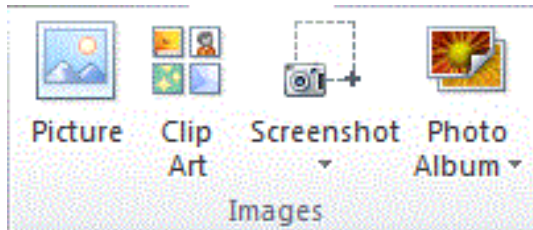# Put your photos into PowerPoint

Quick Reference Card

Insert a picture from a file

1. Click where you want to insert the picture.
2. On the **Insert** tab, in the **Images** group, click **Picture**.
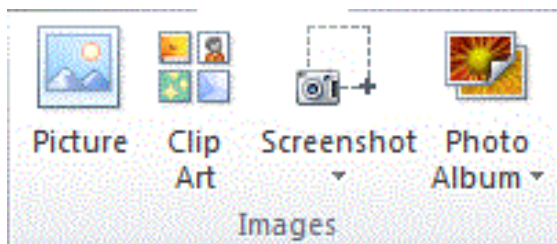

3. Locate the picture that you want to insert, and then double-click it. For example, you might have a picture file located in **My Documents**.

To add multiple pictures, press and hold CTRL while you click the pictures that you want to insert, and then click **Insert.**

4. To resize a picture, select the picture you have inserted in the slide. To increase or decrease the size in one or more directions, drag a sizing handle away from or toward the center, while you do one of the following:

- To keep the center of an object in the same location, press and hold CTRL while you drag the sizing handle.
- To maintain the object's proportions, press and hold SHIFT while you drag the sizing handle.
- To both maintain the object's proportions and keep its center in the same location, press and hold both CTRL and SHIFT while you drag the sizing handle.

Insert clip art

1. Click the slide that you want to add the clip art to.
2. On the **Insert** tab, in the **Images** group, click **Clip Art**.

3. In the **Clip Art** task pane, in the **Search for** text box, type a word or phrase that describes the clip art that you want, or type all or some of the file name of the clip art.

To narrow your search, in the **Results should be** list, select the check boxes next to **Illustrations**, **Photographs**, **Videos**, and **Audio** to search those media types.

4. Click **Go**.
5. In the list of results, click the clip art to insert it.

Create a photo album

1. On the **Insert** tab, in the **Images** group, click the arrow under **Photo Album**, and then click **New Photo Album**.
2. In the **Photo Album** dialog box, under **Insert picture from**, click **File/Disk**.
3. In the **Insert New Pictures** dialog box, locate the folder that contains the picture that you want to insert, and then click **Insert**.
4. If you want to change the order in which the pictures are displayed, under **Pictures in album**, click the file name of the picture that you want to move, and then use the arrow buttons to move it up or down in the list.
5. In the **Photo Album** dialog box, click **Create**.

Crop a photo

1. In your file, select the picture that you want to crop.
2. Under **Picture Tools**, on the **Format** tab, in the **Size** group, click **Crop**.

 Note   If you do not see the **Picture Tools** and **Format** tabs, make sure that you selected a picture. You might have to double-click the picture to select it and open the **Format** tab.

3. Do one of the following:
   - To crop one side, drag the center cropping handle on that side inward.
   - To crop equally on two sides at the same time, press and hold CTRL while you drag the center cropping handle on either side inward.
   - To crop equally on all four sides at the same time, press and hold CTRL while you drag a corner cropping handle inward.
4. To position the crop, move either the crop area (by dragging the edges of the crop rectangle), or the picture.
5. When you are finished, press ESC.