

## Creating Pictures Symbols Using PowerPoint

1. Open a new PowerPoint slide show and choose a layout with pictures and text.
2. Insert text (top or bottom does not matter, but be consistent. ALWAYS have the words to increase literacy!).
3. Insert a picture:
  - a. Microsoft Clip Art Gallery (Insert > Clip Art)
  - b. Digital Camera/Scanner/File (Insert> Picture)
  - c. Internet/Google Images
    - i. Go to [www.google.com](http://www.google.com) and above the box where the search words are typed click on the tab with word images.
    - ii. Search for the image. Sometimes adding words like “clipart”, “picture”, or “drawing” can narrow the search. If the pictures do not appear, try typing in a synonym and searching again. Narrow search down using type of picture and color.
    - iii. When a picture has been found, click on it and then click See Full Size Image. Copy the picture once it is displayed. (Right click>Copy *or* Left Click> Ctrl C)
    - iv. Click on the slide where the picture is to be placed and paste the picture there. (Right Click> Paste *or* Ctrl V; in Microsoft Office 10, select paste option with clip art icon).
4. Repeat the process by inserting a new slide or duplicate the first slide and replacing the text and picture.
5. When finished, select print and from menu change from printing full page slides to handouts.
  - a. 2 slides      3 3/4 x 5 inches      (Great for visual schedules!)
  - b. 4 slides      2 3/8 x 3 1/8 inches
  - c. 6 slides      2 1/8 x 2 7/8 inches
  - d. 9 slides      1 1/2 x 2 1/8 inches

