

MS PowerPoint 2016

Draw a Spotlight Background

Here's a neat trick that will get people's attention. Remember, we can create these graphic in PowerPoint and then right-click and SAVE AS PICTURE to use them in any other software application (Microsoft or not). **The 2 "new" features in this project are:** (1). Setting transparency (see the middle right) and (2). Setting "soft" or blurred edges (bottom right).

1. **Begin with a blank slide, DELETE ALL PLACEHOLDERS**
2. This effect is built on top of three rectangles representing a wall, a baseboard, and the floor.
 - a. **The wall is a rectangle that occupies just under 2/3 of the upper part of the slide.** Use a fill that is not black, but that has a neutral look. Remember, it is on a dark stage.
 - b. **The floor is a rectangle that occupies approximately the bottom 1/3 of your slide.** It should NOT come up to the wall. Fill the floor with a very dark fill – black may be best.
 - c. **The baseboard is a narrow rectangle** that has a lighter fill than the wall.
3. **Using the CIRCLE shape, draw an ellipse and fill it with white.** You could use another very light color, but stage spotlights are usually white so that they don't distort the color of the subject.



4. **Next, use the FREEFORM tool** (shown right). It works by clicking the points that define your shape. When you come back to "close" your shape, double-click. Click the points around your ellipse and then up to the right upper corner of your slide (please see graphic top right).

5. **Add white** (the same color as the ellipse) to the light beam you just drew with the FREE FORM tool.
6. We're almost done! **Add a slight transparency to the ellipse that represents the light beam hitting your floor** (use SHAPE FILL as shown on right).
7. **Add a SOFT EDGE** (use SHAPE EFFECT as shown on right). Experiment with the different settings to find the look you like – there are more variations to look at under SOFT EDGES OPTIONS. This edge should not be too wide a setting, but the exact setting depends on how you drew your floor and ellipse.
8. **Next, add transparency to your freeform tool.** This will need to have a much higher transparency setting the the ellipse on the floor – remember, this represents light that is not reflecting off of anything.
9. **Add a thicker SOFT EDGE on the light beam** than used on the ellipse where the spotlight hits the floor.



10. Notice how the soft edges create the illusion of a light beam. They also hide any imperfections in the light beam shapes you drew. **When you are happy with your effect, select and group all objects of your spotlight. Then select and group your wall, baseboard & floor.**
11. **Place an image** (with transparent background) in your spotlight.

