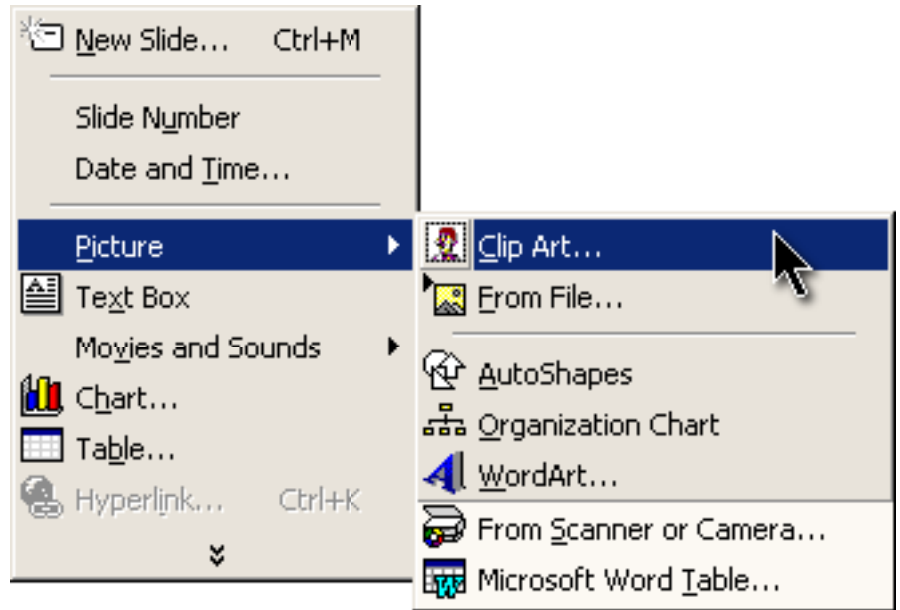
Choose Insert > Picture > From File to insert the graphic.

For more information about creating animated logos in Canvas, [click here](#).

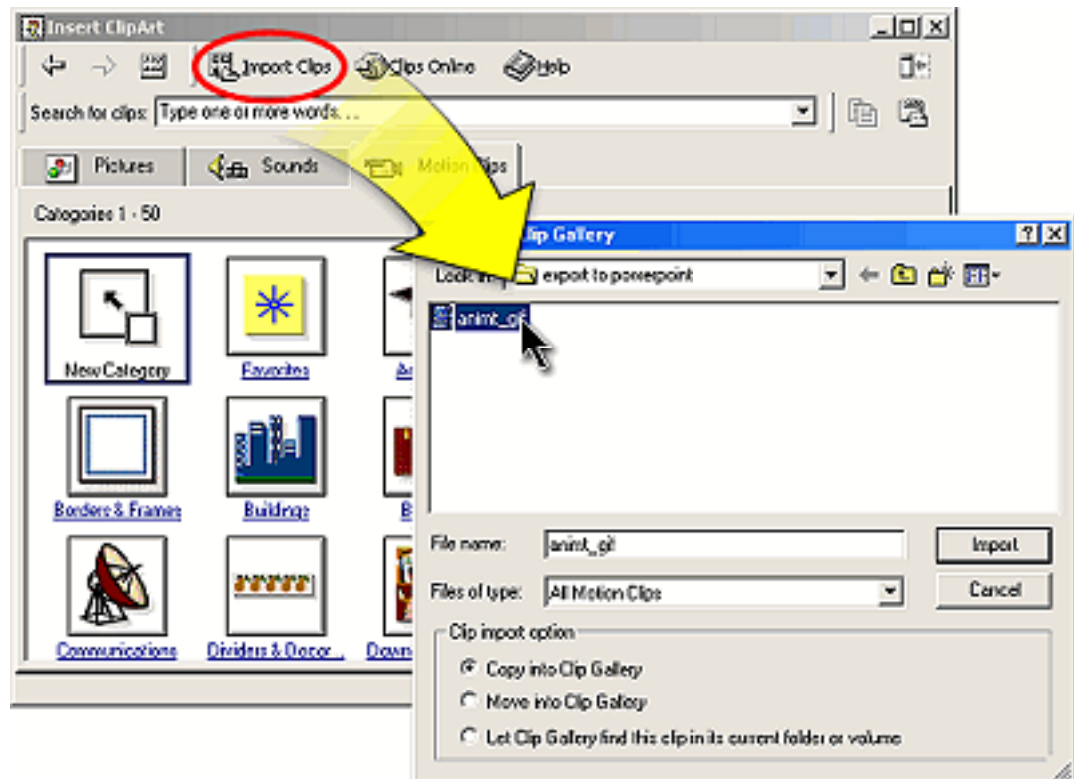


Canvas animated logo

Now when the Insert Clipart dialog box is open, click on the Import Clips icon. The Import Clip Gallery dialog box opens. Go to the directory in which the animated GIF is stored. Select All Motion Clips as the Files of type.



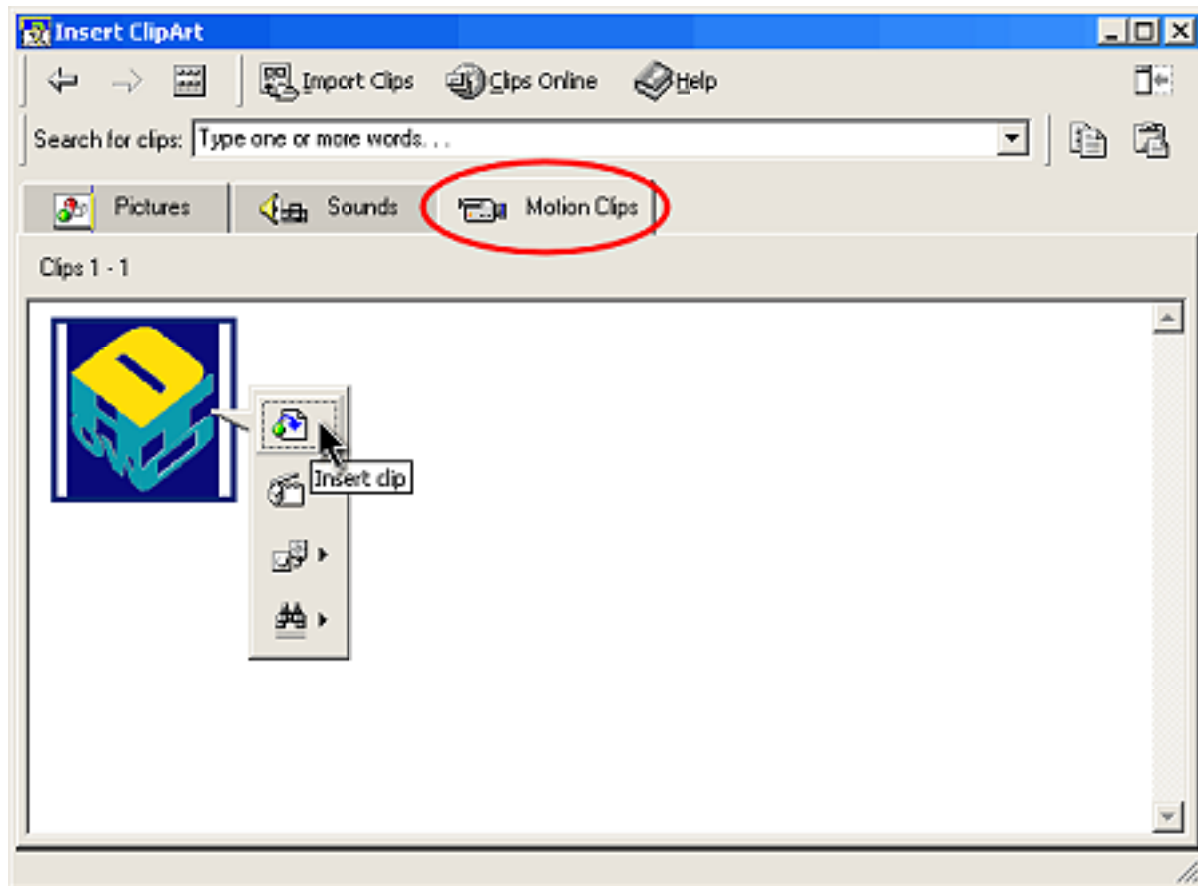
Menu Option Picture > Clip Art - Microsoft PowerPoint



Insert Clipart dialog box - Microsoft PowerPoint

Exporting to MS PowerPoint (Continued)

After you find the animated GIF, the animated graphic appears in the Motion Clips window. Move your mouse over the GIF to make the floating toolbar appear. Click the Insert clip icon. Your animated graphic has been inserted.



Insert Clipart dialog box - Microsoft PowerPoint

The images on the right show how the Canvas vector, text, and image objects are supposed to appear after they have been optimized for use within a PowerPoint presentation.

To view an the actual PowerPoint presentation utilizing the graphics created in this exercise, [click here](#) (1.4 KB).

Enjoy.

