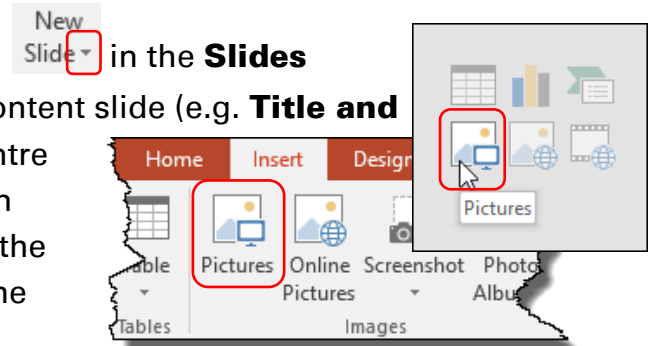


## Inserting graphics

### Inserting an image from your computer

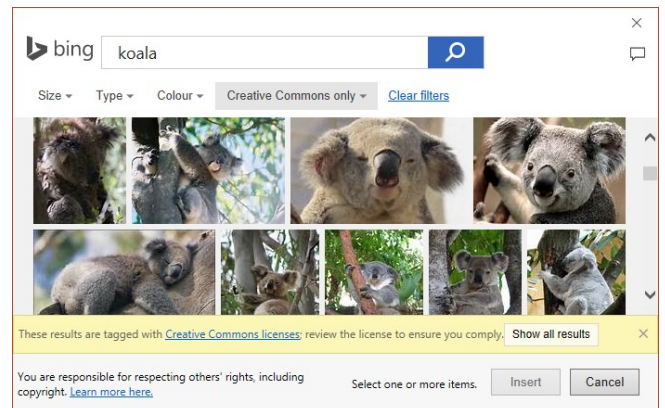
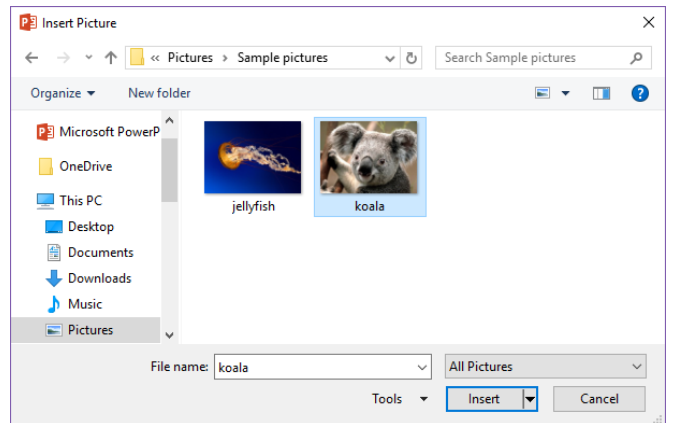
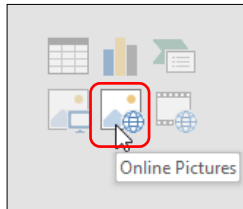
1. Click on the down arrow next to **New Slide** in the **Slides** group, located on the **Home** tab. Select a content slide (e.g. **Title and Content**). Then click on **Pictures** in the centre of the slide. Alternatively, select the slide on which you want the picture to appear. Click the **Insert** tab, then click **Pictures**, located in the **Images** group.



2. Navigate to the file you want to insert, and click **Insert**, or just double-click on the image.

### Inserting online pictures

1. Insert a content slide as above. Click on **Online Pictures** in the centre of the slide. Alternatively, select the slide on which you want the picture to appear. Click the **Insert** tab, then click **Online Pictures**, located in the **Illustrations** group.
2. Type in the keywords for which you would like to search. PowerPoint will use **Bing** to search for the image online.
3. Click on the image(s) you would like to insert and click **Insert**.



#### Note:

When you click on a picture, the **Picture Tools/Format** tab appears. You can use the available options to format the picture, for example change the colour or add a border. See the self help guide **Editing images II**. for **Word 2016** to find out more about what each option does.

#### Note:

For more information on referencing images, contact your Academic Liaison Librarian, or see [Study Hub > Self help resources > Referencing & avoiding plagiarism > Visual sources](#)