

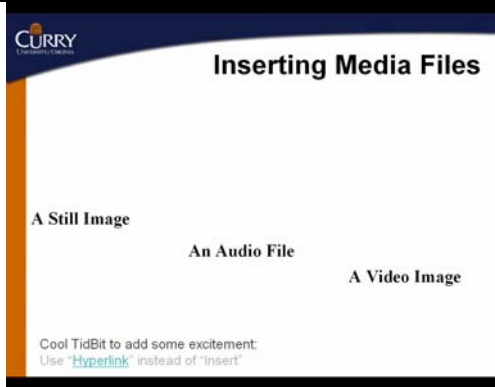
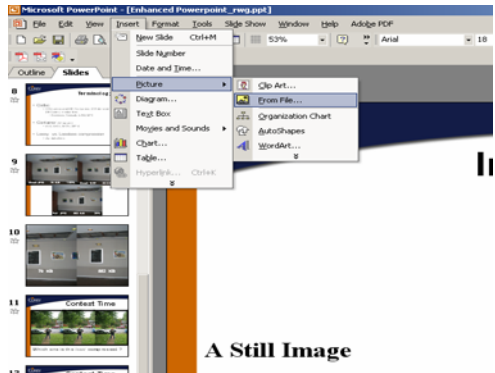
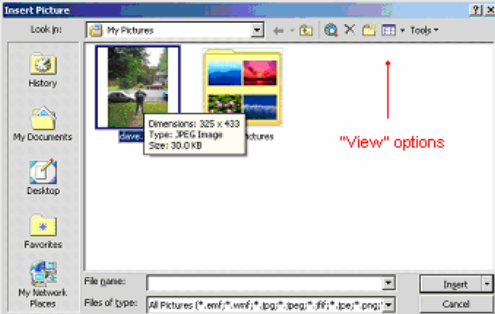



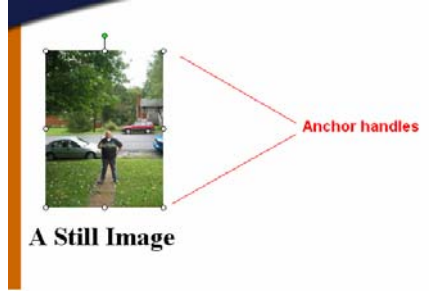

# ETO SPOTLIGHT RESOURCES

## Inserting Media Files in PowerPoint

### Image files

Combining images with text can be very effective and useful in a PowerPoint presentation. Listed below are the steps involved in inserting an image file into a PowerPoint slide.

Step by Step	Visual Guide
<p>1. Select a slide for inserting an image. We will use a slide from Dave’s PowerPoint presentation.</p>	
<p>2. From the PowerPoint menu, click on: <i>Insert &gt; Picture &gt; From File.</i></p>	
<p>3. Change to the folder that holds the image you want. Then, select and click on the <i>Insert</i> button. Changing the “View” options allows you to see the image as a thumbnail.</p>	

<p>4. Your image will show up on the slide you've selected.</p> <p>Now, move the mouse cursor over the image. Notice that the cursor changes to the move icon. Holding down the left mouse button allows you to drag the image to a new position on the slide.</p>	 <p>The slide shows a still image of a person in a field and a video image placeholder. The text 'A Still Image' and 'A Video Image' are visible.</p>
<p>5. With the image still selected, re-size it by placing the mouse cursor over a corner anchor handle. Drag the anchor handle toward the center of the image to make it smaller. Drag it diagonally away from the image to make it larger. In PowerPoint, the image will maintain its original dimensions (aspect ratio).</p>	 <p>The diagram shows a still image with red lines extending from its corners, labeled 'Anchor handles'.</p>
<p>6. We re-positioned the image to the upper left corner of the slide under its caption, "A Still Image."</p>	 <p>The slide shows the still image re-positioned to the upper left corner. The text 'A Still Image', 'An Audio File', and 'A Video Image' are visible. A footer note says: 'Cool TidBit to add some excitement: Use "Hyperlink" instead of "Insert"'</p>