

Importing Pictures, Graphs, Maps etc. into PowerPoint

Now where can I get these pictures, graphs and maps from to put into my PowerPoint presentation?

- 1) Well you **scan** them from a book. For that you need a scanner. All scanners are different so this is what I do on my scanner. Select the page you want scanned and put it face down onto the scanner. Computer left click on the scanner icon. A menu will come up. On that menu, change the settings if you need to e.g. "Document type" (reflective or film) I use reflective, "Image type" (24 bit, 8 bit grey scale, etc) I use 24 bit, "Resolution"- 300 dpi usually good enough but if you need to make your book page look bigger you might need more pixels say 600 dpi. When all selected, press the "Scan" button and another menu will come up and ask if you how you want to save your scanned item e.g. jpeg, bitmap, etc. I use jpeg mostly. Then press OK on that menu and the scanner will scan the book page and save it as a jpeg file. Open the jpeg file and you have a copy of the book page, hold the mouse cursor on the copy of the book page, right click and a menu will come up, click on "copy". Then go into power point, select the slide type you want, right click on the slide and a menu will come up. Select "paste" and copy of the book page will appear on the slide.
- 2) You can **copy a photo** from your mobile phone or camera. Import photo from your phone to your computer and save the photo. Then open the photo and place cursor on it. Right click with your mouse and a menu will come up, click on "copy". Then go into power point, select the slide type you want, right click on the slide and a menu will come up. Select "paste" and the photo will appear on the slide.
- 3) You can go to **Google images**. So let's say you want a photo of a cat. First go into Google. Type the word **CATS**. Then left click "Search", and a page of typing will come up. Near the top of that page is the word "images". Left click on "Images" and many pictures of cats will appear on your screen. Select the image you want by double left clicking on it and this will open up a big picture of the cat photo you want. Right click on that photo. A menu will come up so click on "Copy". Then go into WORD right click on the page and a menu will come up. Select "paste" and a photo of the cat will appear in word. Then right click of the photo, a menu will come up select "CUT". Then go into power point, select the slide type, right click on the slide and a menu will come up. Select "paste" and a photo of the cat will move from word to the PowerPoint slide.

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