

Adding Content – Pictures

Content can be added by selecting a slide layout with content (*see lesson 07 – Creating Slides*).

When you select a slide layout with content, a **button bar** appears on the slide with **six** options.



Click the ‘**Insert Picture**’ button.



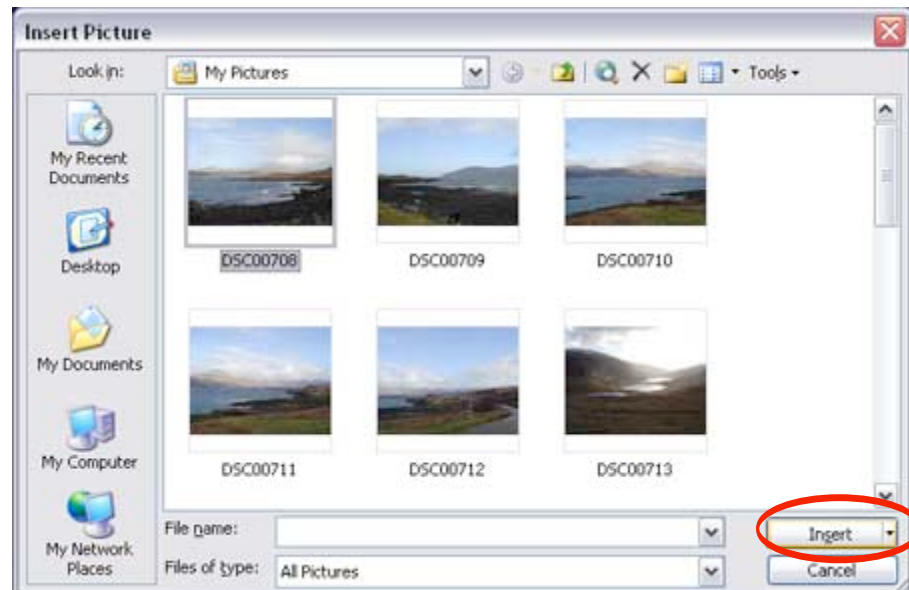
Insert Picture

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The Insert Picture dialogue box opens, allowing you to specify what picture to insert into the slide.

At the top of the dialog box you will need to **select** where to **‘Look in’** to find your picture.

Once you have located your chosen picture, **click** **‘Insert’**.



Your picture is now inserted into the slide.