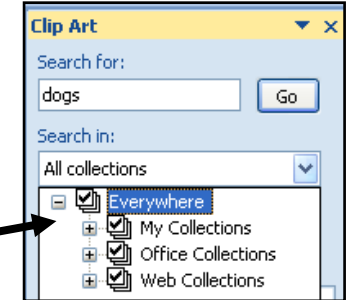
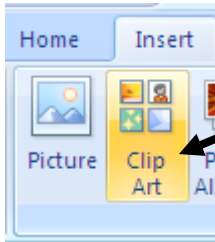
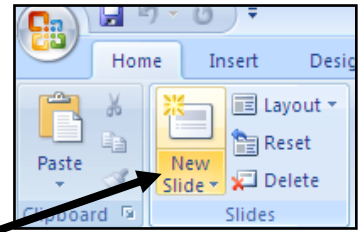


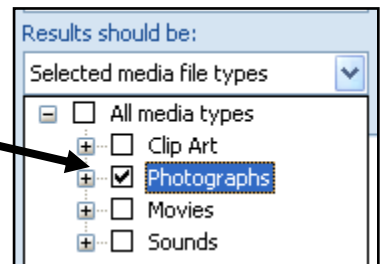
## Getting Photos from Microsoft Office

Microsoft Office comes with a searchable database of thousands of high quality photographs. To get these photographs into PhotoStory you will need to convert them into individual photo files with PowerPoint. You can't copy and paste into PhotoStory.

1. Open Powerpoint
2. You will need to create a new slide for each photo by clicking on the **New Slide** button under the Home tab.
3. To find photographs click on the **Insert** tab and the **Clip Art** button.
4. The clip art locator window will open on the side of the screen. Click on the down arrow below the **Search In...** box and make sure **Everywhere** has been checked.

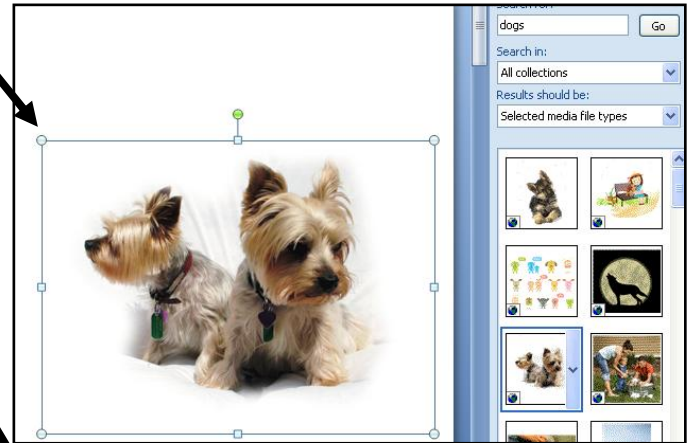



5. If you are looking just for photographs click on the down arrow below the **Results Should be...** box and make sure only **Photographs** has been checked.
6. Type in a search term in the **Search for** box and click **Go**.
7. Be patient. Photographs are being retrieved from the Internet and it may take a minute or two. Scroll down through the thumbnails and click on a photo you like and it will appear in the slide you are currently on. If you like it

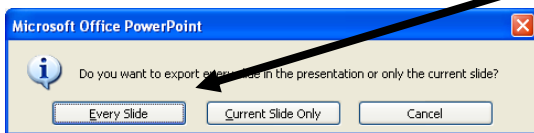


stretch it by using the circles on the corners of the picture so that it covers on as much of the slide as possible. If you don't like it push the delete key.

8. Click on your next blank slide and repeat the process until you have all the photos you want.
9. To save the photos as individual photo files click on



the Office button  and scroll click on **Save As... Other Formats**. From the dropdown menu choose **JPEG File Interchange Format**. Navigate to where you want to save these files and click **Save**. You will see the following menu. Click on **Every Slide**.



10. The slides will be saved as individual jpeg photos into a folder. You can open this folder in Photostory and import the pictures.

