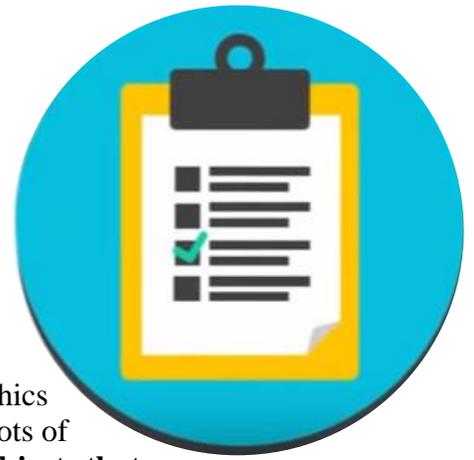


MS PowerPoint 2016

Creating Icons: Drawing tools are simple, yet powerful!

VECTOR graphics are created by mathematical equations that define shapes and fill colors. When you see a computer graphic (CG) that has crisp and clear lines with “flat” colors (meaning little or no shading and/or variation), it was probably created as a vector graphic.

Vector graphics are easy to draw and always resize properly – they maintain that clear and crisp look. Most graphics we see, however, are RASTER graphics. The photos we take with our smartphones and other pictures are created by dots of color (called “pixels”). **MS PowerPoint offers excellent drawing/vector objects that we can use to create a variety of graphics which can be used in other applications.**



Icons are useful and used if you pay attention, you will see them all around you. They are simple, usually just a few simple shapes. You can create them all in PowerPoint 2016 using drawing tools.

1. **Begin with a new BLANK slide. Please be sure to delete all placeholders.** We want to begin with a “blank canvas.
2. **Draw circle and remove outline.** Add a nice fill (NOTE: The default blue is ugly. If you want blue in your icon, please choose a more-pleasant hue (i.e. sky blue) **Do not use more than 3 colors unless you are sure it enhances your design)**
3. **Draw a rounded rectangle over the circle -- you are making a clipboard.** Use the yellow handle to adjust the rounded corner. They should be subtle (not obvious). **Fill this shape with a light contrasting color and remove the outline.**
4. **Add square with folded corner -- draw over your clipboard.** Use the yellow handle to adjust the folded corner.
5. Add another rounded rectangle at the top to be the clip on your clipboard. Again, adjust the rounded corners to make them subtler by dragging the yellow handle.
6. **Make a hanger for your clipboard by drawing a donut shape.** Give the clip and the hanger a black fill. Please remember: **Icons should use few colors – no more than 3.**
7. **Then select the clipboard parts with the SELECT OBJECTS tool** (far right of the HOME tab) or click on each shape while holding the SHIFT key. Group them together (right-click, select GROUP or click on FORMAT tab & select GROUP)
8. **Then select your clipboard group and the background circle and create another GROUP** (You can select multiple objects by using the GROUP SELECTION TOOL or by clicking each piece with SHIFT key.
9. Let's add more detail to the clipboard, drawing shapes to create a "completed" clipboard (with text and check box). Use drawing tools (black lines with heavy/thick weights, small black checkboxes. **Draw the check mark with 2 lines and color it the same color you used for the circle background.**
10. Once all elements of your icon are groups, you can right click on the image and select SAVE AS PICTURE. Choose a typical RASTER graphic format (.png, .jpeg, .gif, .tiff) or you can save it as a MS Vector using a Windows Metafile format. You can use and you can now use this icon in ANY other document or application! **NOTE:** *There may be compatibility issues using a Windows Metafile format in other software.*

Making icons in PowerPoint is SUPER-EASY! The drawing shapes are VECTOR graphics -- mathematical equations for lines. The advantage of vector graphics is that they resize and always have crisp & clean edges.