

Magnificent Marvelous Me - PowerPoint 97

Lesson 3 - Inserting Your Digital Picture

You will use the Sony Digital Mavica camera to take pictures in class today. Our school camera takes pictures directly onto a floppy disk, which makes it very easy to get your pictures into the computer.

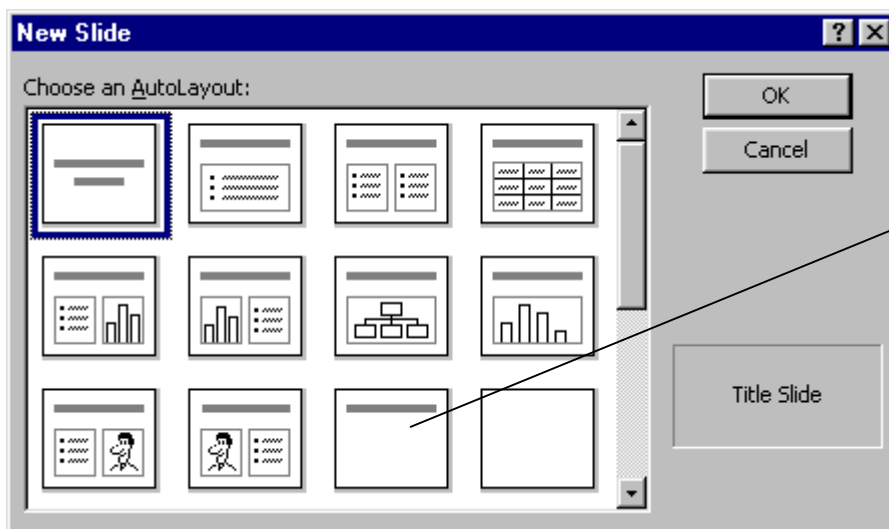
Here is a review of the basic steps for taking a picture:

1. Insert a floppy disk.
2. Turn on the camera.
3. Make sure the PLAY/MOVIE/STILL switch is set to STILL
4. Use the LCD display to view what the camera sees.
5. Hold the shutter button down **half-way** until the green light in the LCD display stops blinking. When the light is solid, your picture is focused.
6. Press down **completely** on the shutter button. The camera will make a whirring noise while it records the picture. **Do not move the camera while it is recording!**
7. Turn off the camera.
8. Eject the floppy disk from the camera.

These instructions will show you how to take your picture from the diskette in Drive A: and insert it into a PowerPoint slide.

Insert a new Slide at the end of your PowerPoint presentation.

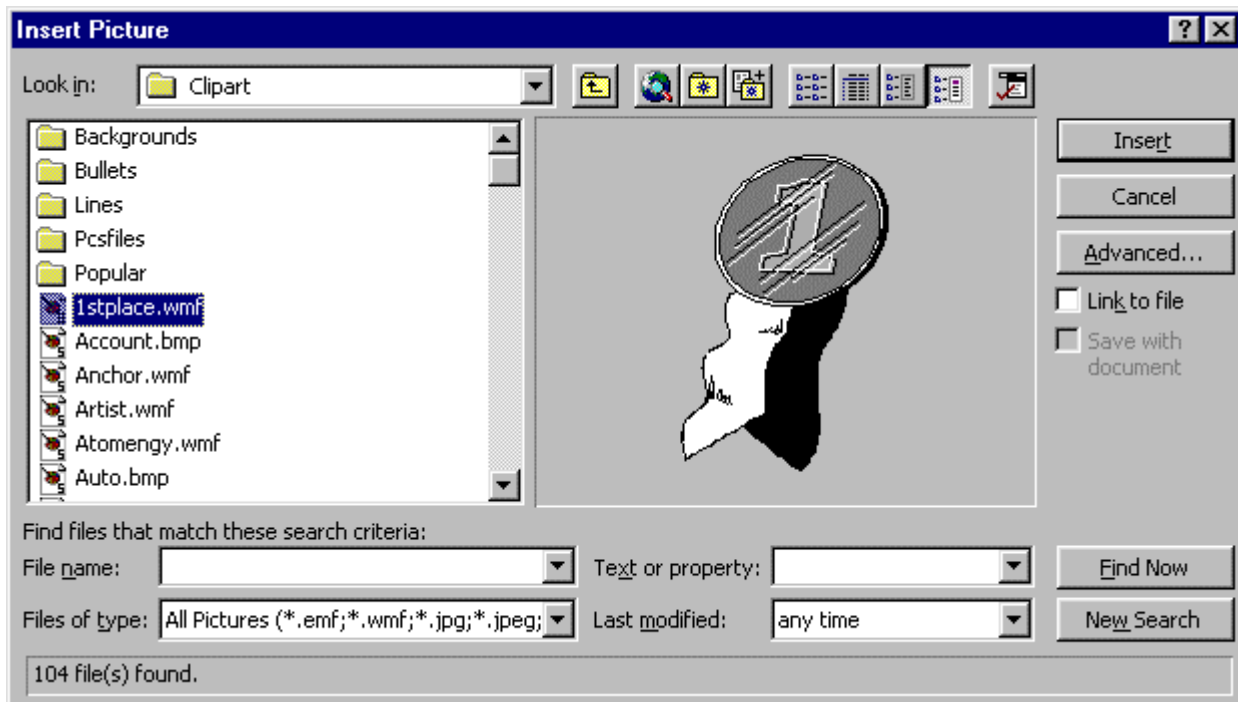
To add a new slide click on the **New Slide** button .



Double-click on the Title line and replace the text with your name.

To add your picture simply click on the **Insert** option in the top menu bar, then choose **Picture** and then **From File...** You will now be able to look through your hard drive, floppy drive, or CDROM

drive for a picture. (For pictures taken with the digital camera, you will look on the A: drive. Remember to use the down arrow next to the "Look in:" box at the top of the screen to move to the "3 ½ " Floppy A:' directory.)



Select your picture from the file list. (You will see a preview of the photos when you click on the file name, so you can tell easily which picture is yours!) Then click on the **Insert** button--done!

