HOW TO COPY/INSERT A HYPERLINKED IMAGE USING <u>POWERPOINT</u>
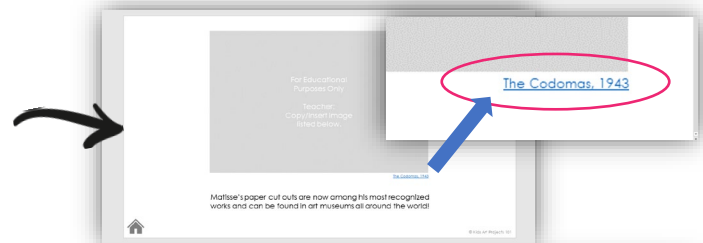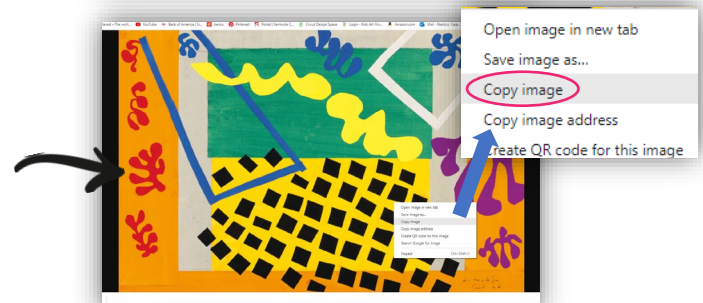
Anytime you see a gray box in the slideshow with the message "Copy/Insert image listed below," you will need to complete a quick task. Due to copyright restrictions, we cannot complete this task for you. We wish we could! We recommend taking care of this *before* your present the lesson. It should only take a few minutes and you'll only have to do it the first time you open a unit!

These directions are for use with a desktop PC.
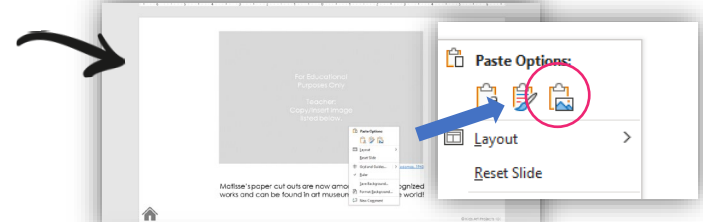Internet access is necessary.

Roll your mouse over the hyperlinked artwork title in the slideshow. Press "Ctrl" on your keyboard, the click on the hyperlink. This will take you to the artwork online.

Roll your mouse over the artwork online, right click, then select "copy image" from the dropdown menu.

Navigate back to the slideshow. Right click anywhere on the slide, then select the "paste" option that shows a mountain-scape. This will insert the image.

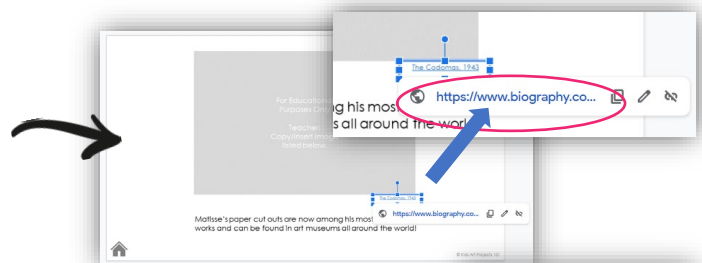Resize the image to fit right on top of the gray place holder.

Last step: **Save your changes!**

HOW TO COPY/INSERT A HYPERLINKED IMAGE USING GOOGLE SLIDES

Anytime you see a gray box in the slideshow with the message "Copy/Insert image listed below," you will need to complete a quick task. Due to copyright restrictions, we cannot complete this task for you. We wish we could! We recommend taking care of this *before* your present the lesson. It should only take a few minutes and you'll only have to do it the first time you open a unit!

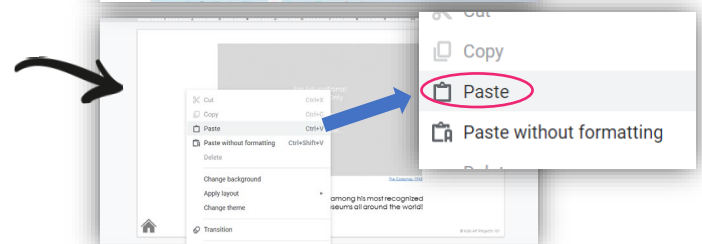These directions are for use with a desktop PC.
Internet access is necessary.

Roll your mouse over the hyperlinked artwork title in the slideshow. Click on the hyperlink. This will take you to the artwork online.
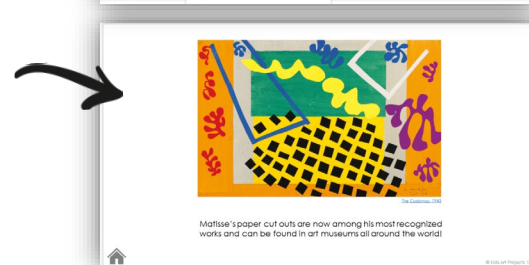
Roll your mouse over the artwork online, right click, then select "copy image" from the dropdown menu.

Navigate back to the slideshow. Right click anywhere on the slide, then select the "paste" option. This will insert the image.

Resize the image to fit right on top of the gray place holder.

In Google Slides, all changes are saved automatically.