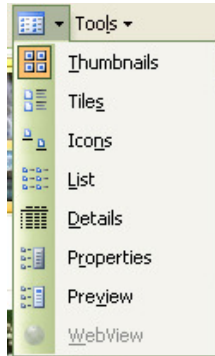


PowerPoint Help

Why can't I see thumbnails of the images?

In Windows XP: To view thumbnails of images in the 'Insert Picture' dialogue box click the view thumbnails option under **Tools**▼ (see below)



In earlier versions of windows it may not be possible to view thumbnails within the 'Insert Picture' dialogue box and maybe necessary to identify and name files prior to the session so that pupils know which images to choose.

Where's 'Draw'?

If '**Draw**' is not visible at the bottom left of your PowerPoint screen click *View > Toolbars > Drawing* to open it on the lower toolbar.

Why won't Flip and Rotate work on my image ?

If the Flip and Rotate tools are inactive (grey) then you are using an early version of **PowerPoint** that does not allow imported images (jpegs, GIFs etc.) to be adjusted in this way.

To get round this open your image in **MS Paint** or a similar paint programme, flip or rotate as required then *File > save as* and rename it.

Why isn't my new image transparent anymore?

When you now insert this image onto your slide in **PowerPoint** you may find that the background is now white instead of transparent. Some paint programmes can't save transparent backgrounds.

To remove this access the '**Set Transparent Colour**' tool in your '**Picture**' Tool



bar and click on the background and it will disappear.

(if this tool is not visible click *View > Toolbars > Picture* and it will appear in the bottom right of your screen at the right of the Picture Toolbar)