

“Step Sheet: Gathering and Inserting Electronic Images”

PowerPoint Presentation

This step sheet will help you gather and insert electronic images into your Microsoft PowerPoint slideshow.

Using Microsoft Internet Explorer and PowerPoint

To gather and insert electronic images into Microsoft PowerPoint Slideshow, follow these steps.

➤ Gathering Images from the Internet

Step 1

Find the Microsoft Internet Explorer (or other web browser) icon, which could be in your application folder or in an Internet folder on the hard drive.

Step 2

Double-click the Microsoft Internet Explorer (or other web browser) icon to open the program.

Step 3

Conduct a search for free images or clip art. You can also use Microsoft's Clip Gallery Live at <http://cgl.microsoft.com/clipgallerylive> to locate and use over 150,000 clip art images.

Step 4

When you have located a free image, click and hold on the image.

Step 5

Click “Download Image to Disk,” or “Save this Image as . . .” from the pop-up window.

Step 6

Click Desktop or create a separate folder on the desktop titled “Image Library.”

Step 7

Rename the image with a memorable abbreviation. For example, rename “sportr4.gif” as “soccer.gif.”

Step 8

Continue gathering and renaming images in this manner, always saving them to the same location.

Step 9

Return to PowerPoint.

Inserting an Imported Picture

Step 1

In Slide View, from the Insert menu, choose Picture, From File.

Step 2

Locate the file saved on the desktop or media library.

Step 3

Click Insert.

➤ Inserting an Imported Animated Image

Step 1

Click on a slide where you want to insert an animation. In Slide View, from the Insert menu, choose Movies and Sounds, then Movie From File.

Step 2

Locate the animated file saved to the desktop or media library.

Step 3

Click Convert.

Step 4

With the movie selected, from the Slide Show menu, choose Animations Custom.

Step 5

Click the Options tab.

Step 6

Choose Loop Until Stopped.

Step 7

Click the Order and Timing tab. Select the radio button Automatically.

Step 8

Check that the Effects tab settings are set at No Effect unless you want to add sound and movement. Click OK.