



Quick & Easy PowerPoint Graphics

SESSION #3: POWERPOINT DESIGN, PART 2
CREATING & EDITING USING VECTOR GRAPHICS

INTRODUCTION

Welcome to the third session of the Quick & Easy PowerPoint Graphics Course: PowerPoint Design, Part 2 – Creating & Editing Using Vector Graphics. My name is Shawn Hansen.

During the first two training sessions, I showed you how to create a bunch of great stuff using PowerPoint, and we touched on using imported elements to add to your design capabilities.

I'm sure you're aware there's a big world of VECTOR graphics out there with a lot of ready-made design elements you can use, but you might be thinking that THOSE require SPECIAL SOFTWARE like Adobe Illustrator, right?

WRONG! During this session, I'll show you how to import, convert, and edit Vector Graphics (EPS & SVG) using NOTHING but PowerPoint!

Specifically, I'll cover:

- Working with Vector Graphics
- How to Convert EPS to SVG (for FREE)
- Grouping & Ungrouping
- Recoloring Your Design Elements
- Combining Design Elements from Multiple Files to Create NEW Images

..and we'll do this all in PowerPoint.

If you have questions along the way about what I'm presenting during this training, feel free to ask them. And don't forget, at the end of this session, I'll stick around for a Q & A about today's topics.



I anticipate that this presentation is going to take right around an hour, but if it looks as if we'll be working into a second hour, I'll stop to let everyone take a 5-minute break.

And yes, I am recording this, so you can review it, replay it, and use it as you need. That replay plus the slides and detailed notes from today will be in the Members' Area about 24 hours after the conclusion of this live presentation.

Now that that's out of the way, let's get started!

Working with Vector Graphics

Vector Graphics Defined

Before we dig into working with vector graphics, I want to define them for you, but I'm going to keep it simple and avoid a lot of jargon because it's not necessary for our purposes.

In general terms, vector graphics are images created using 2D points, which are connected by lines and curves, and because of the way they're created, they can be scaled (i.e. enlarged and reduced) without loss of image quality.

Vector graphics are commonly found in SVG, EPS, PDF or AI graphic file formats and are different from the more common raster graphics file formats of JPEG, PNG, and GIF – which CAN lose their image quality when scaled.

SVG is the acronym for Scalable Vector Graphics, and EPS is the acronym for Encapsulated PostScript. Technically speaking, EPS files are not always fully scalable, but we won't need to worry about that because we'll be using SVGs during this training, but I mention EPS graphics because they can be converted to SVGs for free using an online resource I'll be sharing with you a bit later.

The bottom line is that you can do a TON of stuff right in PowerPoint using stock image sites that offer both SVG and EPS files, and that's what we'll be doing today.



Where to Get Vector Graphics

There are lots of places online you can get vector graphics – some are available for free, and others are for sale.

Generally speaking, free vectors are not intended for commercial use, but for-sale vectors often include commercial use licenses.

During this training I'll be using paid designs today that I've purchased and which come with appropriate commercial use licensing.

My two favorite sources, and those I'll be using today include the following:

#1: Creative Fabrica, which you can find at Shawn Suggests dot com forward slash CreativeFabrica. As I record this, they have a range of very affordable monthly plans that give you access to unlimited downloads in a variety of categories. I have the All Access Membership, and I get far more than the cost in value each month.

#2: Stock Unlimited, which you can find at Shawn Suggests dot com forward slash StockUnlimited. At the time I'm recording this, you can get in on lifetime access to unlimited Vector Graphics for a one-time payment of \$34.99.

Please note that each of these sites is controlled by a third party, so while what I talk about today in terms of use is valid as I record this, it might NOT be the case when you listen. It's up to YOU to ensure you understand your usage rights at the time you make any purchase.

My suggestion is that you keep a spreadsheet that lists each asset you purchase or download – from vector graphics to PNGs to fonts and more – where and when it was purchased or downloaded, and what the usage rights are at that time. The sites above offer downloadable usage rights agreements, which I recommend you download and file away for your records.

How to Convert EPS to SVG (for FREE)

When given the choice of file types, I prefer purchasing and downloading SVGs because I can use them for just about every project imaginable.



However, there are plenty of great graphics that are only available as EPS files, and they are easy to convert.

If you have Adobe Illustrator, simply open the downloaded EPS file, and then save it as an SVG file.

If you don't have Illustrator, you can use a free online resource to get the same results with most graphics.

Let's take a look at that site right now: It's called Convert Anything to Anything.

The web site address is <https://cloudconvert.com>.

[PLEASE SEE REPLAY FOR THE DEMONSTRATION]

Once there, simply upload your EPS file, choose SVG as the output, and begin the conversion process. When the conversion is complete, download your SVG file, and you're ready to use it in PowerPoint.

I do want to point out that not ALL EPS files convert perfectly to SVG in either Illustrator or using the Convert Anything to Anything web site, but most will convert well enough for our purposes.

Once you have an SVG file you want to use, simply import it into your PowerPoint layout, and you're ready to get designing.

Grouping & Ungrouping

Obviously, you can use SVG graphics as is in your commercial designs – provided you keep usage rights in mind, but often the terms require you make changes to what you download before you can create content with it that you intend to sell.

For example, here's what Creative Fabrica has to say about usage:

[PLEASE SEE REPLAY FOR THE REVIEW]



With this in mind, being able to manipulate SVG graphics in PowerPoint becomes a very useful skill because you can take elements from what you download and use them commercially.

The first step in doing this is learning to ungroup the elements of your SVG file, so you can take parts you want to use, and discard the rest.

Let's take a look at how to do that...

[PLEASE SEE REPLAY FOR THE FOLLOWING DEMONSTRATIONS]

Demo #1: Choose One Monster

Demo #2: Remove Hat from Another

Recoloring Your Design Elements

Now that you know how to convert, ungroup, and select just the elements you want from SVG files, you can get really creative with what you do.

For example you can recolor design elements to create a new design that's unique to you and that matches the color scheme you want in your project.

[PLEASE SEE REPLAY FOR THE FOLLOWING DEMONSTRATIONS]

Demo #3: Recolor Hat

Demo #4: Recolor Monster

Combining Design Elements from Multiple Files to Create NEW Images

My favorite way to use SVGs is to combine elements from more than one file.



[PLEASE SEE REPLAY FOR THE FOLLOWING DEMONSTRATIONS]

Demo #5: Replace Horns with Ears on First Monster

Demo #6: Penguin in Hat with Bow Tie

Demo #7: Penguin In A Party Hat With Ice Cream Cone & Balloons

Demo #8: Penguin in a Party Hat With Ice Cream Cone & Balloons – Invitation

Demo #9: Creating a New Scene from Multiple Elements

NOTE: Off Screen, I Separated Some SVG Elements and Turned Them Into PNGs Using the Export Feature (Which Is “Save As” for Pc People)

Q & A

Wrap Up

This concludes the third session of the Quick & Easy PowerPoint Graphics Course: PowerPoint Design, Part 2 – Creating & Editing Using Vector Graphics.

Our next LIVE training session will be in one week, on Thursday, August 22nd at 7 AM Pacific.

The link to sign up for that – which you have to do manually – will be in the Members' Area within 24 hours of this live session ending as will the replay, slides, and detailed notes.

My name is Shawn Hansen, and I look forward to working with you during Session #4.