

Inserting/Formatting Photo in PowerPoint on a PC:



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Note before you begin:

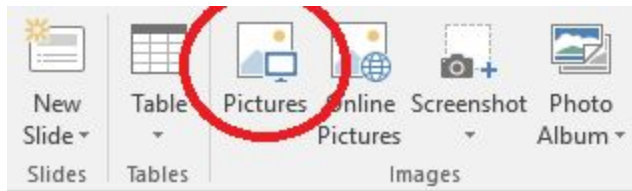
- This document is intended to help students of WRTG 120/121 in creation of a poster through PowerPoint. This step focuses on inserting and formatting a photo.
- Depending on the PowerPoint version you are using, locations of these steps may vary slightly.
- The images for this tutorial are pulled from PowerPoint version 2013, and are taken from a PC.
- Your end result will vary depending on where you choose to place image/what image you choose.

Step 1: Using Insert to add a photo

Identify your tool bar at the top of the screen and locate “**Insert.**”



Click “**Insert**” and click on “**Pictures.**”



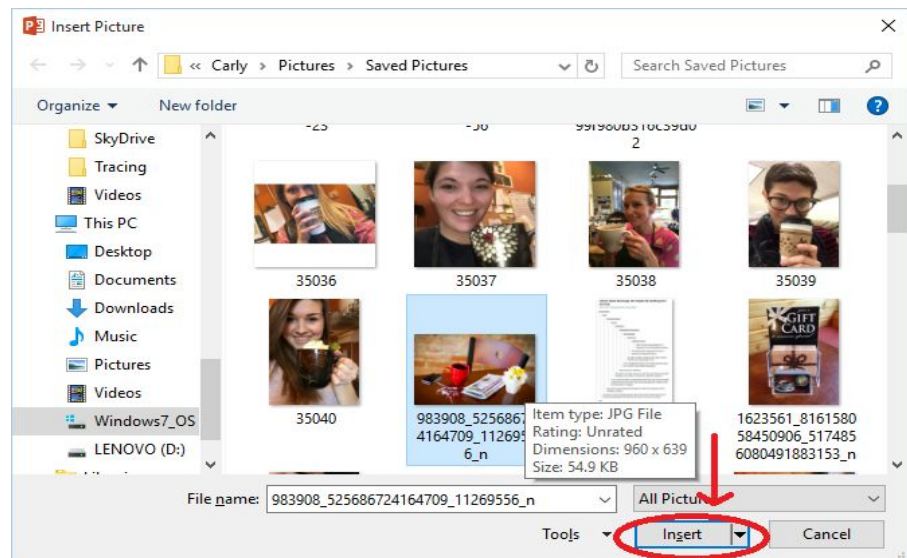
**Tip: If you can't remember where you saved your image, it can always be found in the downloads folder.*

A menu will appear allowing you to search the contents of your computer. This will bring you to the last folder you saved something to.

Step 2: Selecting your photo in folder

Select your image by clicking the thumbnail.

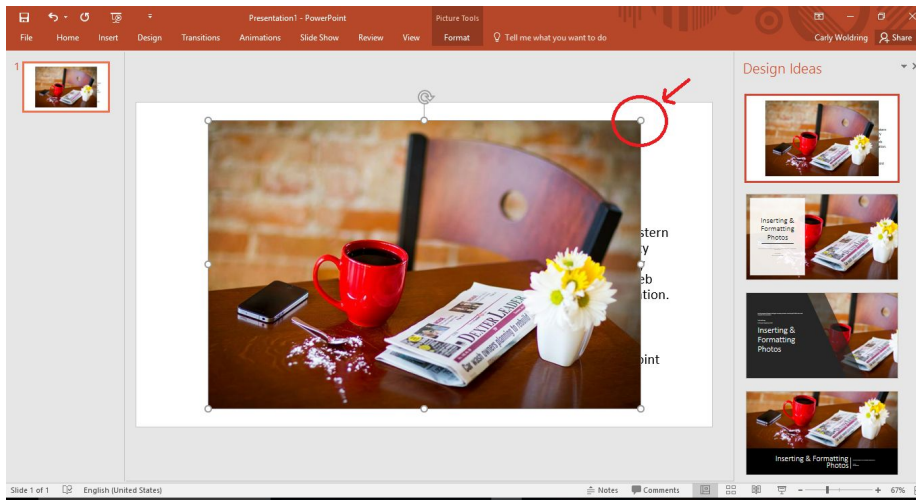
Once highlighted in blue, click the “**Insert**” button located at the bottom of the menu.



Step 3: Formatting and Resizing your photo

Image will be placed randomly on your screen. From here, you can **resize** it to fit the spot you need.

- Locate one of the white dots occupying the corner of your image.
- **Click and hold** one of these dots while dragging downward to decrease the size of the image.



- **Hover** the mouse over the image until it turns into four arrows.
- **Click and hold** the image to drag it into your desired position.



Complete

