

Friendship Companion Training

Technology – Using freebibleimages.org

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<http://www.freebibleimages.org/> (FBI); an excellent link for downloading Bible story photos, fabric figures, and illustrated slides in PowerPoint, Keynote, PDF and JPEG formats.

- Resources are free for teaching purposes – no strings attached
- Pictures, Bible references and story planners are provided
- Hundreds of stories with new stories added every week
- Resources are for everyone, everywhere, for all time

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- To use FBI, enter <http://www.freebibleimages.org/> in your browser or click on a link that will take you to the website
- On website's home page black menu bar you can choose story sets by book of the Bible, character, theme, or contributor
- Character and theme menus are sorted by most popular sets and alphabetically
- Topics will show the number of slide sets available in parentheses

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- Bible reference is shown next to each slide set
- Select the desired topic. On the next page, scroll down to select the desired slide set by left clicking once on the set
- The next screen will show all the slides in the set
- Clicking on story view will give you the text that goes with each slide. This view may be used to project images, however the text size is small.

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- Clicking on story planner will download a PDF with the thumb of each slide and text for each slide. The story planner is good for a teaching document
- Text can be copied and pasted into a PowerPoint or Keynote slide
- On the grey menu bar, select the format to be downloaded; PowerPoint, PDF, Keynote, or JPEG (in zip file). Also, select the width based on your screen and projector; 4:3 or widescreen.

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- The first download in a session will require you to agree to their copyright rules
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- The download will begin as soon as you agree to copyright terms
- Now you can also select to download the Story Planner
- Name and save the story set and planner in the desired file location

Editing PowerPoint 2016 Slides:

- Open the slide set you want to edit and determine which slides you need to tell your story
- The beginning and ending of the slide sets may not match your lesson. You can use slides from two sets by copying slides to a second set.
- There may also be more slides than you need for your lesson. Delete any unwanted slides by right clicking on the slide in the left preview pane and clicking on “Delete Slide.”

Editing PowerPoint 2016 Slides:

- Slides can be copied from one presentation to another by right clicking on the slide to be copied and selecting “Copy”
- The slide can now be pasted in the new presentation’s preview pane by left clicking on the slide that would come before where you want the new slide. Right click on the slide and click “Paste.”
- Be sure to save edited slide presentations. It is easy to access finished presentations for class when saved to your desktop.

Adding Text to PowerPoint 2016 Slides:

- The size of the picture needs to be reduced to make room for text
- To reduce to picture size, click on the large view of the slide (dots will border the picture when selected)
- Click on “Format” under Picture Tools to open the picture format options
- Space for text can be created by reducing the overall size of the picture or cropping the bottom of the picture

Adding Text to PowerPoint 2016 Slides:

- To reduce the overall size of the picture, decrease the height or width of the photo found in the upper right corner of the format menu (reducing one reduces the other)
- Right clicking on the photo will also open a format box where the height or width may be reduced
- Re-center the photo by holding down the left click button and dragging the photo to the center

Adding Text to PowerPoint 2016 Slides:

- You can also reduce the size of the picture by cropping away the bottom portion of the photo
- Select “Crop” found in the upper right corner of the format menu
- Black lines and corners appear on the edges of the picture. Click and hold the left button on the line at the bottom of the picture and drag it up.
- This can be repeated for the top of the photo as well. Drag the cropped picture to the top. You should now have room for text.

Adding Text to PowerPoint 2016 Slides:

- To add text you will need a text box. Select “Insert” from the menu bar
- Select Text Box to get the text box tool. Using the tool, draw a rectangle at the bottom of the slide for text
- Click on the new text box (dots will border the box to show it is selected. Click inside the box for the cursor for typing text. Begin typing. Adjust the font by highlighting the text and changing the font, color and size.