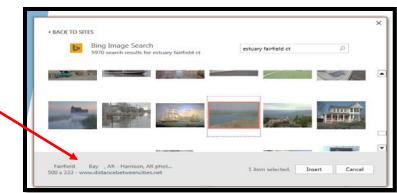
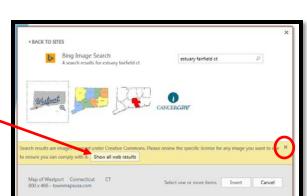
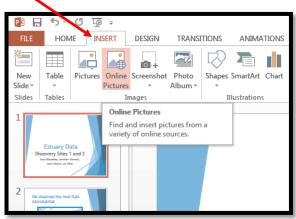
How to Insert and Cite Images in PowerPoint

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.
- 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







- 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.

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			1 hour 35 mins

- 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.
- 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

sert Hyperlink

Text to display: Image Source

ESTUARY DATA PROJECT DEMO sites 1 and 2

> Discovery Sites 1 and 2 Discovery Sites 3 and 4

Discovery Sites 5 and 6 Discovery Sites 7 and 8

Discovery Sites 9 and 10

estuary data project assessment

estuary data project directions

Look in:

Current Folder

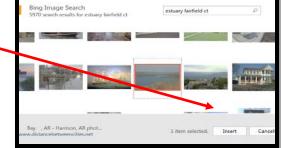
Re<u>c</u>ent Files

Link to

Create Net

- 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.





ScreenTip

Bookmark...

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