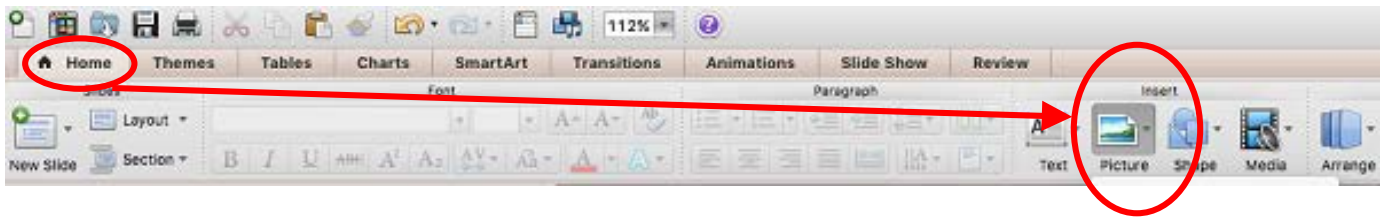


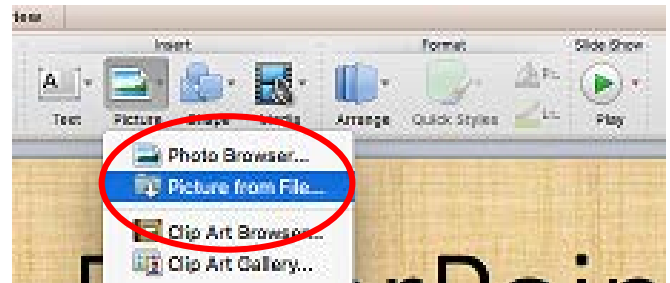
# INSERTING & FORMATTING AN IMAGE IN MS POWERPOINT 2011 ON A MAC

## INSERTING AN IMAGE

**STEP 1 ~ Click THE **HOME TAB** GO TO THE **INSERT SECTION** AND CLICK THE **PICTURE ICON**. A POP-UP MENU WILL OPEN.**



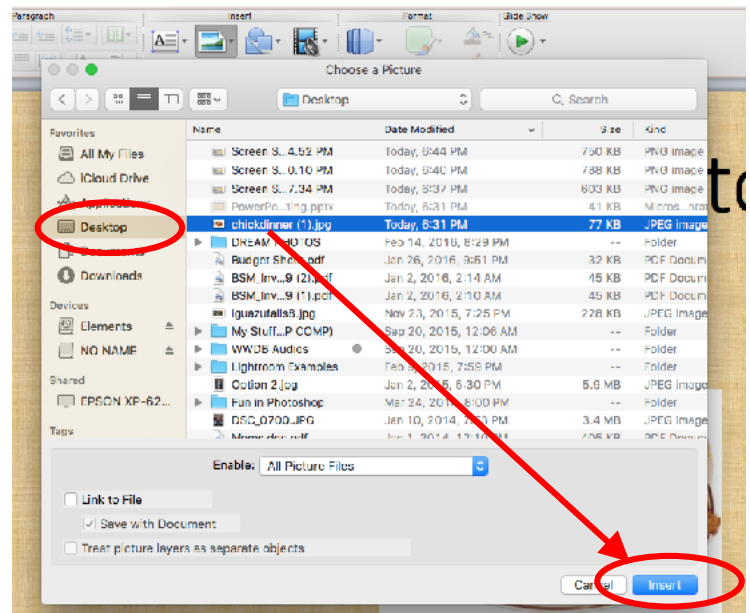
**STEP 2 ~ CLICK **PICTURE FROM FILE**. A NEW WINDOW TITLED “CHOOSE A PICTURE” WILL OPEN.**



**STEP 3 ~ IN THE “CHOOSE A PICTURE” WINDOW, CLICK **DESKTOP**, CLICK ON YOUR FILE {**YOUR-PHOTO.JPG**}, CLICK **INSERT** (OR DOUBLE-CLICK ON FILE NAME).**

**NOTE: IF YOUR IMAGE IS NOT ON THE DESKTOP, NAVIGATE TO WHERE YOU HAVE SAVED IT AND DOUBLE-CLICK IT.**

**YOU’RE DONE INSERTING  
YOUR IMAGE.  
GO TO TASK 2 FOR  
FORMATTING INSTRUCTIONS.**



## FORMATTING YOUR IMAGE

(INSTRUCTIONS FOR BASIC TASKS.)

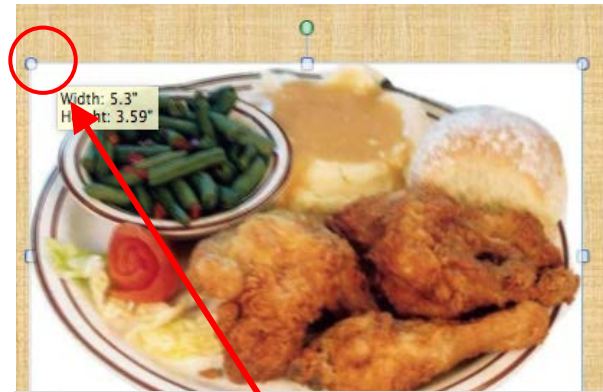
### CHANGE IMAGE SIZE:

**MOVE CURSOR** UNTIL ARROW HOVERS OVER A CORNER DOT ON IMAGE BOUNDARY BOX.

**CLICK & DRAG** UNTIL IMAGE IS SIZE YOU WANT.

### PLACE IMAGE WHERE YOU WANT IT:

**CLICK ON IMAGE AND DRAG IT TO DESIRED LOCATION.**

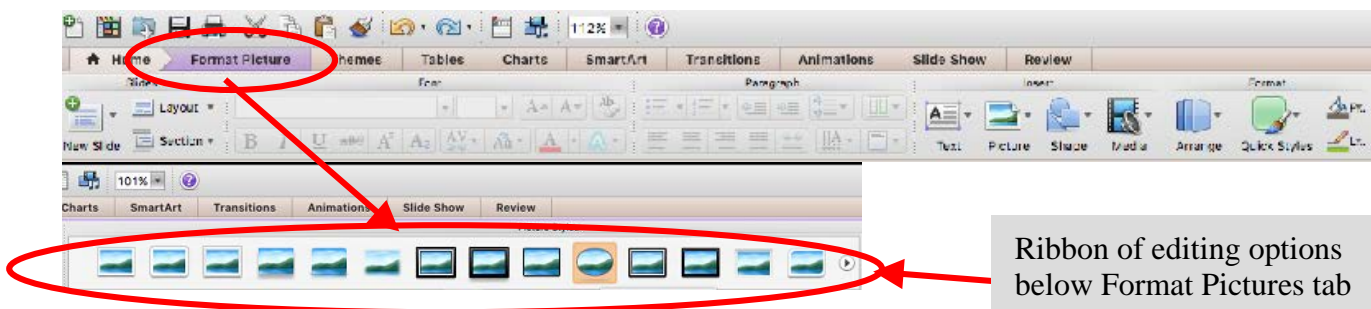


NOTE: A **size text box** telling you the image size appears over your photo while dragging.

**ROTATE IMAGE: BLUE BOUNDARY BOX “DOTS” ARE FOR “GRABBING” YOUR IMAGE TO MOVE OR SELECT IT.**

**USE THE TOP MIDDLE “HANDLE DOT” FOR ROTATING YOUR IMAGE.**

**HOVER OVER THE GREEN DOT UNTIL CIRCULAR ARROW APPEARS, THEN DRAG LEFT OR RIGHT TO ROTATE.**



Ribbon of editing options below Format Pictures tab

### OTHER IMAGE FORMATTING OPTIONS:

CLICK ON YOUR IMAGE. (*BLUE BOUNDARY DOTS APPEAR WHEN IMAGE IS SELECTED*)

**FORMATTING OPTIONS ARE DISPLAYED BELOW THE FORMAT PICTURE TAB.**

FOR MORE INFORMATION, VIDEO TUTORIALS, AND OTHER RESOURCES, CHECK THE FIRST YEAR WRITING PROGRAM WEBSITE.