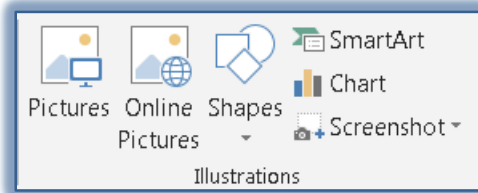


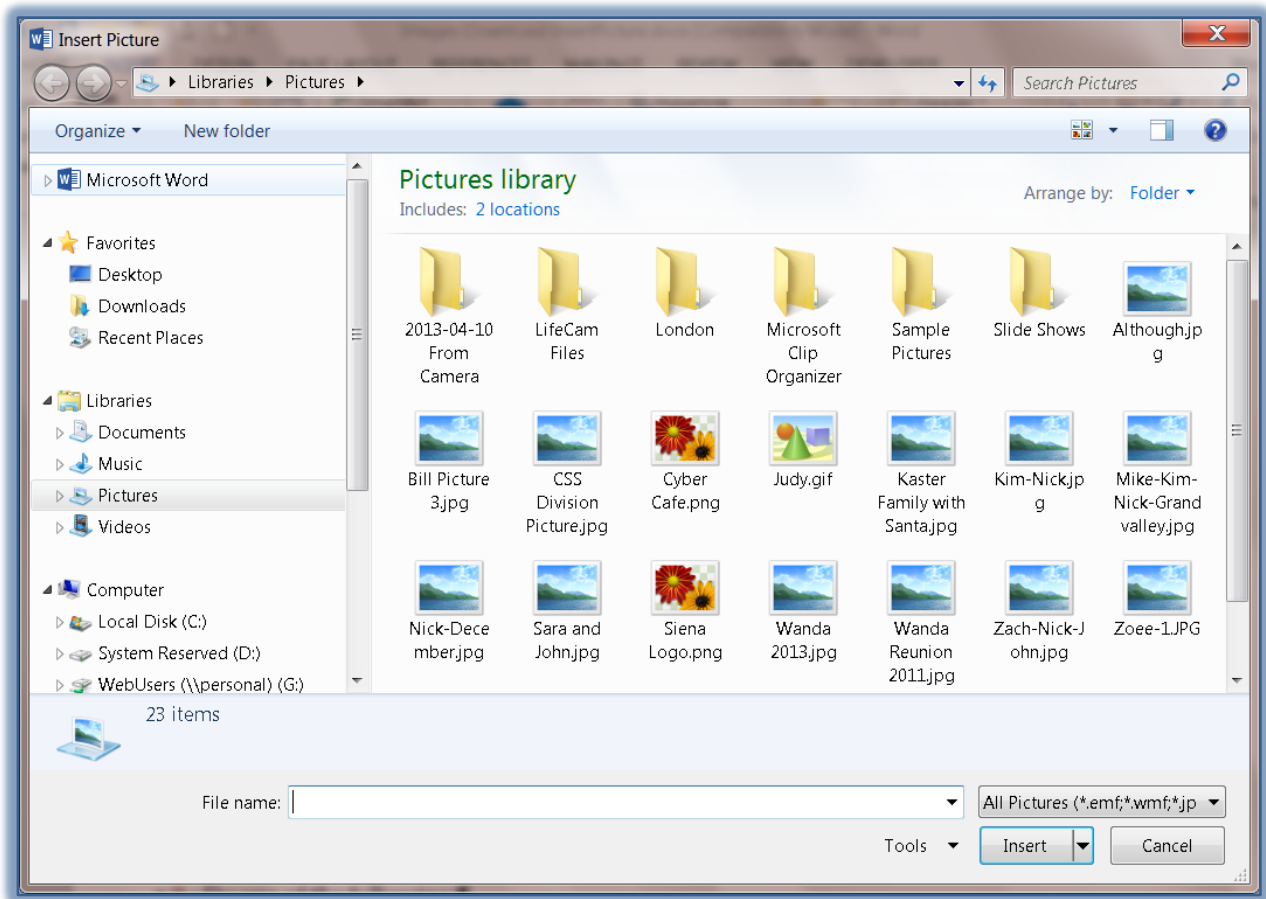
## ADD PICTURES FROM FILE TO PRESENTATION

Photographic images add impact to a presentation. It also helps the audience to visualize the message you are trying to convey.

- ✦ Click where the picture is to be inserted.
- ✦ Click the **Insert Tab**.
- ✦ In the **Illustrations Group** click the **Pictures** button (see illustration below).



- ✦ The **Insert Picture** dialog box will display with the **Pictures Library** folder selected (see illustration below).



- ✦ If the desired picture is not located in this folder, do one of the following:
  - ✦ Click one of the options in the pane on the left side of the window. These options are:
    - ☐ **Libraries** – This folder contains the Documents folder, plus other folders where documents are stored.
    - ☐ **Computer** – To find documents located on the a flash drive or in one of the Network folders, choose this option.
  - ✦ After clicking one of these folders, scroll to the area where the picture was stored.

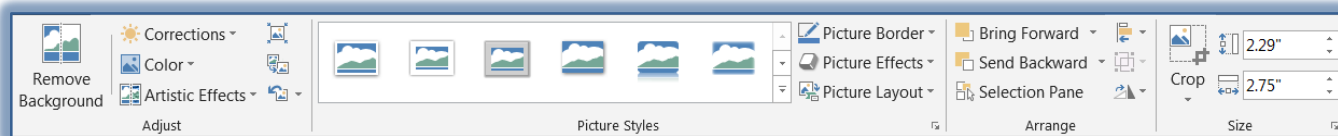
- ✦ Do one of the following:
  - ✦ Double-click the image that is to be used.
  - ✦ Click the image and then click **Insert**.
- ✦ Format the picture as desired. See the document on Modifying Clip Art Images for information on how to do this.

**NOTE:** Slide layout can be specified when creating a new slide by doing the following:

- ✦ Click the **New Slide** button arrow in the **Slides Group** on the **Home Tab**.
- ✦ Select the **Layout** for the slide from the gallery that appears.
- ✦ A **New Slide** will be inserted after the one where the insertion point is located.

### PICTURE TOOLS FORMAT RIBBON

This tab is used to apply different formatting to an image, such as a clip art or picture. The table below provides a description of each of the items on this tab.



Group/Button	Description
<b>Adjust Group</b>	
<b>Remove Background</b>	This option is used to automatically remove unwanted portions of a picture. Areas to remove or keep can be marked in the picture.
<b>Corrections</b>	To change the brightness, contrast, or sharpness of a picture this option can be used. When the button is clicked, a gallery of different corrections will appear. Move the mouse pointer over each item to display a Live Preview of the correction.
<b>Color</b>	Use this option to change the color of a picture to improve quality or match the document. When the button is clicked, a gallery of different color options will display. Move the mouse pointer over each option to display a Live Preview of the effect.
<b>Artistic Effects</b>	This option can be used to add artistic effects to a picture to make it look more like a sketch or painting. When the button is clicked, a gallery of different effects will display. Move the mouse pointer over each option to display a Live Preview of the effect.
<b>Compress Pictures</b>	To reduce the size of the document, pictures can be reduced in storage size. Just click this button to accomplish this. A dialog box will appear where changes to the compression mode can be made.
<b>Change Picture</b>	When this button is clicked, the Insert Picture window will display. In this window a picture can be inserted from a folder on the computer, from Office.com, or from Bing Image Search.
<b>Reset Picture</b>	This button is used to discard all the formatting changes made to the picture and restore it to the original format.

Group/Button	Description
<b>Picture Styles Group</b>	
<b>Picture Styles Gallery</b>	This area provides a list of different formats that may be applied to a picture. To see what each will do, just move the mouse pointer over each of the items.
<b>Picture Border</b>	To change the color, width, or line style of the border around the outside of the image, click this button. When the button is clicked a gallery of different colors will display. To locate additional colors, click the More Outline Colors link.
<b>Picture Effects</b>	Click this button to add visual effects to the picture such as shadows, 3-D effects, and glows. When each item is selected, a gallery of different options will display.
<b>Picture Layout</b>	To change the pictures to a SmartArt Graphic to make it easier to caption, arrange, and resize the pictures, click this button.
<b>Format Shape</b>	This button is located in the lower right corner of the Picture Styles Group. It is used to launch the Format Picture Task Pane.
<b>Arrange Group</b>	
<b>Bring Forward</b>	Use this button when an image is behind another image and needs to be brought to the front. Click the list arrow to the right of the button to select from Bring Forward, Bring to Front, or Bring in Front of Text.
<b>Send Backward</b>	When an image appears on top of another image and needs to be sent to the back of the image or further back in a group of images, click this button. Click the list arrow to select from Send Backward, Send to Back, or Send to Back of Text.
<b>Selection Pane</b>	Select this option to open the Selection Pane. This pane is used to help select individual objects and change their order and visibility.
<b>Align</b>	In order to align a group of images at the top, bottom, right, or left, click this option. If only one image is selected, the image will be arranged to the specified location on the page. This option can also be used to distribute a group of images vertically and horizontally on a page.
<b>Group</b>	This option is used to combine a group of images so they can be formatted as one image.
<b>Rotate</b>	Click this button to rotate the image to a different orientation. It is possible to specify the degree of rotation.
<b>Size Group</b>	
<b>Crop</b>	To remove part of an image, click this button. Black handles will appear around the outside of the image. When that happens, move the mouse pointer to the area that is to be removed and drag.
<b>Shape Height</b>	To change the height of the image, put a size in the box or click the spinner arrows to change the height.

Group/Button	Description
<b>Shape Width</b>	To change the width of the image, put a size in the box or click the spinner arrows to change the width.
<b>Size and Position</b>	This button is located in the lower right corner of the Size Group. It is used to launch the Size and Position Task Pane.