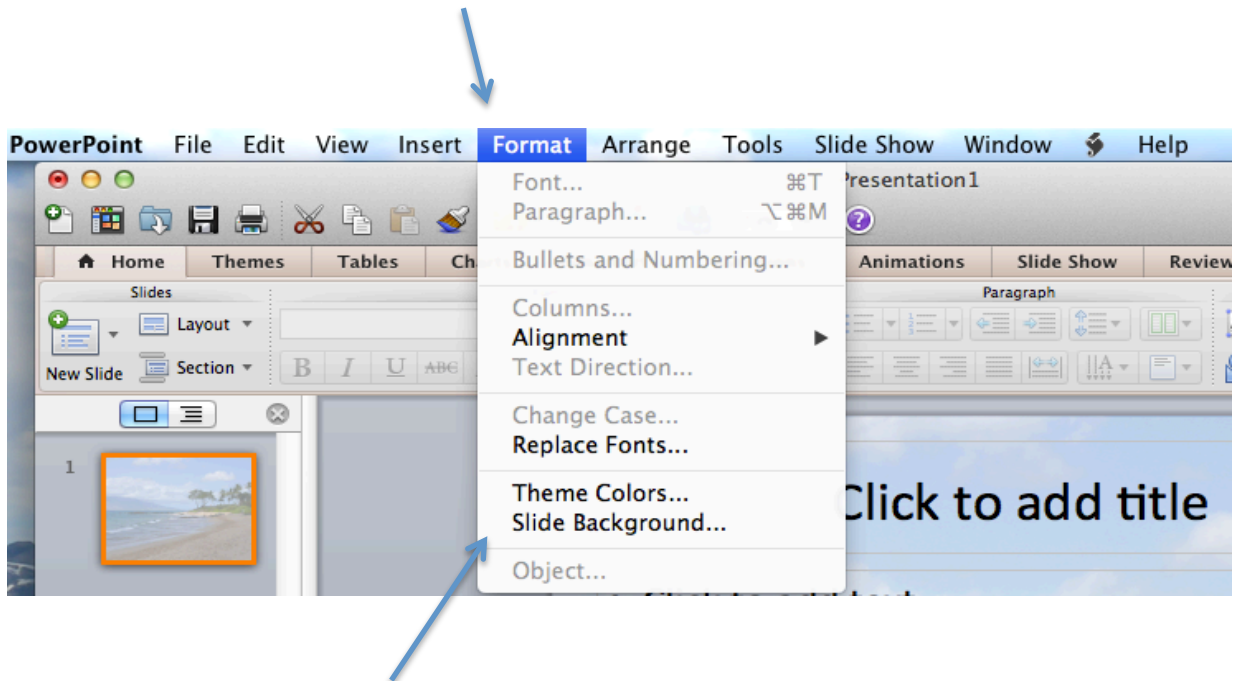


## PowerPoint - How to - Step by Step Directions For Images

How to set a photo as a background for a single slide or one for your entire PowerPoint presentation:

### Step 1:

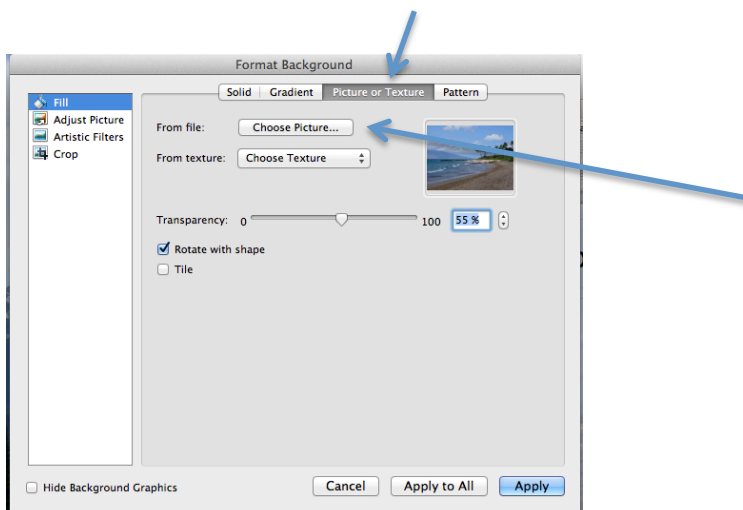
Select the "Format" tab from the top of your screen.



Next, select "Slide Background..."

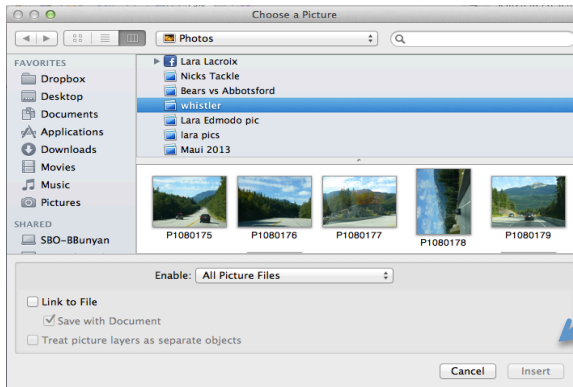
### Step 2:

Select "Picture or Texture" tab.



### Step 3:

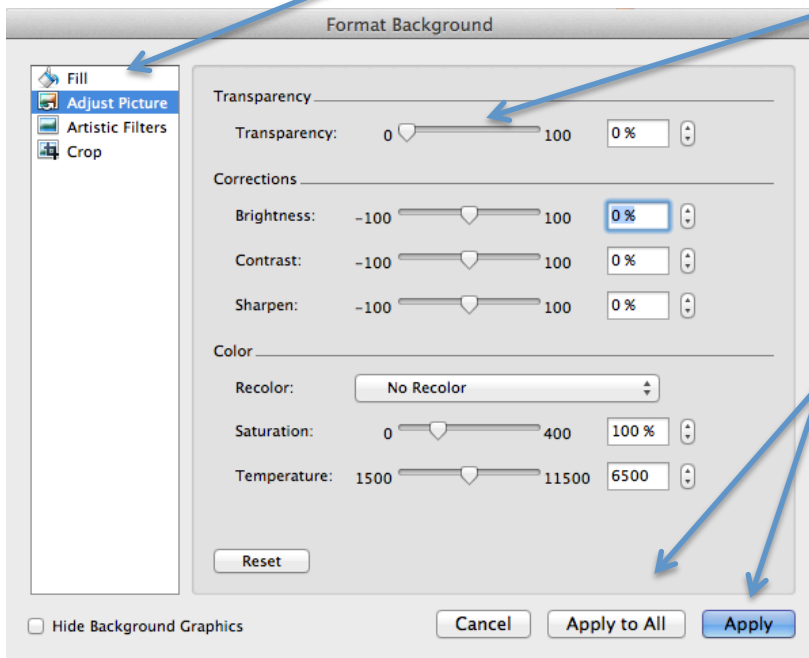
Select "Choose Picture" from file to upload a picture already saved in your documents or on your desktop.



Once you have chosen the picture you would like to use as your background, click "Insert".

#### Step 4:

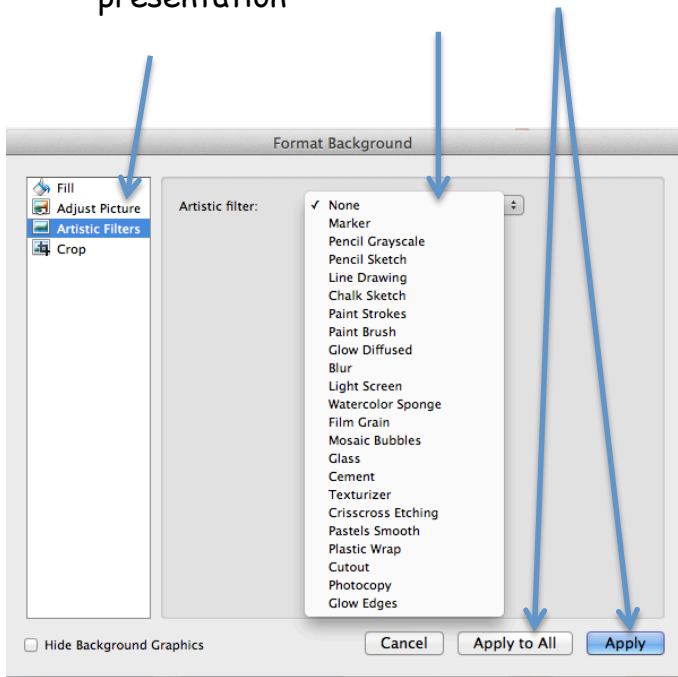
You can adjust the picture by selecting "Adjust Picture" on the left hand side of your screen.



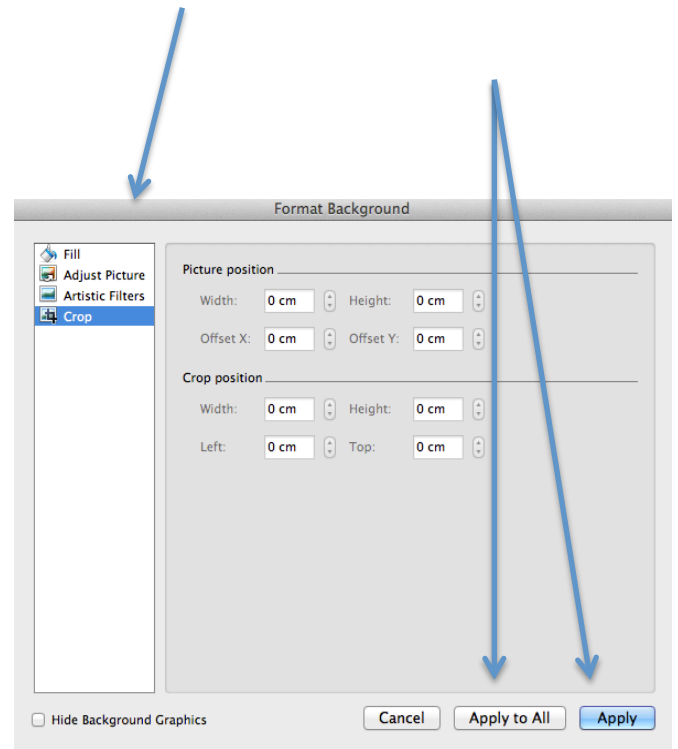
This slide bar can be adjusted to make your picture more transparent to allow for text to appear more clearly.

When finished adjusting your picture, you can either select "Apply" meaning that the background picture you have selected will be placed on one particular slide or the same picture can be applied to all slides in your presentation by selecting "Apply to All".

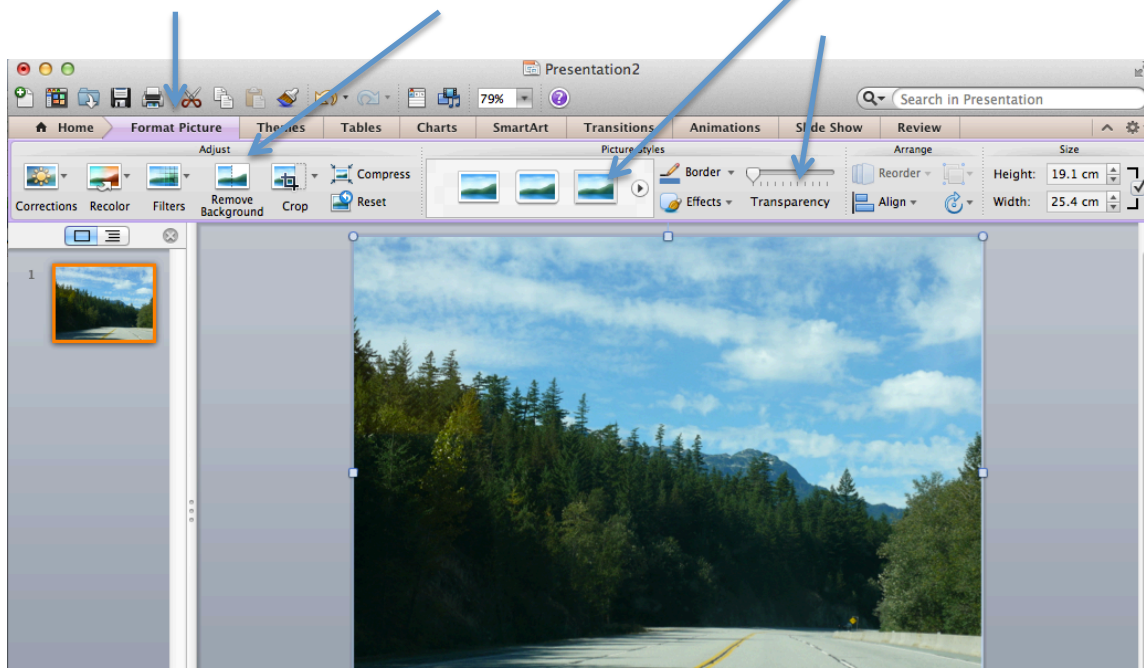
You also have the option to add artistic filters to your picture by selecting "Artistic Filters" and choosing from the drop down box. You can then choose to apply that filter to a specific slide or to your entire presentation



You also have the option to crop your picture and once again choose to apply to one particular slide or to your entire presentation.



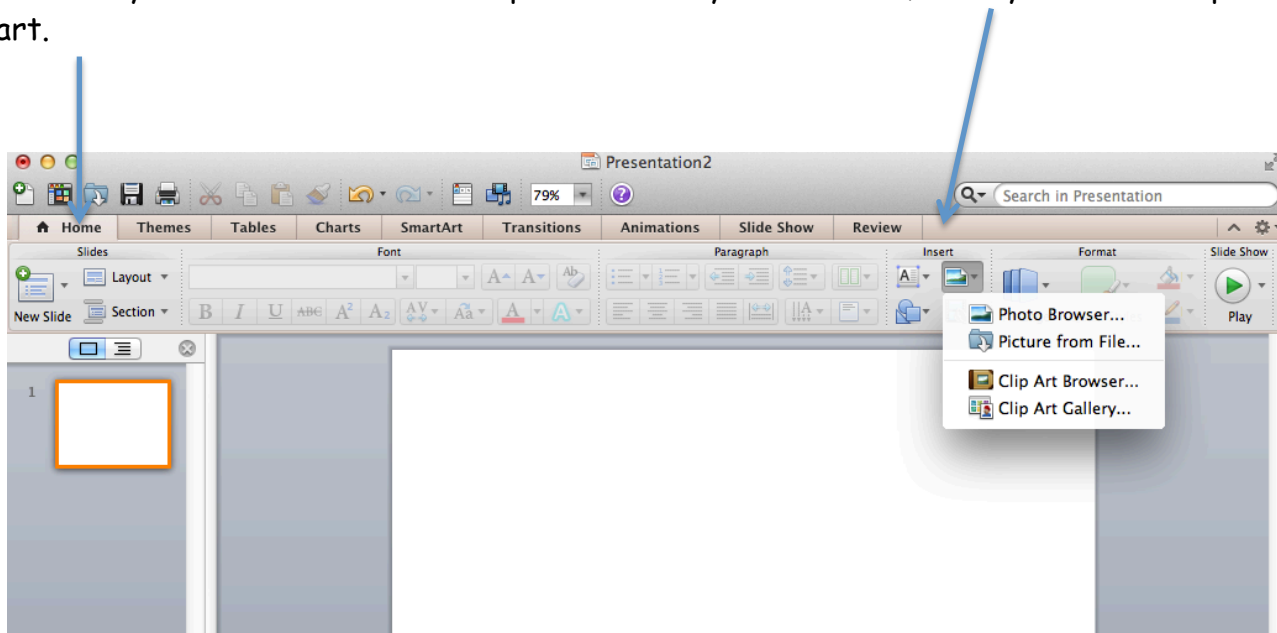
Voila! You should now see your picture as the background of your slide. You can easily adjust the transparency of your background by using the toolbar above your slide. You can also adjust filters, remove background, put a frame around your picture etc.,



## How to Insert a Photo as An Image on A Slide:

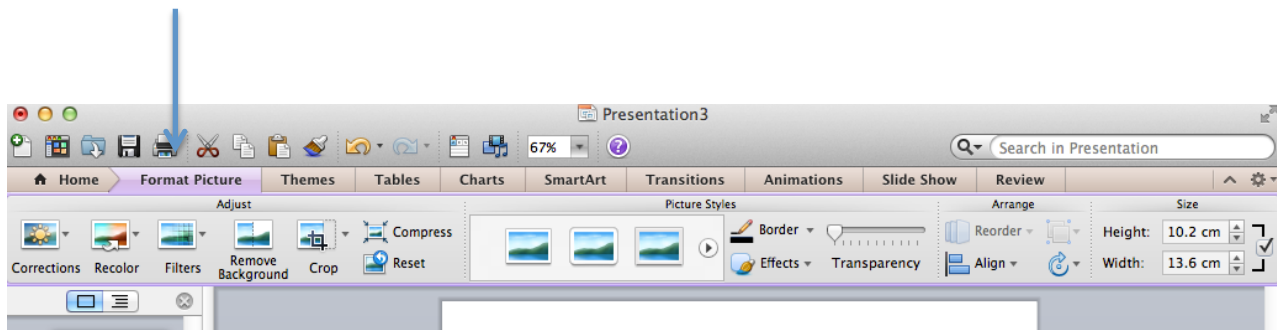
### Step 1:

Choose Insert Photo from your toolbar across the top, found under "Home". You can select whether you would like to insert a picture from your browser, from your file or a piece of clip art.



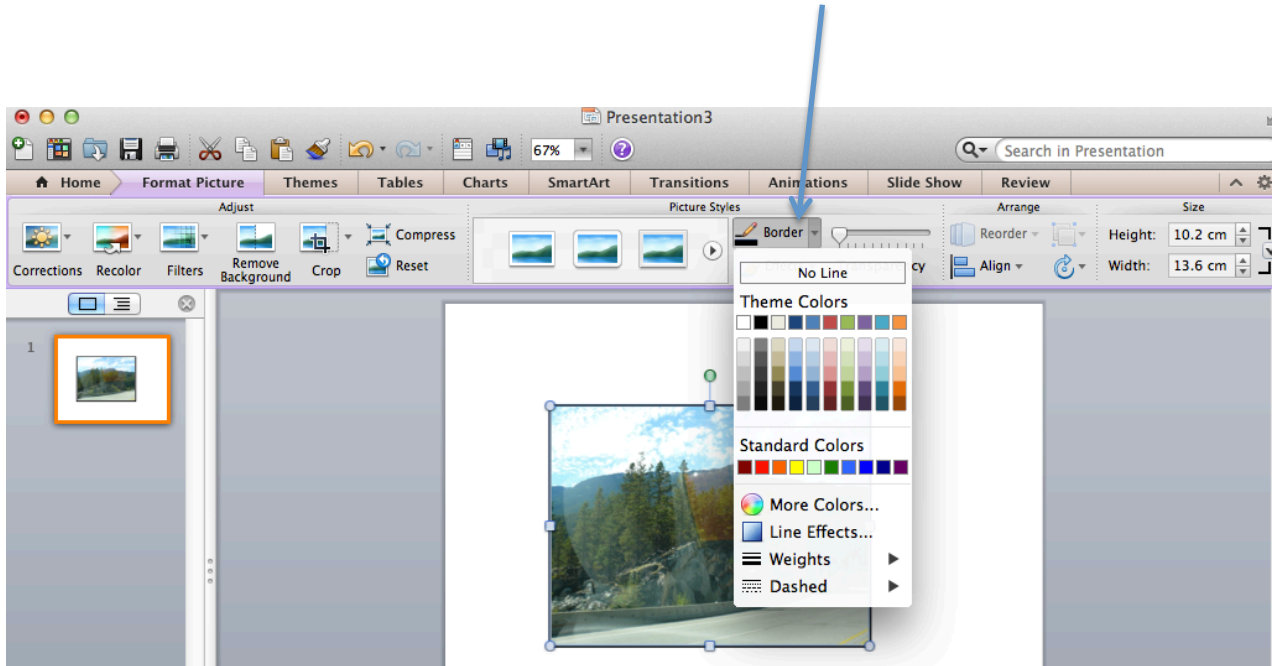
### Step 2:

Once you have selected your photo, you can now format your picture by selecting "Format Picture" on your toolbar at the top of your screen. This toolbar allows you to crop, add filters, borders or make your picture transparent.

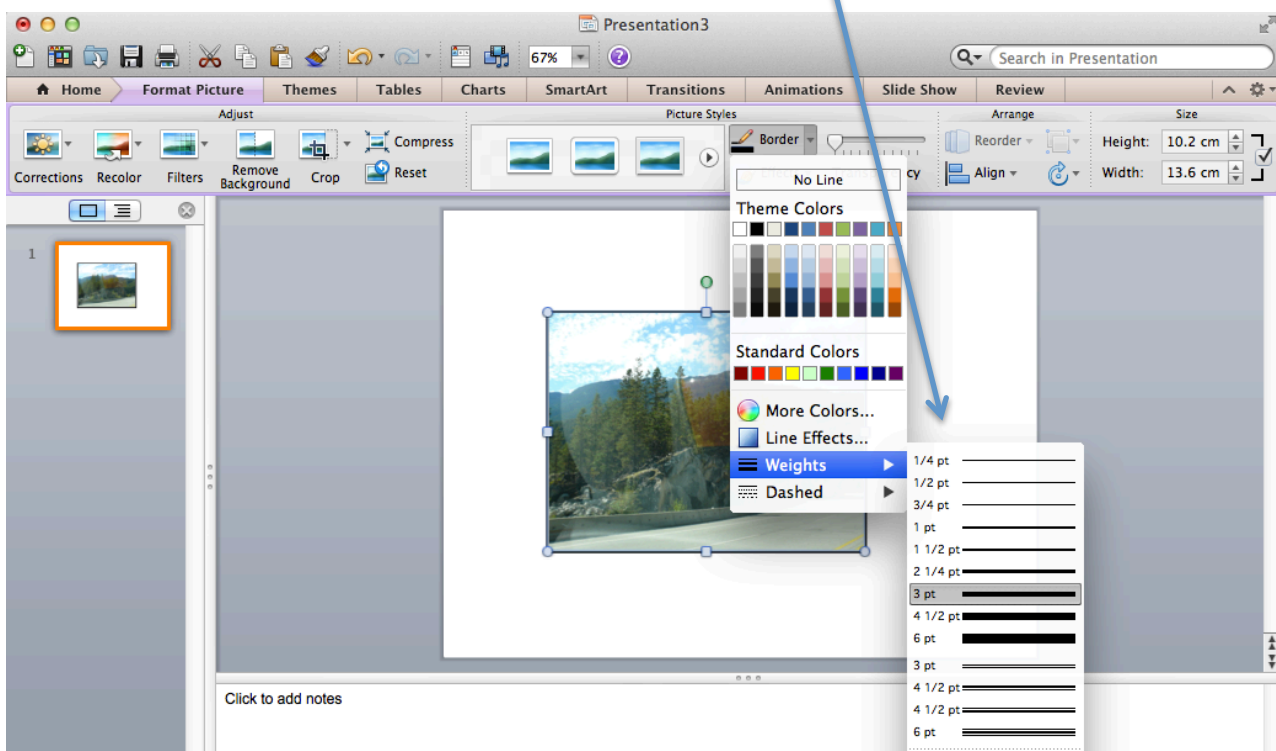


### Step 3:

To add a border to your picture, simply click on the "border" drop down arrow.



A drop down list will appear, allowing you to select the colour of your border along with the "weight" of your border around your picture.



## Framing your Picture

To make your picture even more exciting, instead of applying a border you can select a "frame" for it.

By scrolling through the different frames available and simply clicking on the one you prefer, you can change the look of your image dramatically. Below, is a picture of a cow clipart that I have added a black frame to.

Must be in this toolbar

Arrow allows you to scroll through frames.

