

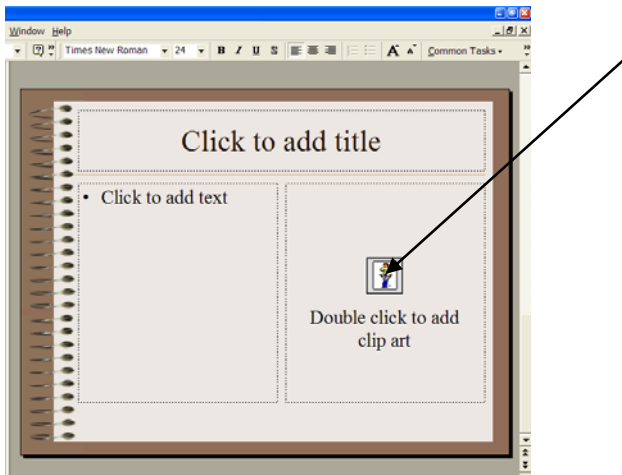
Adding Graphics to a Power Point* Presentation (PPT)

There are three ways to add graphics to your presentation.

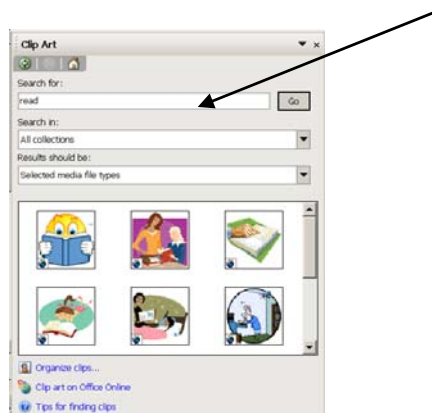
- A. Use the Microsoft Clip Art Gallery, which is a built-in feature.
- B. Use graphics you have saved on your computer or USB key
- C. Copy and paste pictures you find on the Internet

A. Use the Microsoft Clip Art Gallery

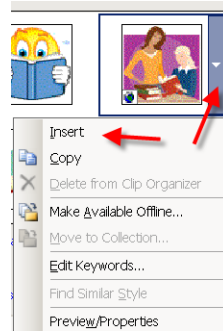
1. From the menu bar, go to Insert-->Picture-->Clip Art
OR if you have used a slide template that includes a space for a picture, simply double click where indicated.
 - If you use the template, then the picture will automatically size to fit the space on the template.
 - If you use the Insert command, you will have to resize and move your picture on your slide.



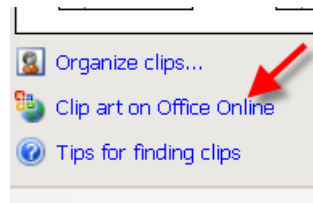
2. The Microsoft Clip Art Gallery Window appears. Find a picture that you want by browsing or entering a search term in the box



- To make a selection do a single click on the image that you want or click on the down arrow to insert the picture to insert it into your PPT.



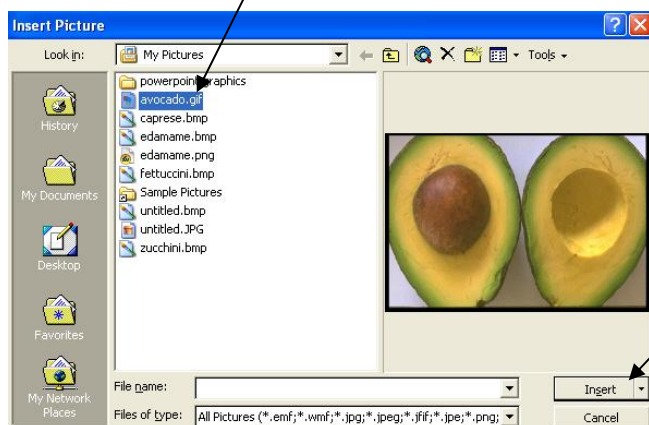
- If you don't find a picture that you like, you can search the Microsoft Office Online for more clip art. At the bottom of the the Clip Art window, select "Clip art on Office Online" and follow the directions.



- Once your picture is inserted, you can resize the picture by dragging on the corners. You can move the picture by dragging from the middle.

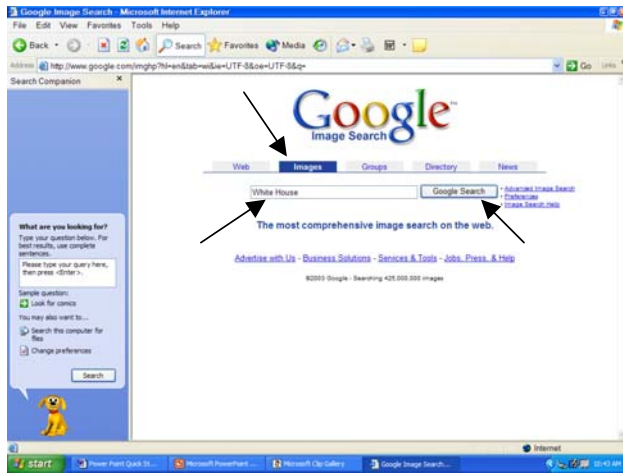
B. Use graphics you have saved on your computer or USB key

- From the menu bar choose Insert-->Picture-->From File
- Navigate to where your picture is saved
- Double click on the file you want or single click on it and click the insert button

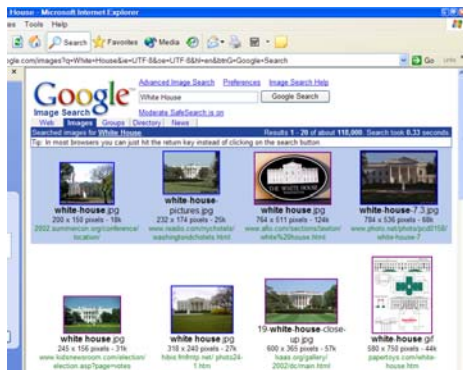


C. Copy and paste pictures you find on the Internet

- Go to www.google.com. Click on "images", type in your topic, and click on Google Search.



2. Your search should turn up several choices. Click on one that looks promising. Hint: the more pixels the better the quality of the photo. Open the link. Select to make the image full view.



3. If you like it, then right-click on the image. Now you have two choices. From the pop up menu, choose either Copy or Save As. If you only need the picture for this one project, then it is easiest to copy it. If you might want to keep the picture and use it for future projects, then save it.
 - If you chose Save As, then you need to return to your PP and follow the directions under **"B. Use graphics you have saved on your computer or USB key"** to insert the picture into your presentation.
 - If you chose Copy, then return to your PP, move to the slide that you want to add the picture to, and paste (Control-V or Edit-->Paste) the picture on your slide.

A note about graphics on the Internet

Be mindful of the fact that pictures you find on the Internet may be copyrighted. Google and Yahoo expressly state that you must go to the original website the graphics are from and comply with that site's copyright policy. There are many clip art sites that do expressly give permission for you to use their graphics as you see fit. The details vary, but in general, these sites allow you to use and even modify the graphics for your own purposes. You are not allowed to redistribute the graphics. In some cases you are expected to cite the website wherever you use the graphic. In other cases you are restricted from using the graphics for any commercial purposes (e.g. for an advertisement). Below are

some sites that offer free graphics. Check with each site's copyright policy for the specifics on how you are permitted to use the pictures.

Free sites that allow you to use but not distribute the images

- [Freeimages](http://www.freeimages.co.uk) (http://www.freeimages.co.uk) carries over 2500 stock photo images in a variety of categories. All are free.
- [Barry's Clip Art Server](http://www.barryscipart.com) (http://www.barryscipart.com) provides full-color clip art of images categorized from A-Z especially useful for illustrating a glossary. Links to other sites as well.
- [Digital Library System](http://www.fws.gov/dls) (http://www.fws.gov/dls) contains public domain images from five image repositories for you to download.
- [Image After](http://www.imageafter.com) (http://www.imageafter.com) provides free images for personal and commercial use. Updated daily.

Sites that help you find images, but do not expressly give permission for their use

- [Yahoo Picture Gallery](http://images.search.yahoo.com/) (http://images.search.yahoo.com/)
- [Google Image Search](http://www.google.com/imghp) (http://www.google.com/imghp)

**This quick guide was created for Microsoft Power Point 2003. Other versions of Power Point may have menus and windows that look slightly different.*