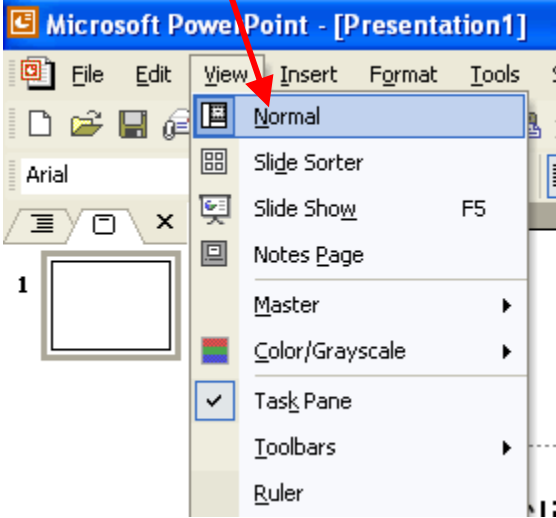
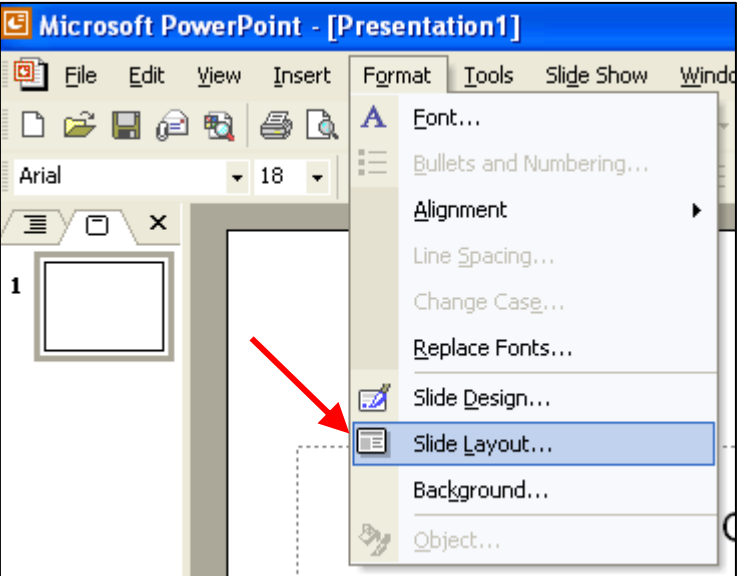


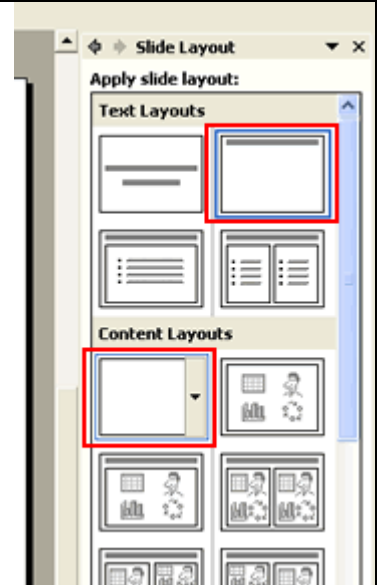
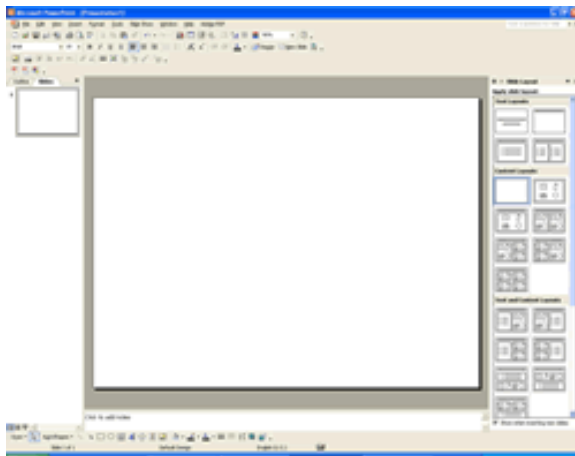
Inserting Pictures into PowerPoint

<p>1.</p>	<p>Begin by opening an existing PowerPoint presentation or starting a new presentation. Go to a slide where you would like to insert a picture. If opening an existing presentation, be sure you are on a slide where you would like to place a picture, or on a blank or new slide. Change your view to Normal by going under the View menu and selecting Normal. This view should show a single slide with tool bars still visible. PowerPoint does not let you insert pictures while in other views, such as Slide Sorter.</p>	 <p>A screenshot of the Microsoft PowerPoint interface. The 'View' menu is open, and 'Normal' is selected. Other options include Slide Sorter, Slide Show (F5), Notes Page, Master, Color/Grayscale, Task Pane (checked), Toolbars, and Ruler. A red arrow points to the 'Normal' option.</p>
<p>2.</p>	<p>Typically, you will need to change the Slide Layout according to what you are going to insert. A good option to start with is the Blank or Title Only layouts. You can always change format if this doesn't fit properly. To change the Slide Layout, go to the Format menu and select Slide Layout. Once you choose Slide Layout, the Task Pane along the right side of the screen will appear or change to show layout options. See the next screen to see the Task Pane and Blank layout format.</p>	 <p>A screenshot of the Microsoft PowerPoint interface. The 'Format' menu is open, and 'Slide Layout...' is selected. Other options include Font..., Bullets and Numbering..., Alignment, Line Spacing..., Change Case..., Replace Fonts..., Slide Design..., Background..., and Object... A red arrow points to the 'Slide Layout...' option.</p>

3.

To the left is the Task Pane (a shortcut) found in the XP version of Microsoft Office PowerPoint. When the slide layout menu appears on the right of the screen you can choose from various different slide layouts by simply clicking on the one you want. In this screen shot, Title Only (upper) and Blank are highlighted in red.

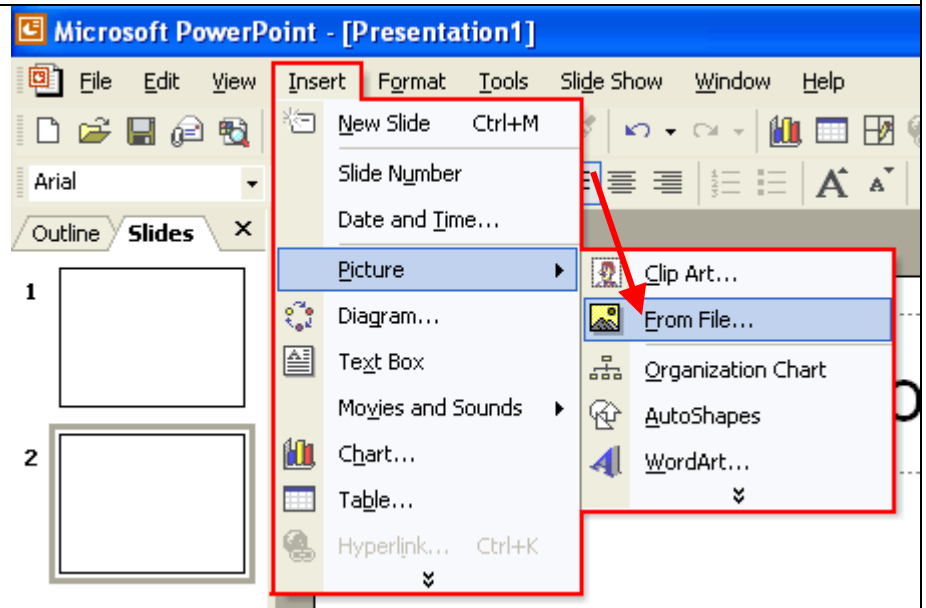
Below is how the screen appears when the **Blank** slide format is selected. It will show a completely empty slide with no text boxes or placeholders for other items



4.

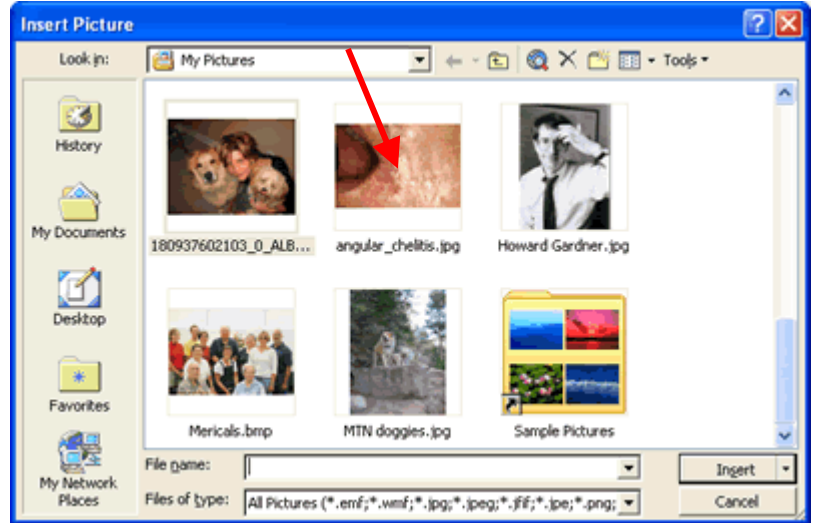
Now that you're in Normal view go to the Insert menu down to **Picture** and chose **From File...** as the additional menu pops out. These menu selections are shown to the right, highlighted in red.

Selecting "From File..." means you are going to select a picture that you have saved in a file on your computer



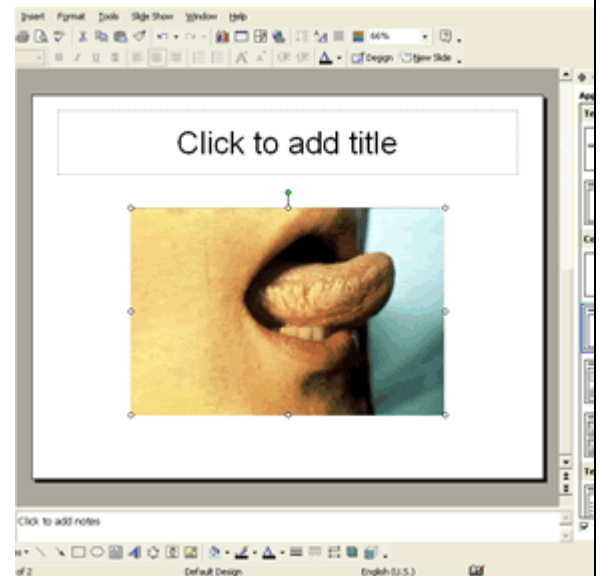
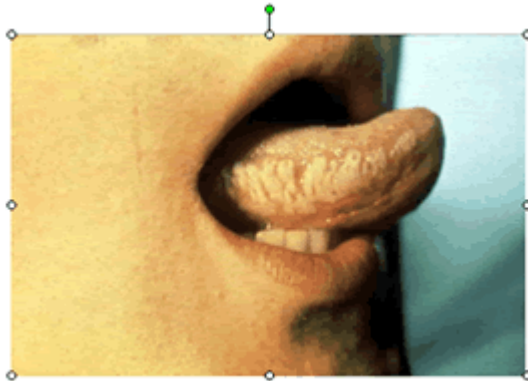
5.

Once you choose "From File..." the box shown on the left will appear. This is where you locate the picture on your computer that you would like to insert. Once you find it, select it by clicking on it and click the **Insert** button at the lower right of the box.



6.

After clicking insert the box will disappear and your picture will be placed on the slide. It will have **handles** at each corner and on the sides. These are shown in the screen shot to the right and closer in the screen shot below. You use these handles to appropriately resize the picture to fit the slide.



7.

It is very important to remember to resize your picture using the corner handles. If you were to only resize using the handles on the sides, the picture will distort. When you use the corners, the picture keeps proportion. This means you may not be able to expand the picture to fit the whole slide exactly. You may have a small border along the top and bottom or sides. Sometimes it can work to use the side handles to resize, and distortion may be the desired effect. It is important to know that distortion can happen when you only use the side handles.

See the next step to see the difference between resizing using the corners and resizing using the side handles.

8.

The picture to the left has clearly lost proportion. It also takes away from a diagnostic marker of herpes zoster; making it unclear if it is has a dermatomal pattern. Below shows a correctly resized picture.

