



Educational Technology

--Power Point--

How To...

Add a Picture or Image

To add a picture or image to Power Point:

- 1.) Open up the Power Point Presentation that you are working on.
- 2.) Have the image either:
 - a. Open (i.e. have the webpage or software open)
 - b. Saved to your hard drive
- 3.) Click on the slide that you would like to add the image to
- 4.) If you have the image or picture open:
 - a. If you do not have the image saved on your hard drive then first off I would suggest that you save it. This would increase the resolution of the image and would also give you a back-up in case you accidentally deleted the image or lost the Power Point.
 - b. If for some reason you do not want to save the image then just right click on the image and a whole list of options appears. Drag your cursor down to the option titled "Copy"
 - c. Then go to the Power Point slide and again right click and drag down to "Paste". These same actions can be completed through selecting the image and going to "Edit>Copy" and then "Edit>Paste"

NOTICE: When copying and pasting images from the internet or from any source that you do not have rights, make sure that you are abiding by the Copyright and Fair Use Laws!

For more information visit: <http://www.copyright.gov>

- 5.) If you have the image or picture saved:
 - a. Go to the task bar at the top of your screen and click on "Insert"
 - b. Move your cursor down to "Picture"
 - c. Then to the right and down to "From file"
 1. The shortcut to this option is the little icon in the lower task bar that looks like mountains (You must have the drawing toolbar up)
 2. It is yellow and has the outline of a few mountain ridges
 3. Click this and it will take you directly to d, thereby skipping 5a-c
 - d. A new box will appear titled: "Insert Picture From File"
 - e. Find the file on your computer and click "Insert"
 - f. The picture will appear on the slide

- 6.) You can make the image bigger or smaller (without distorting the size) by clicking on the image once and then traveling to a corner of the image.
- 7.) Once at the corner your cursor will turn into a horizontal line with arrows on both sides. Click on the image and drag down to make it larger or up to make it smaller.
- 8.) Congratulations you have inserted a picture in Power Point!

*If you have any questions or would like more
How To's for Power Point feel free to contact us!*