

Digital Image Collections: Williams VR Collection

Williams College, Art Department, Visual Resources Center, Lawrence Hall
Drop-in Support and Training, 8:30am-4:30pm, Monday-Friday
(413) 597-2015, <http://www.williams.edu/art/vrc/>

Dragging and Dropping Images into PowerPoint

1. Once you find an image that you would like to use for a PowerPoint presentation in the Williams VR Collection, in the detailed image record, click on the "presentation image" link in the second menu bar from the top.
2. With PowerPoint open to your desired presentation, add a new slide, selecting the "Content" layout on a PC or the "Large Picture" layout on a Mac. These layouts will automatically center and re-size your image.
3. Return to your web browser and the presentation image. Reduce the size of your browser window so that the new slide in PowerPoint is also visible. Click on the presentation image and with your mouse, drag it into the new slide within the dashed line border and release the mouse button.

(Created 5/2008; Revised 6/2008)