



You would like to edit digital images and you don't have a program like Photoshop in order to complete the task.

#### SET UP

1. Create a new folder by going to FILE > NEW FOLDER
2. Name your new folder with the name of your project.
3. Open PowerPoint by clicking on the PowerPoint icon in the dock.

#### CREATING A NEW PRESENTATION

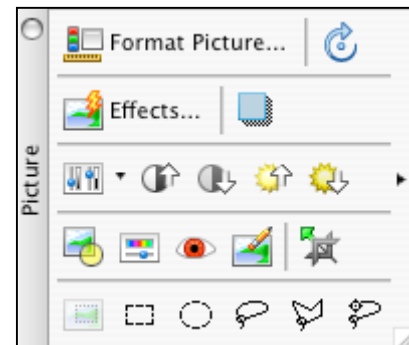
4. Go to FILE > NEW BLANK PRESENTATION.
5. Save your presentation by going to FILE > SAVE
6. Navigate to the location of the folder that you created.
7. Click SAVE

#### ADDING IMAGES

8. Go to INSERT > IMAGE...>FROM FILE
9. Find your picture in the pop-up window.
10. Click on your picture and then click INSERT

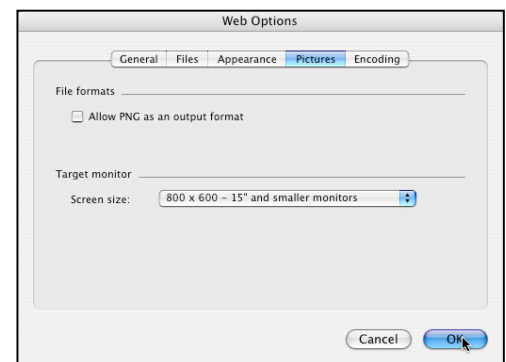
#### EDIT YOUR IMAGE

11. Make sure that the Picture window is showing. If it is not, open it by going to View > Toolbars > Picture
12. Make sure that your image is selected. You will see white boxes on each of the corners if this is the case.
13. Click on the "Format Picture..." button in the Picture window.
14. Use the tabs in the pop up window to change the size. When you are finished, click OK.
15. To add effects or do other things to your image, click on the appropriate button in the Picture window.



#### SAVING YOUR PRESENTATION AS A WEB SITE

16. Go to FILE > SAVE AS WEB PAGE...
17. Choose the correct name and location for your saved files.
18. Click on "Web Options" button.
19. Navigate to the Pictures tab in the pop up window, and make sure that "Allow PNG as an output format" is UNCHECKED.
20. Choose 800 x 600 as your Target monitor size, and click OK.
21. Click the Save button to save your presentation as a web page.



#### FINDING YOUR NEWLY EDITED FILES

22. Navigate to the location where you chose to save your presentation.
23. There should be a folder that is called "*thenameofyourpresentation\_files*"
24. Open the folder that goes with your presentation (see above).
25. You will see your picture in the folder. The name will be something like: "slide0001\_image001.jpg"
26. Move your newly edited picture to the location that you use to save your work.

