

The Correct Way to Insert Images into PowerPoint

(to avoid compatibility issues with other computers)

When working in Powerpoint:

Select the Insert drop-down menu from the top menu bar.

Select Picture > From File.

Select the image file from your computer and click the “Insert” button.

DO NOT use TIFF or PSD files (they are much too large – if you are making your own images, JPEGs 1000 pixels wide by 800 pixels high are an ideal size, but Powerpoint can accommodate larger files if needed).

DO NOT drag images from your computer directly into the presentation.
(use the Correct Method outlined above.)

DO NOT drag images directly into the presentation from the internet.
(Instead, first save the Internet image to your computer and then use the Correct Method outlined above.)

DO NOT copy & paste images into your presentation.
(use the Correct Method outlined above.)

Failure to use the Correct Method will result in images not showing up or incorrect formatting of images on any computer other than the computer on which the presentation was made.