

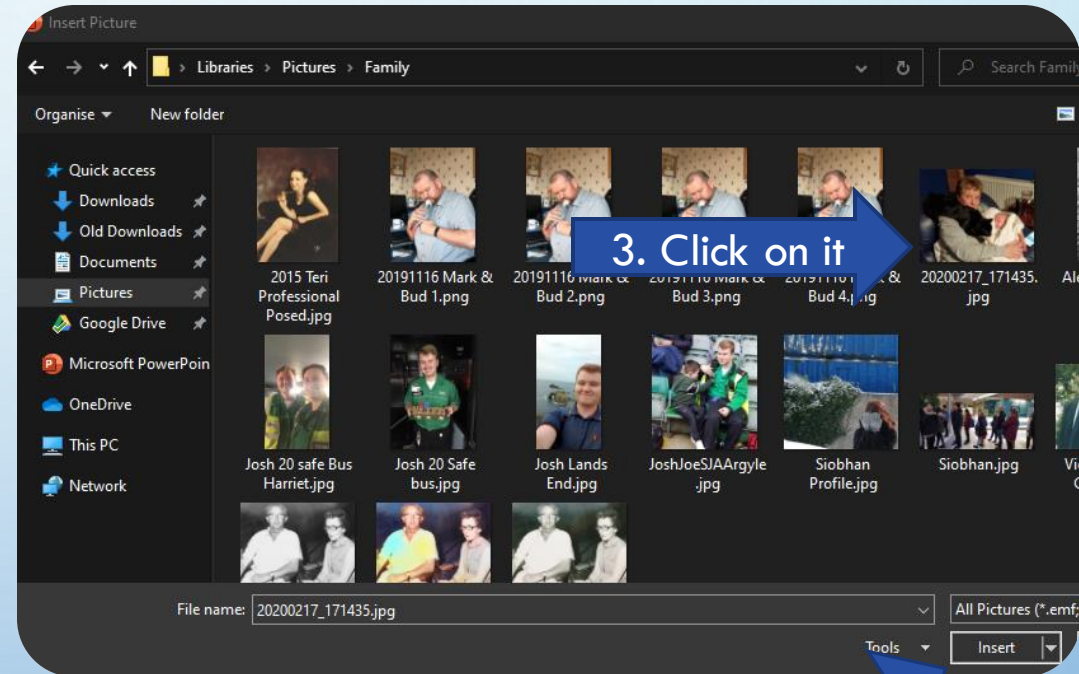
The background is a light blue gradient with several realistic water droplets of various sizes scattered across the surface. The droplets have highlights and shadows, giving them a three-dimensional appearance.

# HOW TO ADD TEXT & GRAPHICS TO PHOTOS

IN POWERPOINT

BROWSE TO THE  
IMAGE (GRAPHIC OR  
PHOTO) YOU WANT

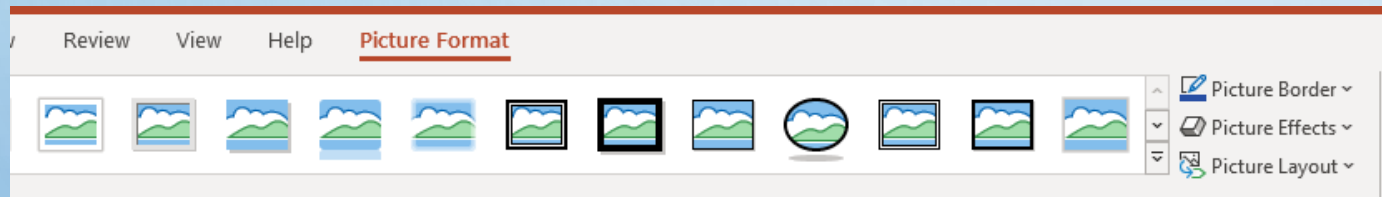
CLICK INSERT AND  
THEN PICTURES



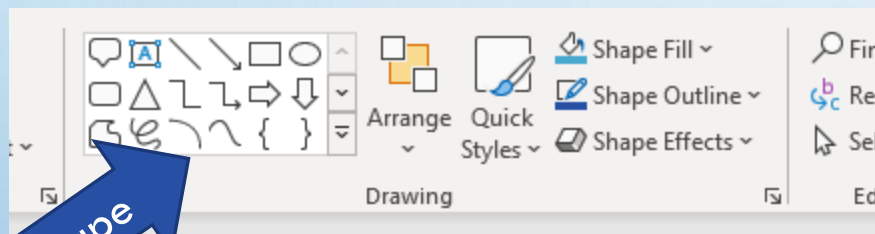
Click Insert

# MOVE AND RESIZE YOUR IMAGE TO HOW YOU WANT IT BY CLICKING ON IT AND DRAGGING THE EDGES

YOU CAN ADD BORDERS/SHADOWS ETC. IN THE PICTURE FORMAT  
MENU:



ON THE 'HOME' MENU, IN THE DRAWING SECTION, YOU CAN ADD ARROWS, LINES ETC.



Pick your shape

CLICK ON THE SHAPE YOU WANT AND THEN DRAW IT WITH YOUR MOUSE ON SCREEN (SEE VIDEO ON THE NEXT PAGE)



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Slides Tables Images Illustrations Add-ins Links Comments Text Symbols Media

- 1 HOW TO ADD TEXT & GRAPHICS TO PHOTOS BY PIVOTPOINT
- 2 BROWSE TO THE IMAGE (GRAPHIC OR PHOTO) YOU WANT  
CLICK INSERT AND THEN PICTURES
- 3 MOVE AND RESIZE YOUR IMAGE TO HOW YOU WANT IT BY CLICKING ON IT AND DRAGGING THE EDGES  
THE BLACK HANDLES THAT APPEAR TO THE SURROUNDING AREA
- 4 ON THE 'HOME' MENU, IN THE DRAWING SECTION, YOU CAN ADD ARROWS, LINES ETC.  
HOW DO YOU DRAW THESE? SEE THE VIDEO ON THE NEXT PAGE
- 5

ON THE 'HOME' MENU, IN THE DRAWING SECTION, YOU CAN ADD ARROWS, LINES ETC.



CLICK ON THE SHAPE YOU WANT AND THEN DRAW IT WITH YOUR MOUSE ON SCREEN (SEE VIDEO ON THE NEXT PAGE)

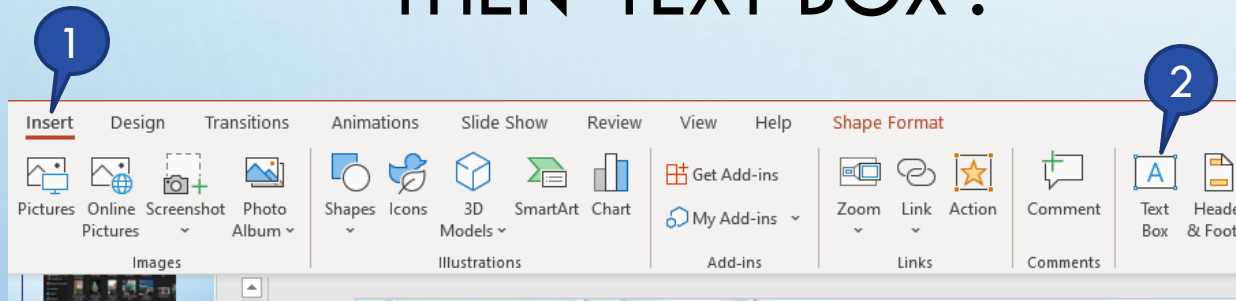


- 1 TO PHOTOS
- 2 CLICK INSERT AND THEN PICTURES
- 3 MOVE AND RESIZE YOUR IMAGE TO HOW YOU WANT IT BY CLICKING ON IT AND DRAGGING THE EDGES
- 4 ON THE 'HOME' MENU, IN THE DRAWING SECTION, YOU CAN ADD ARROWS, LINES ETC.
- 5 ON THE 'HOME' MENU, IN THE DRAWING SECTION, YOU CAN ADD ARROWS, LINES ETC.
- 6 ONCE YOU HAVE PICKED YOUR SHAPE AND POSITIONED IT, YOU CAN SIMPLY START TYPING TO ADD TEXT TO IT

ONCE YOU HAVE PICKED YOUR SHAPE AND POSITIONED IT, YOU CAN SIMPLY START TYPING TO ADD TEXT TO IT



TO ADD TEXT TO YOUR IMAGES,  
CLICK ON THE INSERT MENU,  
THEN 'TEXT BOX'.



DRAW THE TEXT BOX OVER THE AREA YOU WISH TO TYPE INTO.

YOU CAN ADJUST THE FONT, COLOUR AND SIZE OF THE TEXT FROM  
THE 'HOME' MENU, IN THE 'FONT' SECTION.

I did this entire presentation just using PowerPoint – it took  
me about 10 minutes (it'll obviously take you longer until  
you get used to it)



**Kim and Kalani with a  
new stole**