

## How to bring images into Powerpoint

1. Open Powerpoint on the menu bar
2. Click “Format” then “SlideBackground”
3. Select “Fill Effects” and choose “Pictures” at the top of the page
4. Select your JPEG image that you have saved from the desktop and click “Apply”
5. **\*\*\*\*\*If Your picture is portrait style, you will want to click on “Insert” then “picture”, then “From file”**
6. Under “Insert” select “Text box”
7. Choose your type and insert it. **Be conscious of text colour, placement, and style.**
8. Save to the Desktop and have me save it onto my flashdrive. Name the file “blocknumberlastname.ppt”

Example: “1Clancy.ppt”