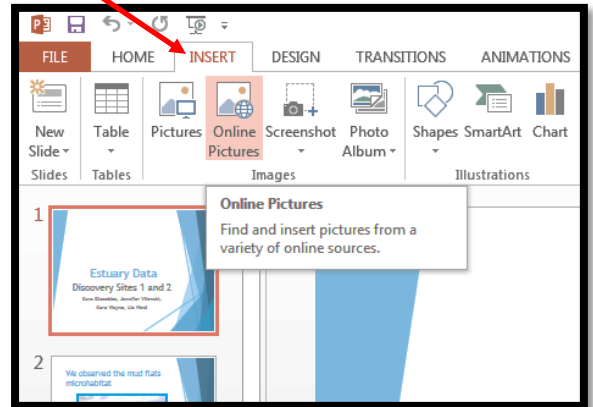


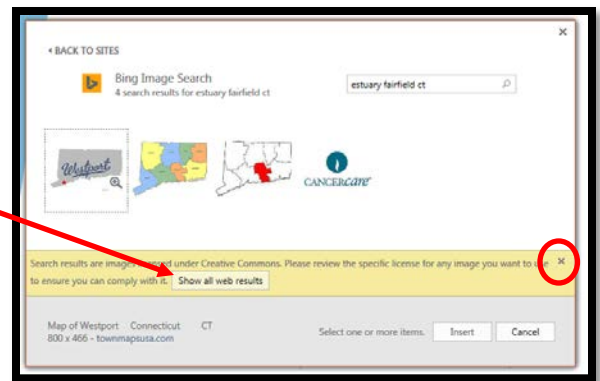
# How to Insert and Cite Images in PowerPoint

1. Select the **INSERT** tab. Then select **ONLINE PICTURES**



2. An INSERT PICTURES dialog box should pop up. In the SEARCH box, type in the keywords needed to find your image and press ENTER on your keyboard.

3. A yellow box will appear stating that you're only seeing Creative Commons licensed images. Click on **SHOW ALL WEB RESULTS** inside that yellow box so you can view more images.

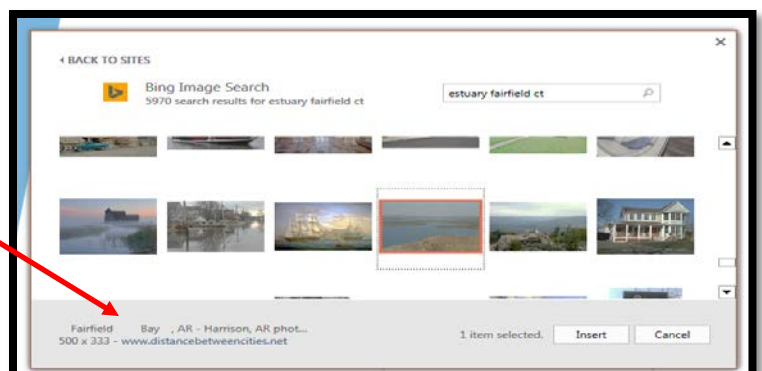


4. Close out of the yellow box by selecting the x in the top right corner of it.

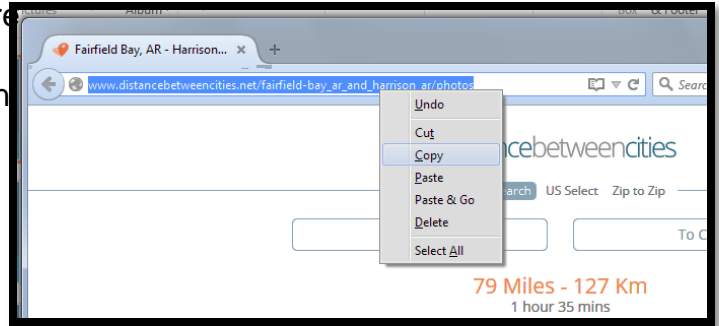
5. Scroll through the images to find an appropriate image for your slide. Once you've found one that works for you, click on it to select it (outlined in red).

6. BEFORE inserting the image, you need to copy the web address for the image source:

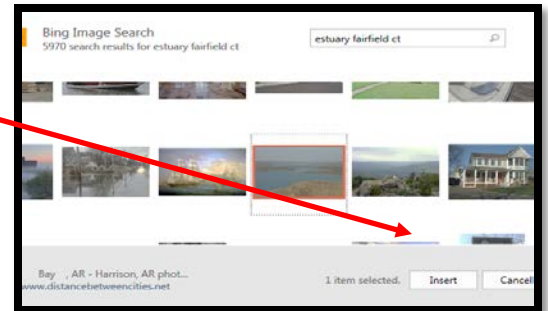
- a. Click on the link in the bottom left of the INSERT PICTURES dialog box



- b. Now you should be at the web page where that image came from. Highlight the web address and **COPY** it (press CTRL + C on your keyboard, or RIGHT CLICK, COPY)
- c. CLOSE out of the web browser box that popped up. You should now be back on your PowerPoint slide.



7. Click INSERT to insert the image on your slide. You can then crop it, resize it, format it and move it to where you want it on your slide.

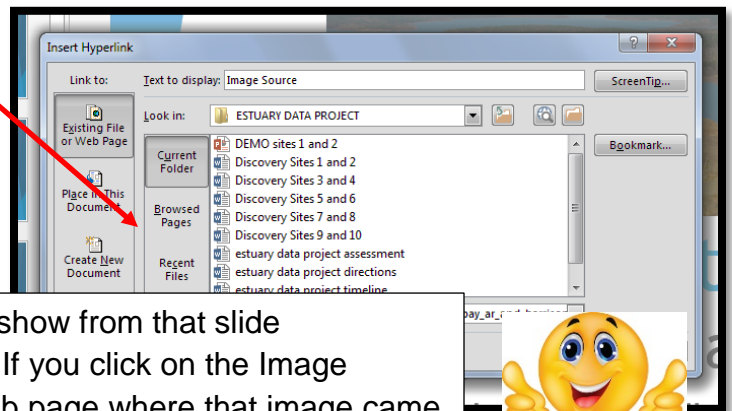


8. Now you need to cite your image (give credit to the source of where your image came from):

- a. Select the **INSERT** tab, then select **TEXT BOX**
- b. Draw a text box near the bottom of the slide
- c. Inside the text box, type the text *Image Source* (as shown at right)
- d. Highlight (select) your text *Image Source*, then select **INSERT > HYPERLINK**
- e. An INSERT HYPERLINK dialog box will appear (as shown below)
- f. In the web **ADDRESS** box, **PASTE** the url (web address) of your image source that you copied (from step 6 above): press CTRL + V on your keyboard
- g. Select **OK**



9. You now should have an image on your slide, and a small text box at the bottom, with a hyperlink that states *Image Source*



Test that your hyperlink works by playing your slideshow from that slide (select SLIDESHOW > FROM CURRENT SLIDE). If you click on the Image Source hyperlink, it should take you to the exact web page where that image came from.

