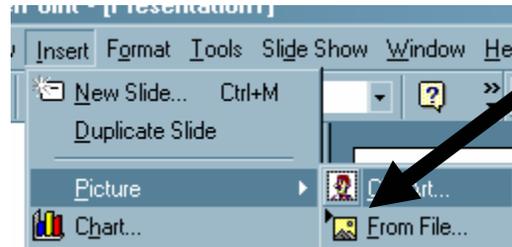


HOW TO INSERT A PICTURE FROM A FLOPPY OR FOLDER:

From the Menu Bar,
Click on **Insert, Picture** and select **From File**.



FIND your pictures:

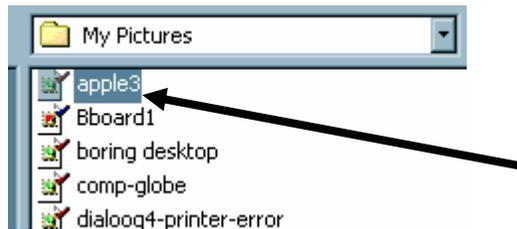
The Insert Picture Box appears. Select the LOCATION of your picture(s). TIP: If you are using a Sony Mavica, make sure you have removed the floppy from the camera and placed the disk in the computer floppy drive.



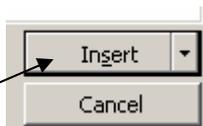
Click the downward pointing icon in the Look In menu to see a list of places where you could store a

picture.

Select the drive and then the folder and finally the picture you want. Double-Click on the name of the photo to bring it into PowerPoint.



Or you can select the picture and click on the Insert button.



The picture should appear in your program (these steps work for both PowerPoint and Word).