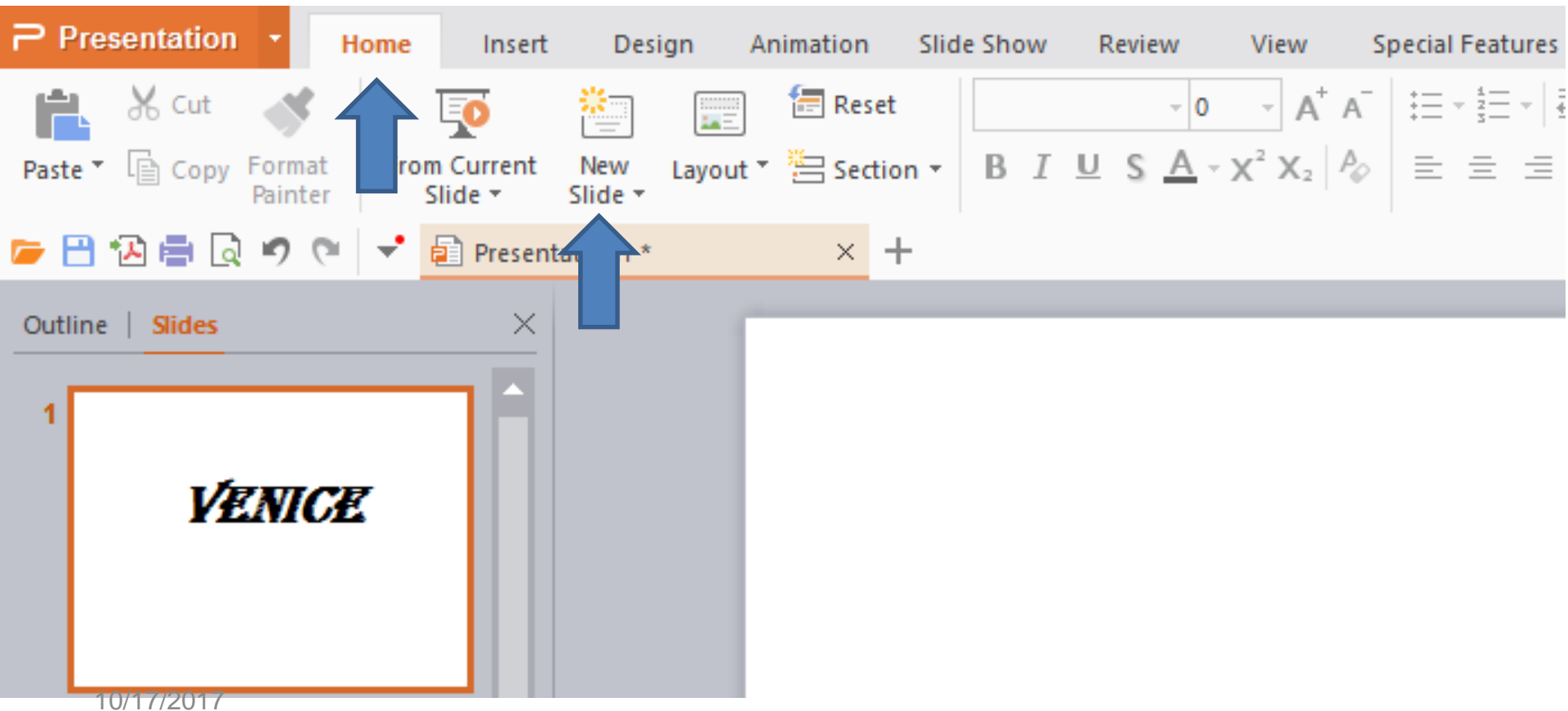


Step 3 – Part B – Add Photos, Copy & Paste, and change Background color.

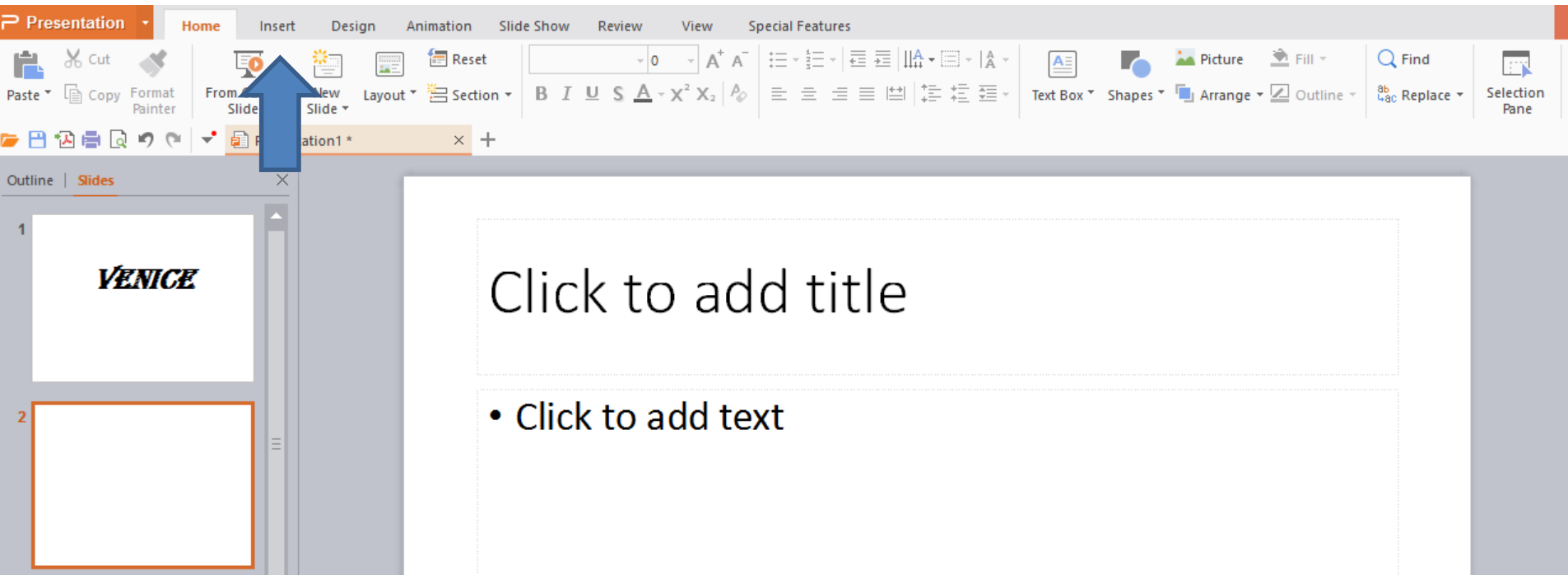
- I recommend that you organize the Photos on your computer when you are home. If you have a folder with all the Photos you want on the slideshow, you don't have to organize. If you want Photos on different folders, I recommend setting up a new folder and copy or move the Photos from the other folders to the new folder. Step 2 shows you how to organize.**
- The reason to have one folder, it is easier to add the Photos.**
- Next is more about other folders.**

- **The reason to do Step 2 to add other folders is to Save File and Video in Kingsoft Presentation. Step 10 shows you how to Save File and Video. That's why I recommend you do Step 2 before Step 10.**
- **Next is how to add Photos.**

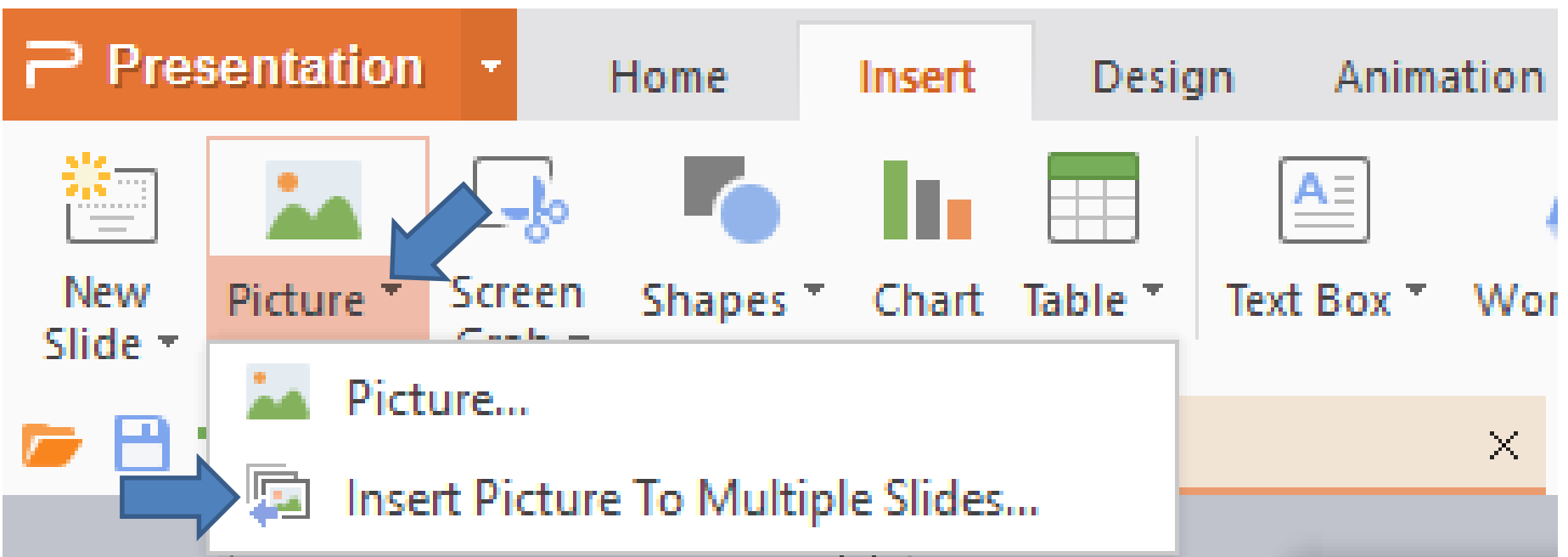
- First click on the Home tab and then click on New Slide. The reason is to keep the Title to add Text.
- Next is what happens and how to add Photos.



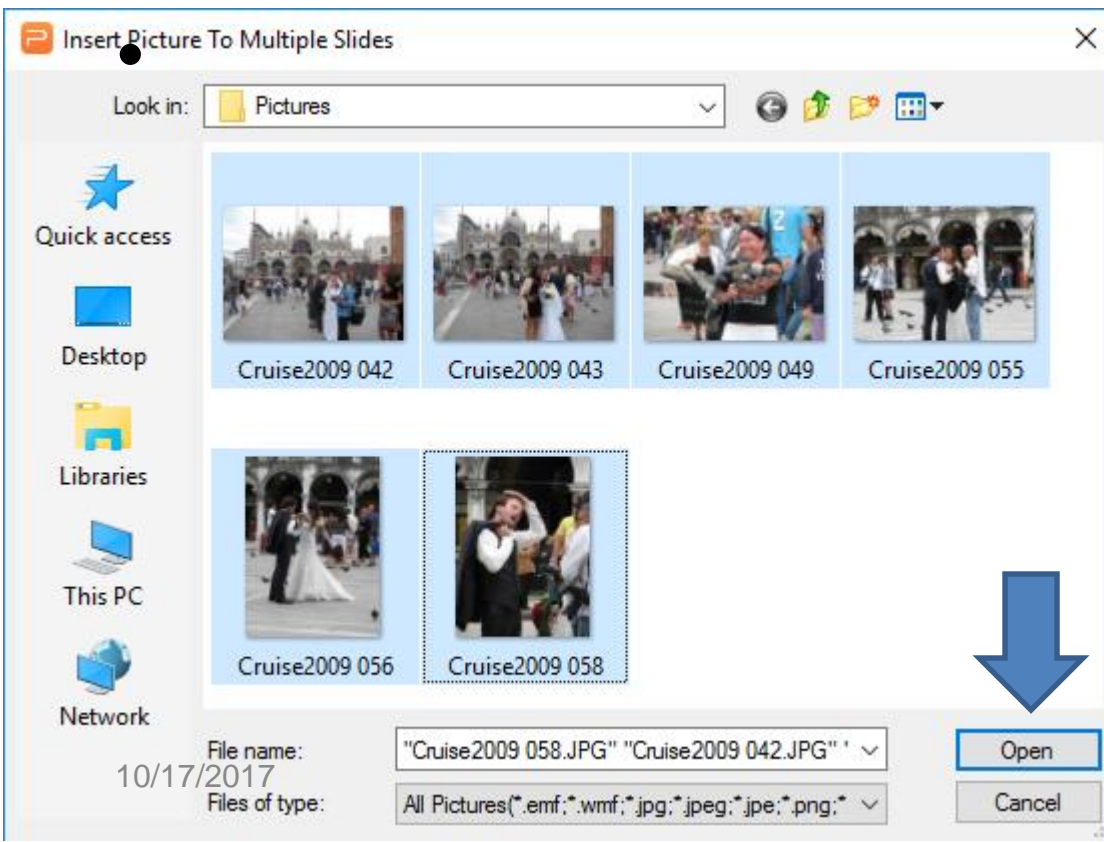
- You see a New Slide. Then click on the Insert tab next to Home.
- Next is how to add Photos.



- Once you click on the Insert tab, you click on the dropdown of Picture and you see a list and click on Insert Picture to Multiple Slides.
- Next is what happens.

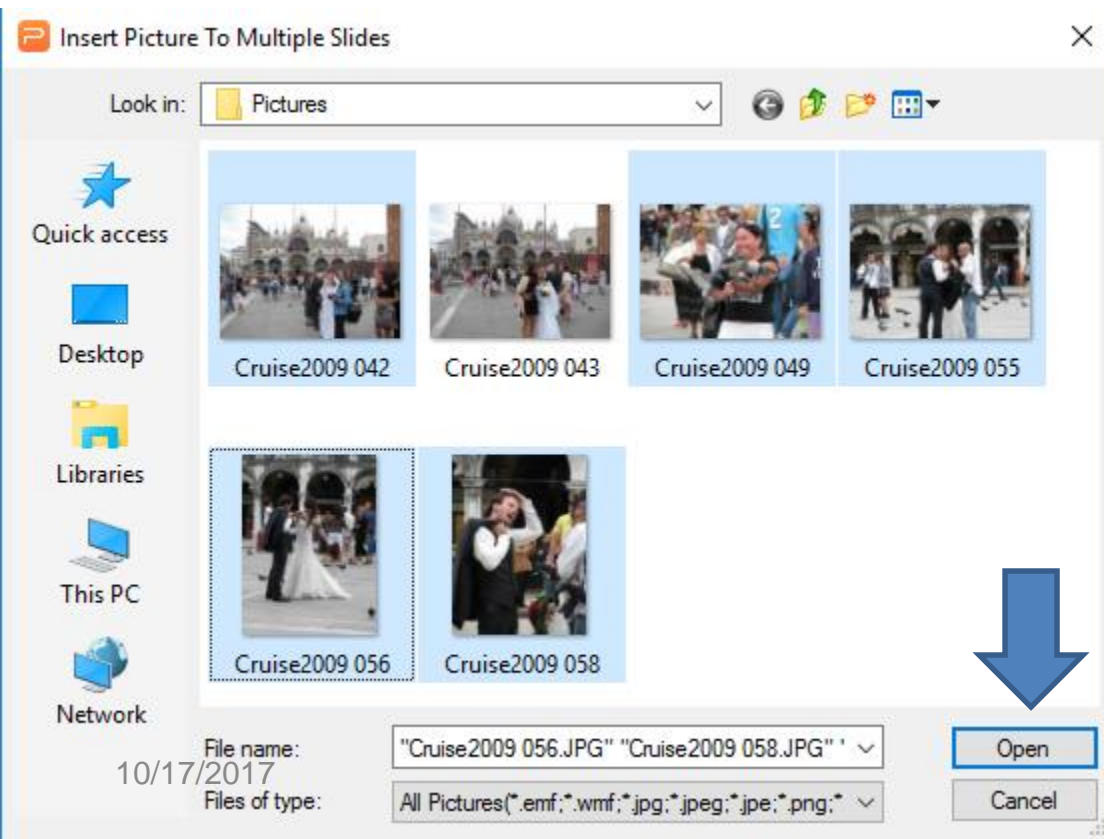


- **New window opens, like File Explorer and find a folder that has the pictures you want.**
- **Then click on the first one and press and hold the Shift Key and click on the last one and you see them highlighted and then click on Open.**



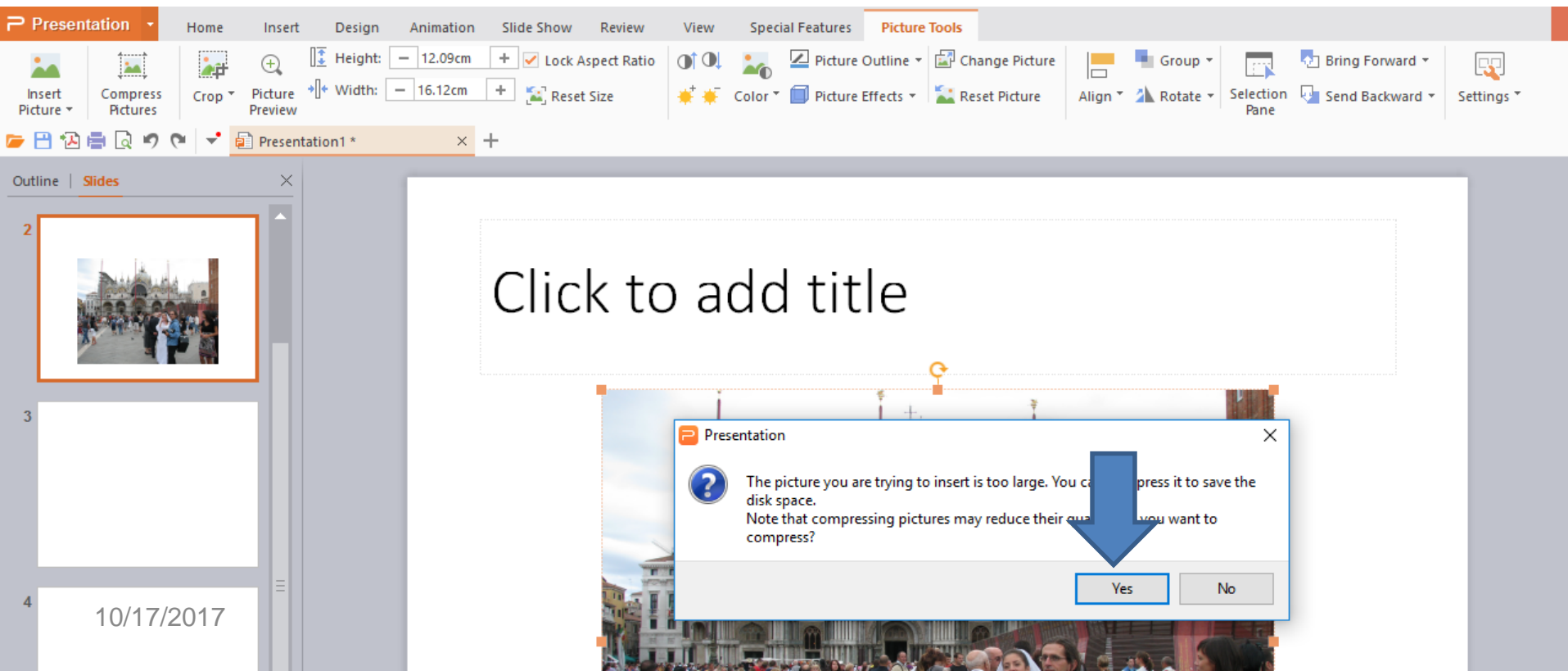
Next is how to select the ones you want vs. all of them.

- You click on the first one you want and then press and hold the Ctrl Key and click on each one you want and then click on Open.
- Next is what happens when I selected all of them.

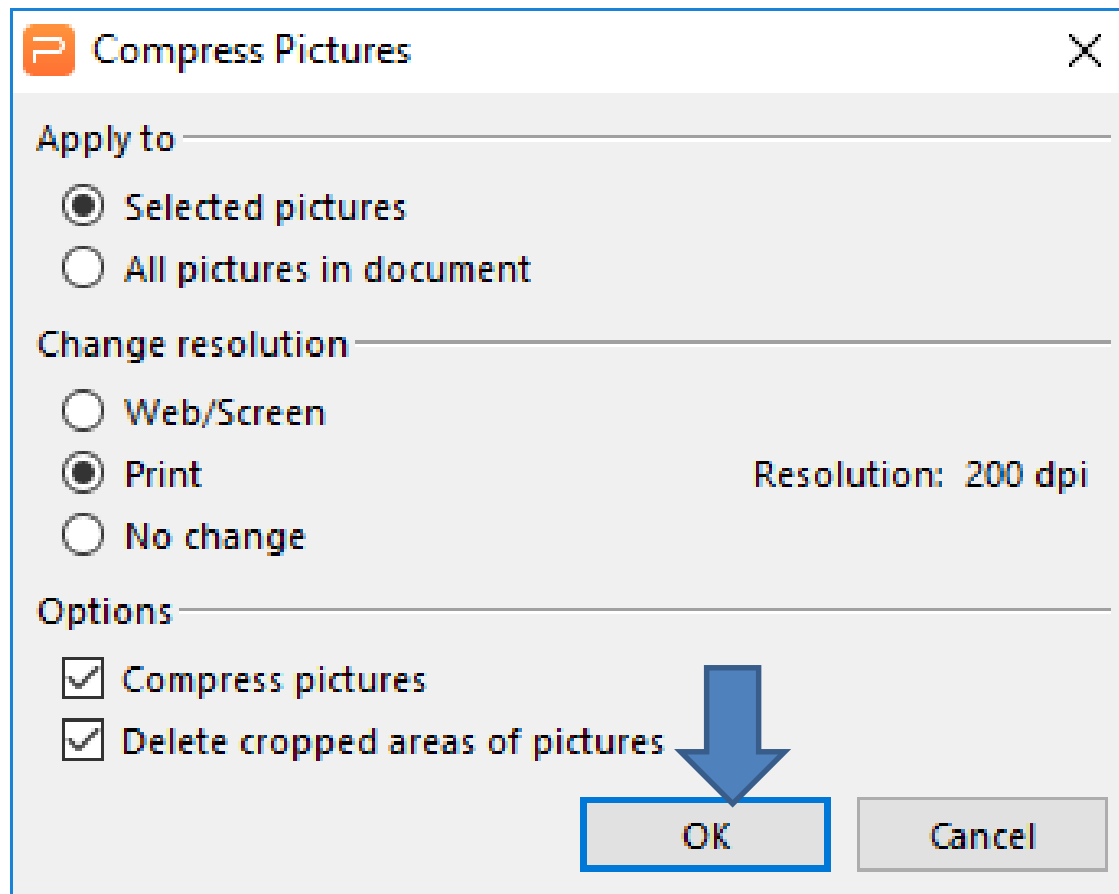


Third option is to delete any slide with Pictures you don't want, which I will show you later.

- Once you click on Open, one picture opens and a new window may open saying that picture too large and do you what to compressing pictures. Just click on Yes.
- Next is what happens.



- **New window opens with options and I recommend just click on OK. Sometimes you have to do that a few times.**
- **Next is what happens.**

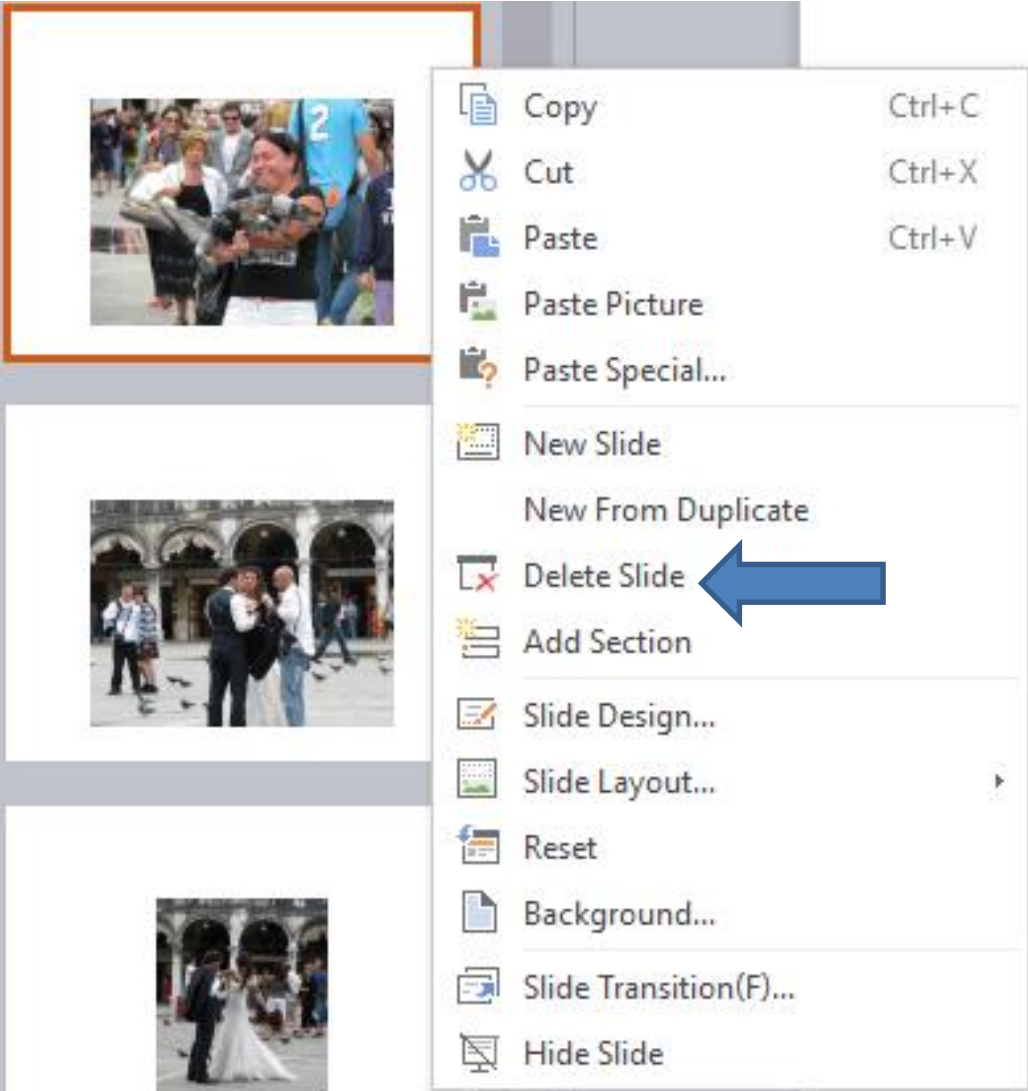


- It shows the last slide. Next is how to delete a slide, if you added the wrong Photo.

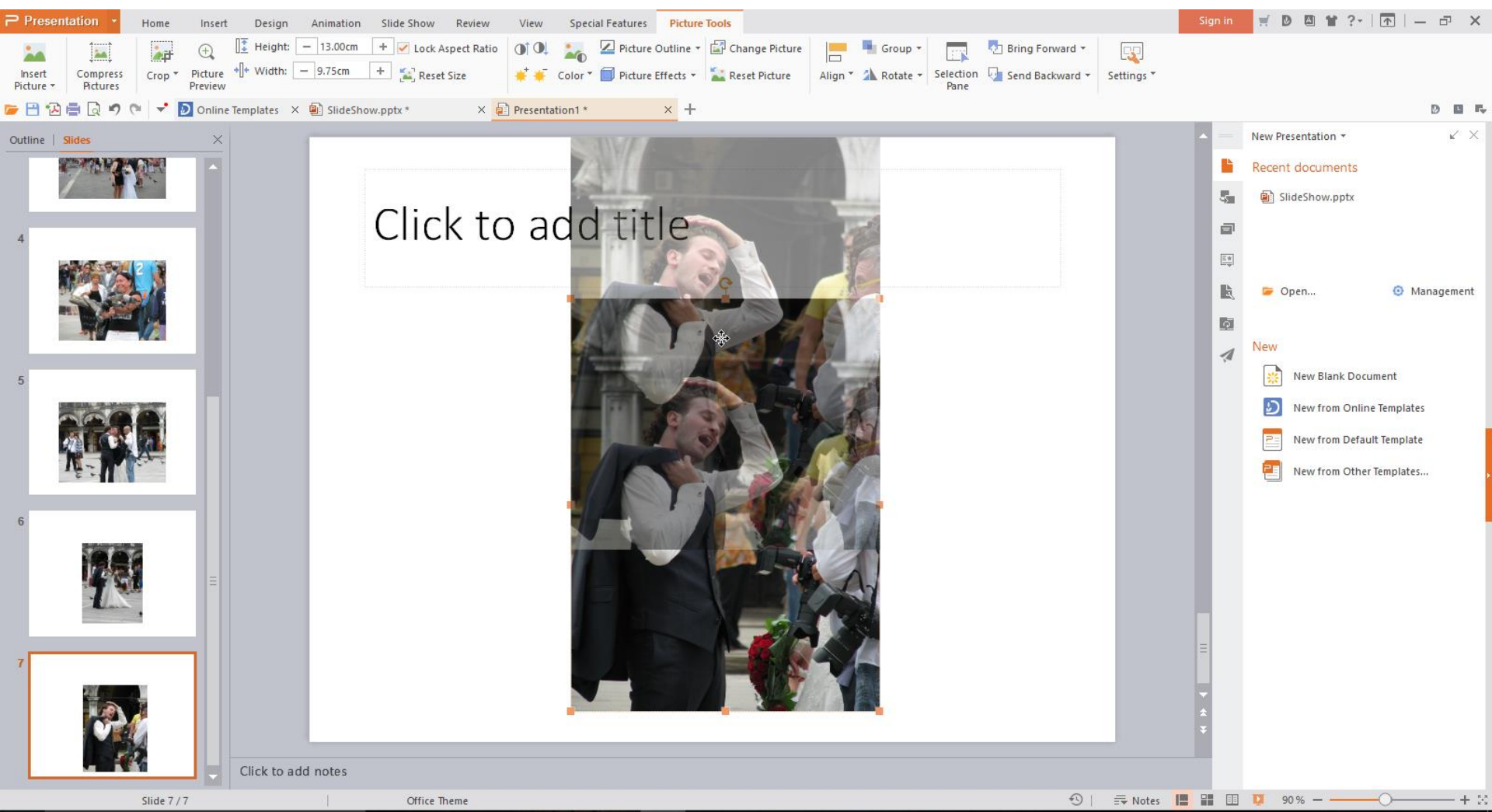
The screenshot displays the Microsoft PowerPoint application interface. The ribbon at the top includes tabs for Presentation, Home, Insert, Design, Animation, Slide Show, Review, View, and Special Features. The Insert tab is active, showing options like New Slide, Picture, Screen Grab, Shapes, Chart, Table, Text Box, WordArt, Symbol, Equation, Header and Footer, Date and Time, File Object, Sound, Background Music, Movie, Flash, Hyperlink, and Action Settings. The main workspace shows a slide with a title box containing the text "Click to add title" and a photograph of a man in a white shirt and dark vest, looking distressed with his hand on his head. A blue arrow points from the photo to the slide thumbnail in the left-hand pane, which is also highlighted with a blue arrow. The left-hand pane shows a list of slides, with slide 7 selected. The bottom of the slide shows a "Click to add notes" area.

- You right click on a slide that has a photo you don't want and you see a list and click on Delete Slide. Next is how to change the size of a Photo

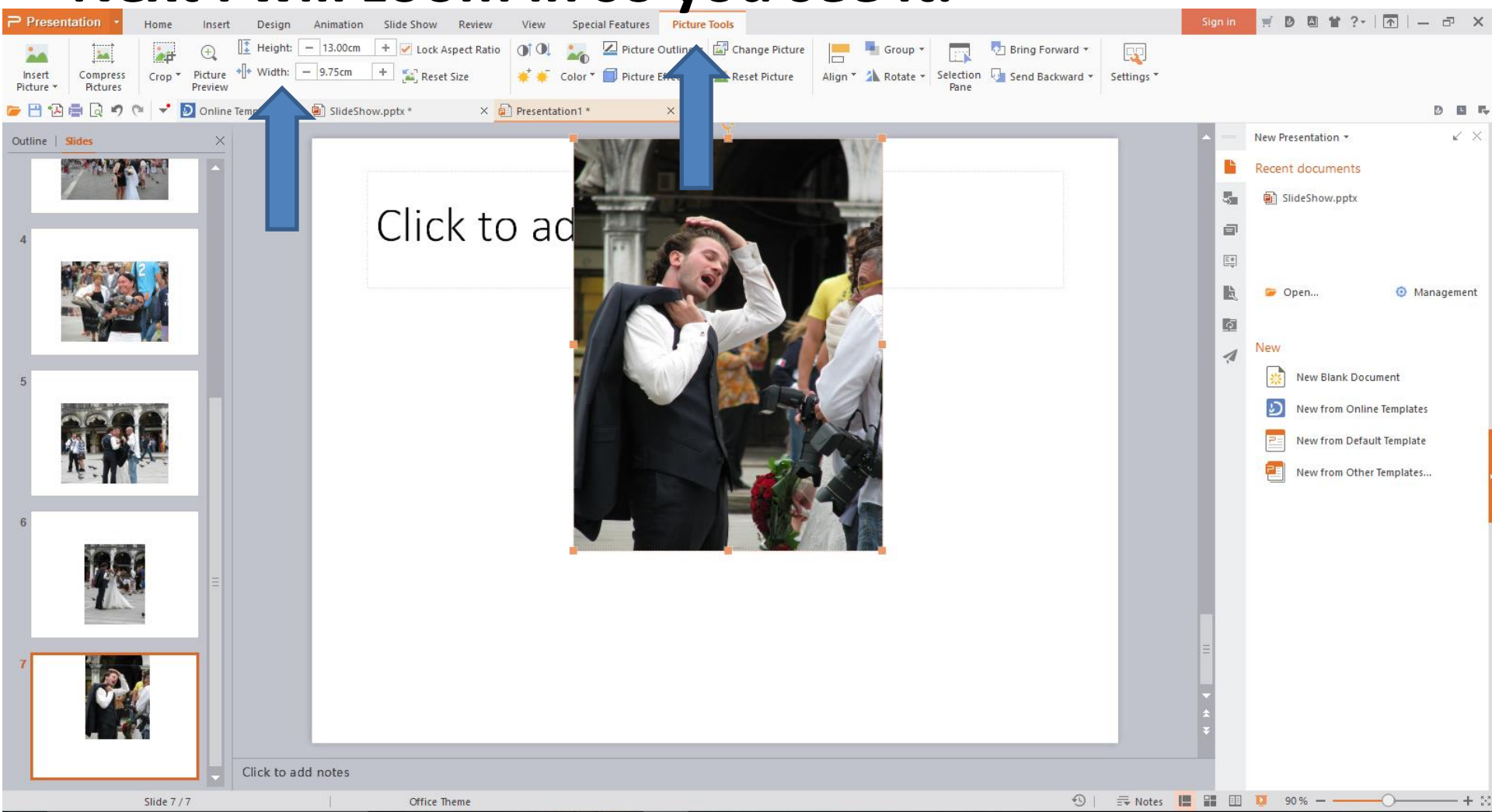
and can do it on each slide.



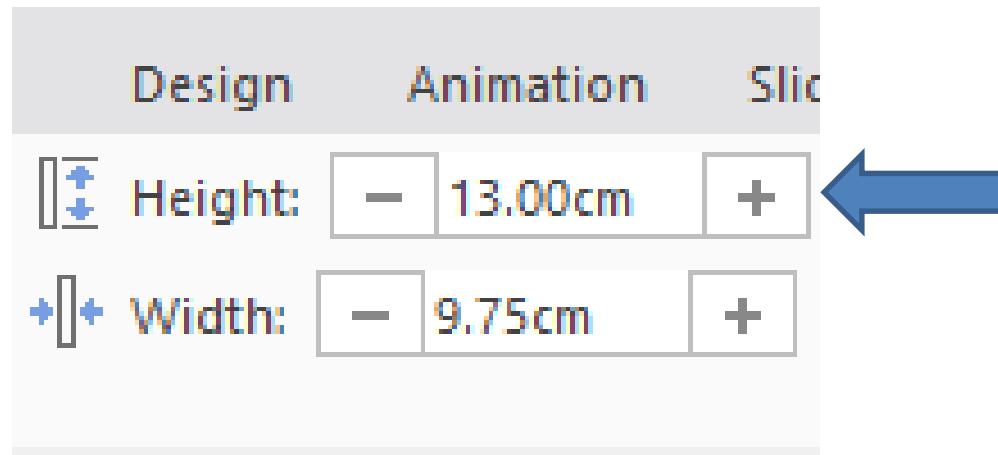
- **First left click on the photo and hold it down and drag it to the top. Below is a sample of dragging it. Next is what it looks like when you let it go.**





- When you let it go, you see it at the top and the Photo is highlighted and the tab changed to Picture Tools and you see Height and Width. Next I will zoom in so you see it.



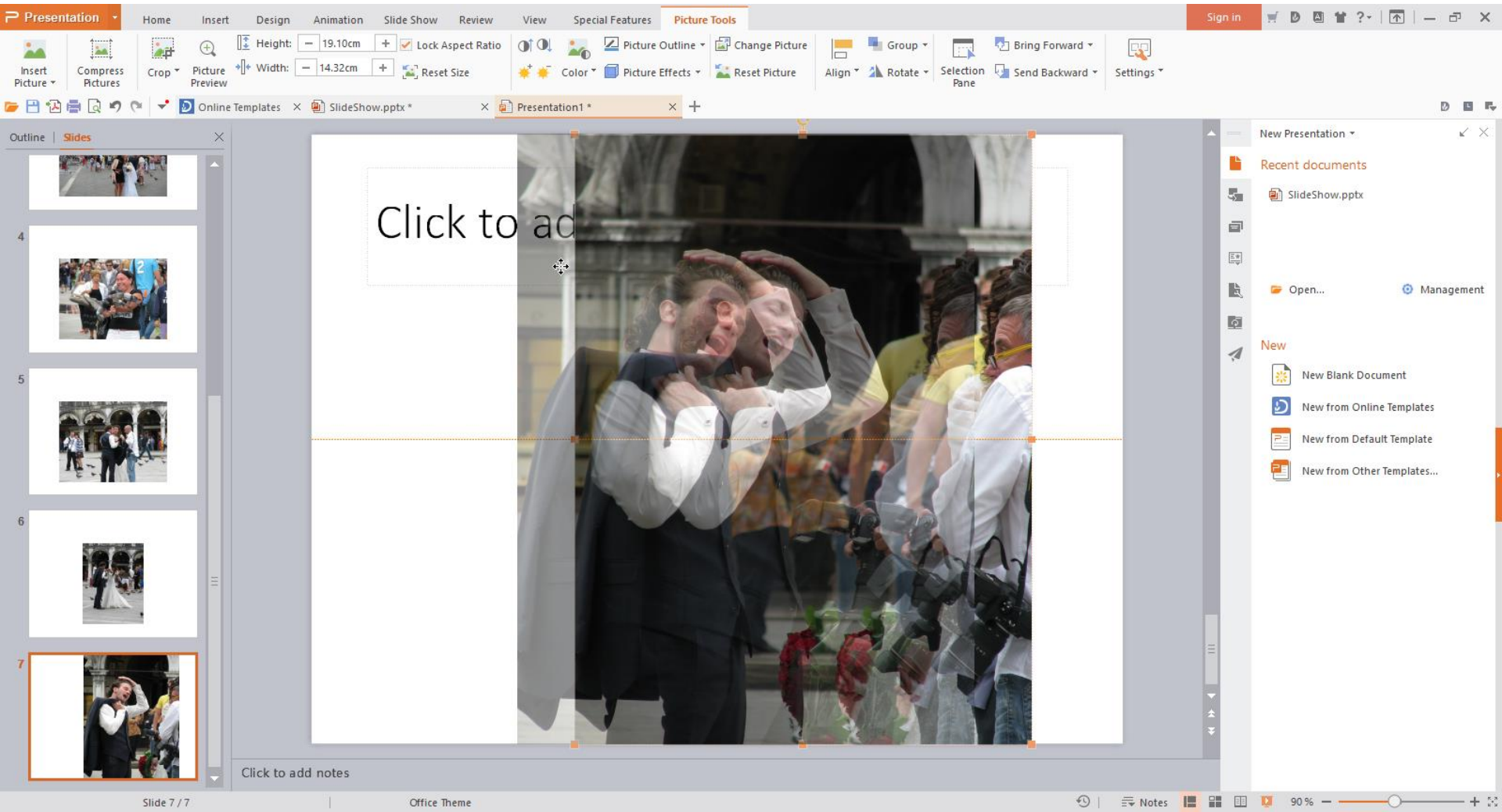
- You see it and you left click on + and hold it down until the Picture Height is at the bottom.
- Next is a sample of the size of the Height and Width and after that is the sample of the Photo.



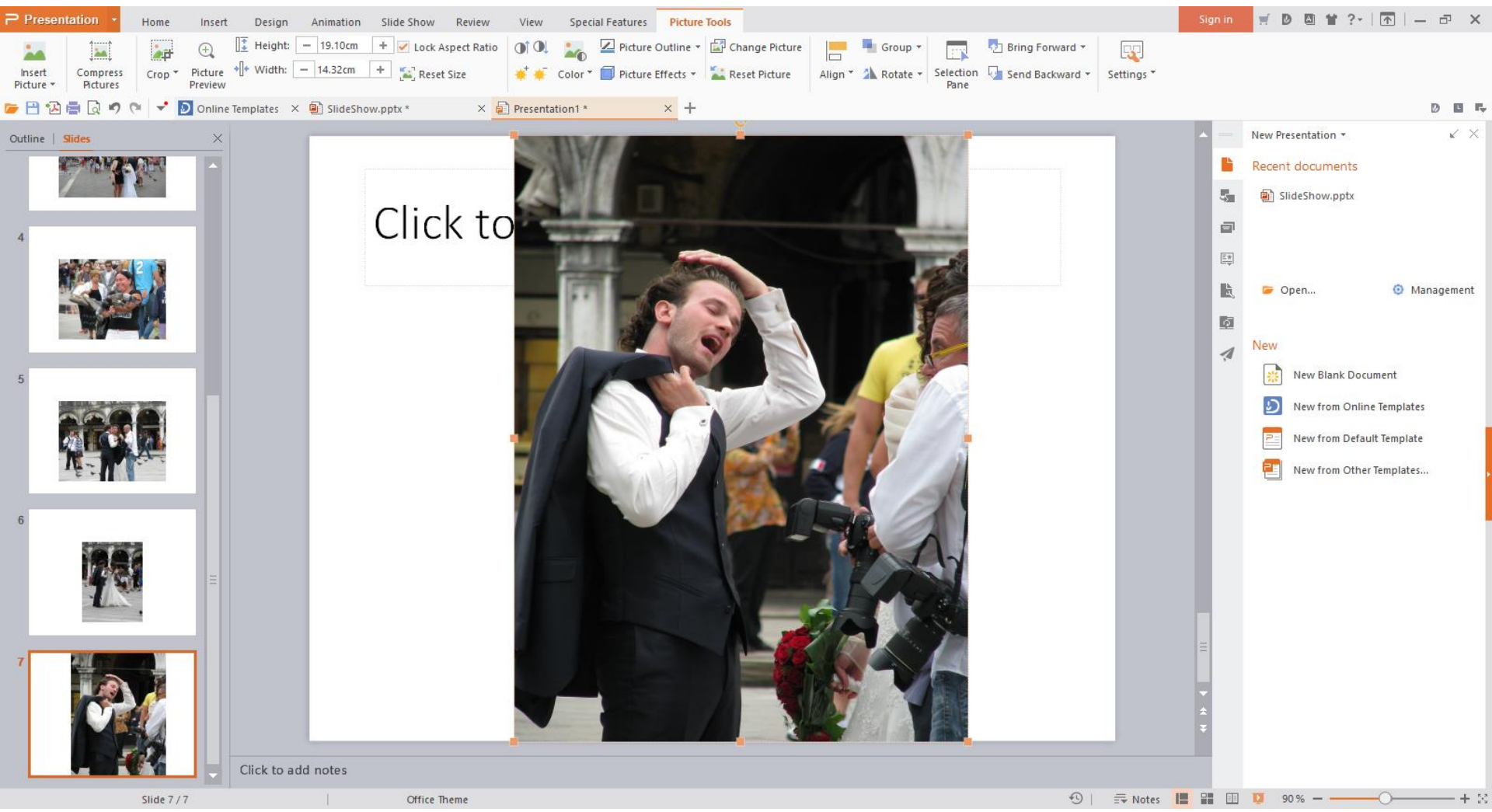
- Here is a sample of the change of size of the Height and Width and next is the sample of the Photo.

	Height:	<input type="button" value="-"/>	<input type="text" value="19.10cm"/>	<input type="button" value="+"/>
	Width:	<input type="button" value="-"/>	<input type="text" value="14.32cm"/>	<input type="button" value="+"/>

- It goes a little to the right, so you can drag it to the left, like below. Next is what happens when you let it go.



- This is what it looks like. You can follow the same process on other slides. Next is another option to change size.



- You click on the picture and you see icons. You left click on one of them, like on the top right, then hold it down and drag it up to the right and then do it again on the bottom left. Next is a sample.

Click to add title



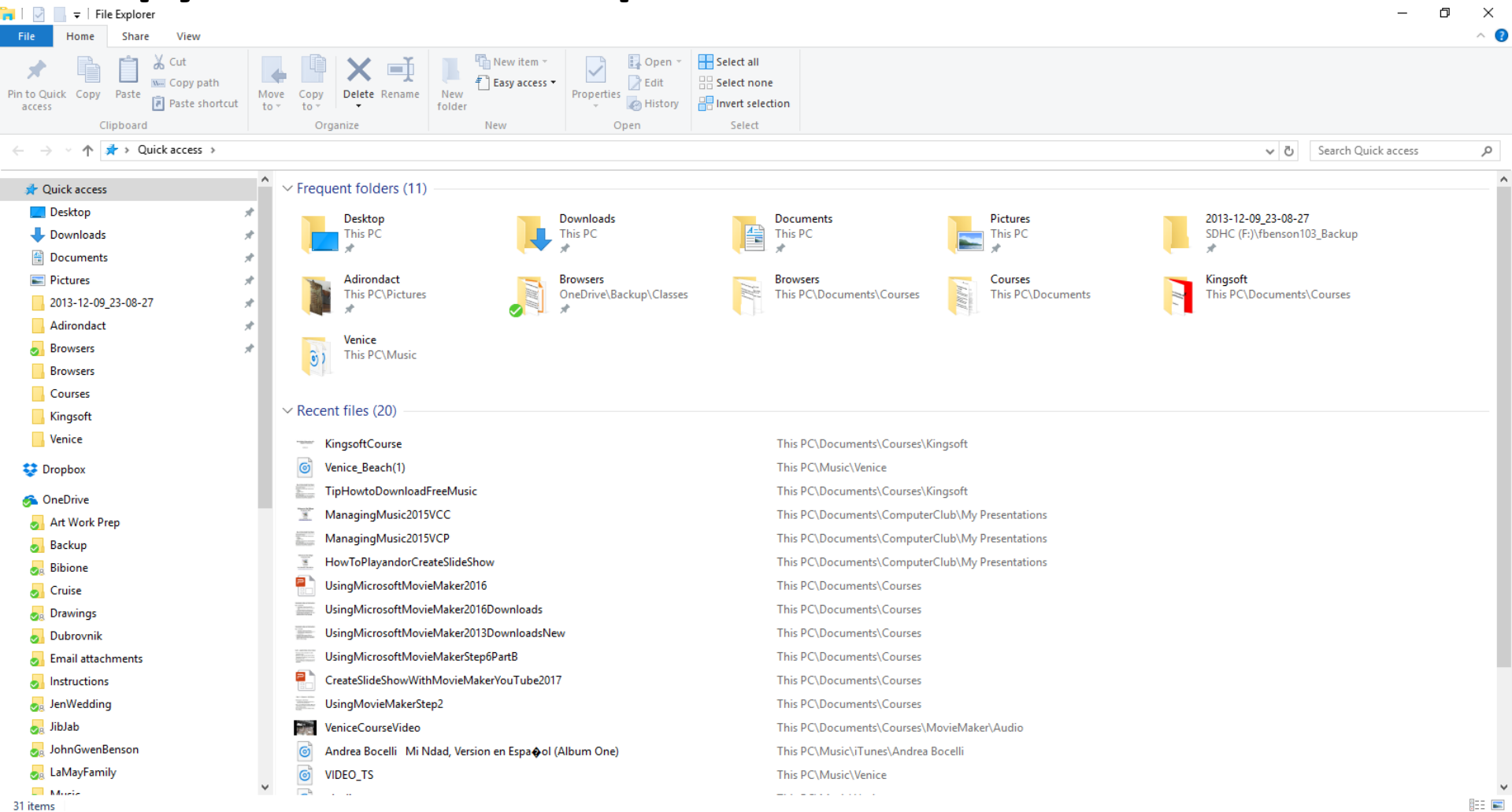
- You then see the difference. Next is to copy and paste.

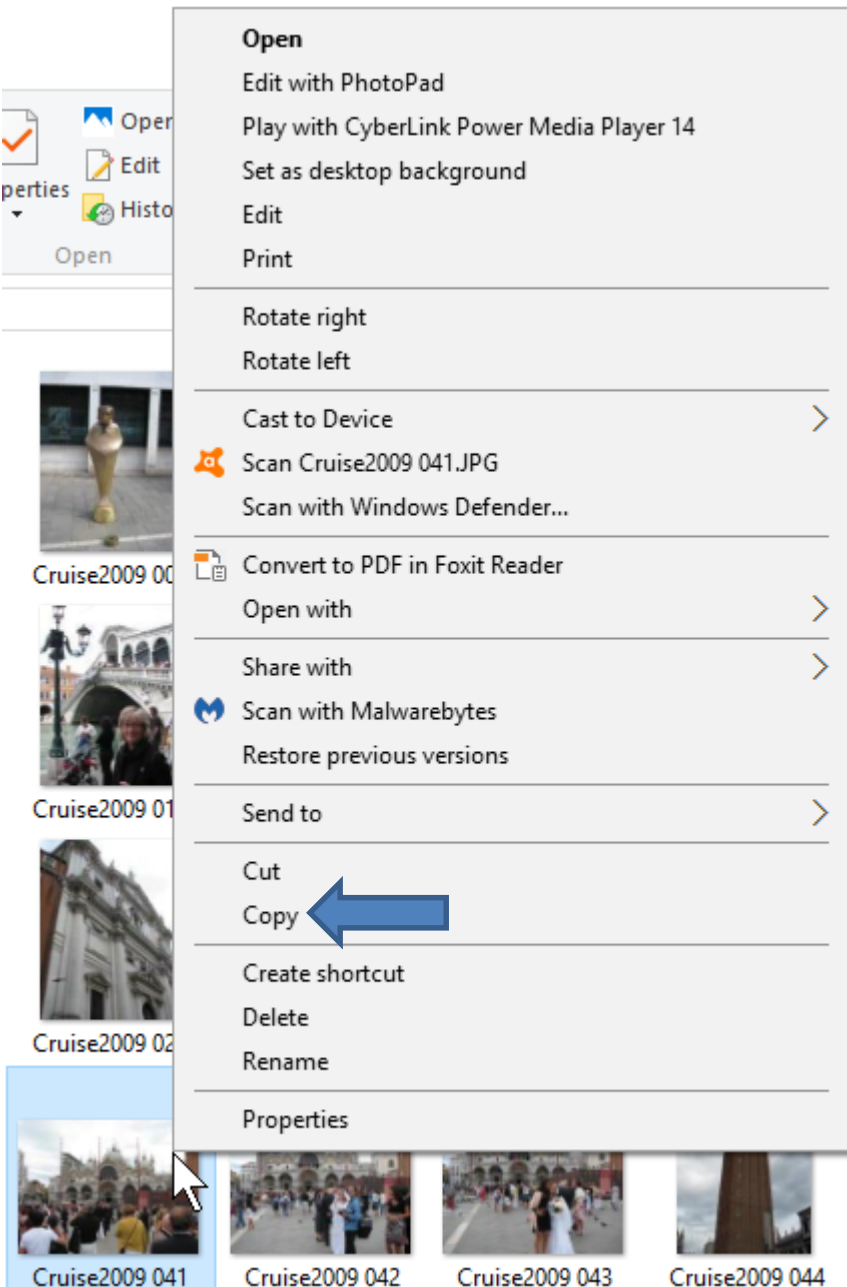
Click to



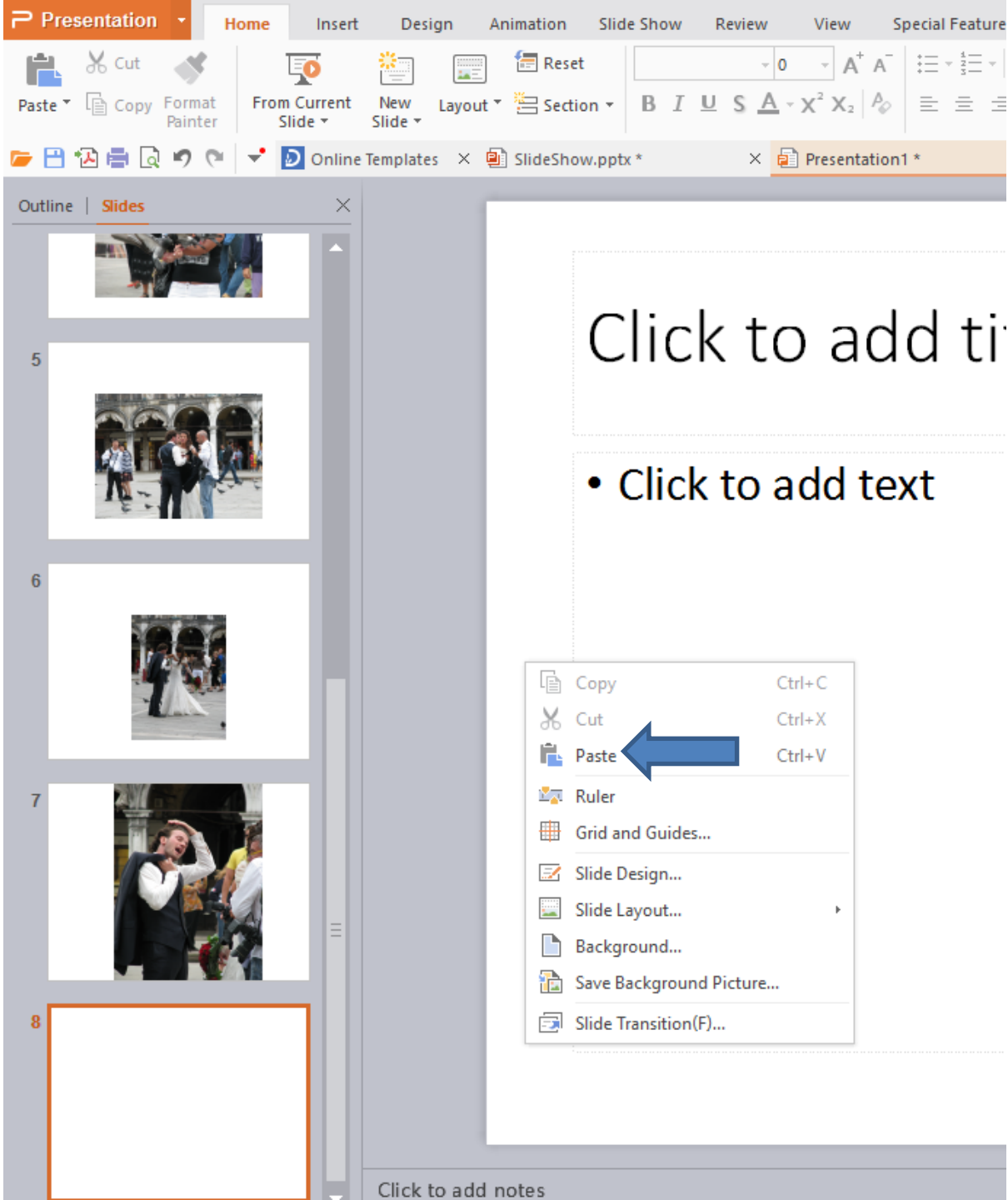
- **The reason to copy and paste is you can copy a photo and paste it on a slide. The other reason is you can copy a photo on a slide and paste it on another slide.**
- **Note – Kingsoft Presentation and Microsoft PowerPoint allows you to have two or more Photos on a slide. Movie Maker does not allow you to show two or more Photos together.**
- **Next is how to copy a photo on your computer.**

• You open File Explorer called in Windows 10. If you don't know how to open it, I can help you. Once you open it, find a Folder with a Photo to copy. Next is a sample.





- I found a Folder with a Photo to copy. You right click on it and you see a list and click on Copy.
- The second option is left click on the Photo and press and hold the Ctrl Key and click on the C Key to copy.
- Next is how to paste.



You add a new slide and right click on it and click on Paste.

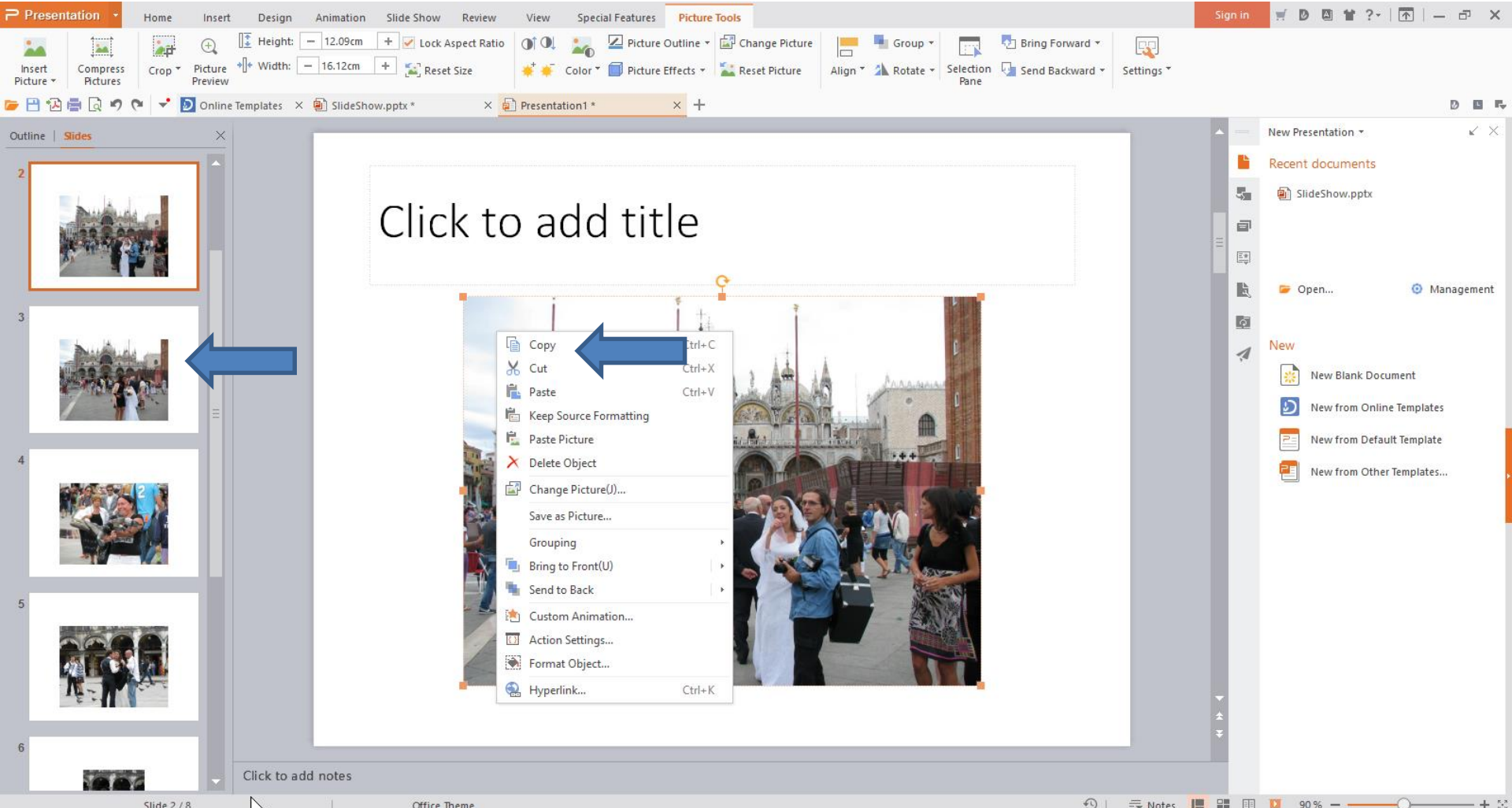
The second option is left click on the slide and press and hold the Ctrl Key and click on the V Key to paste.

Next is what happens.

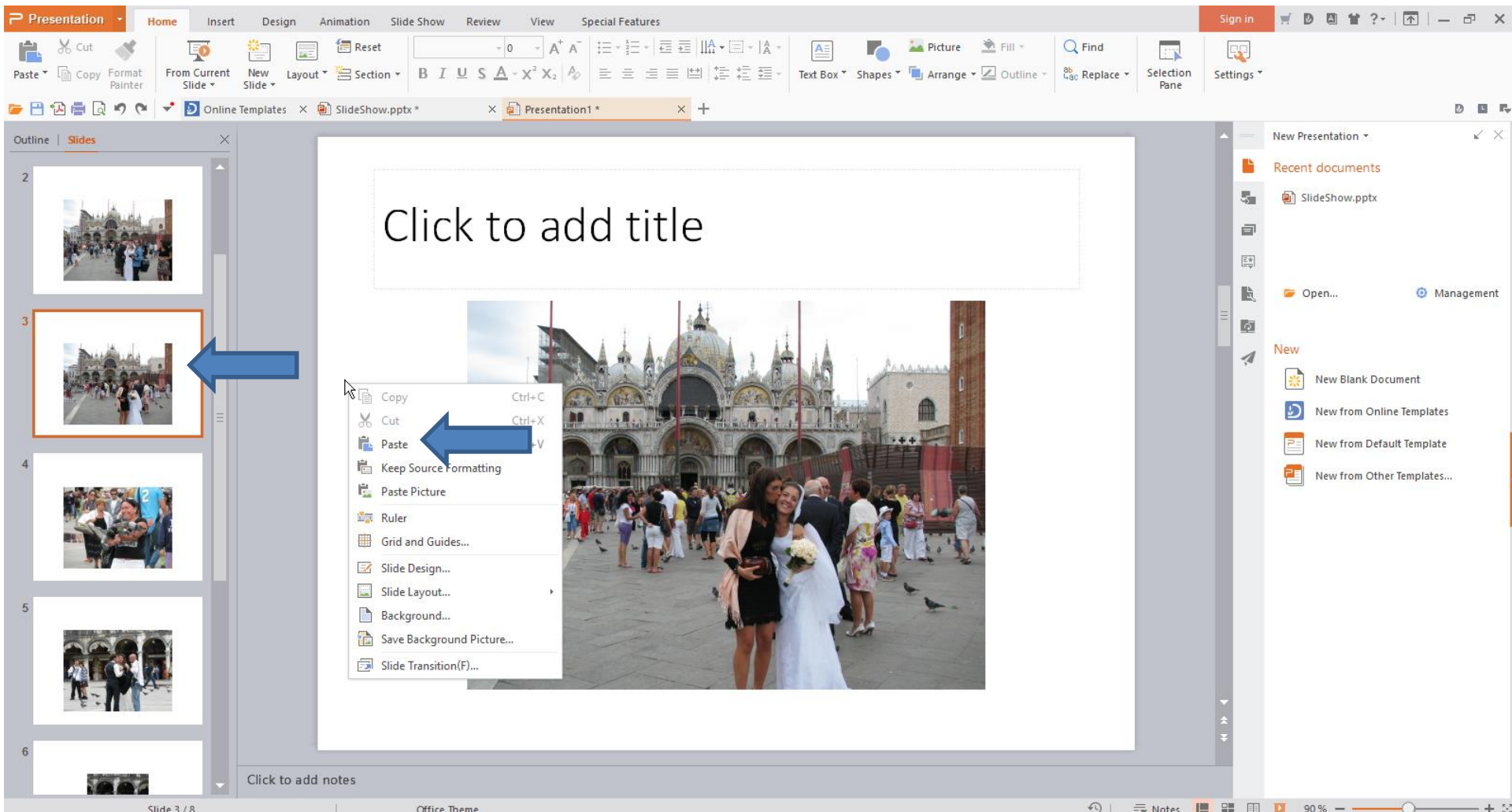
- You then see it. Next is to copy a Photo on a slide and paste it on another slide.

The screenshot displays the Microsoft PowerPoint interface. The top ribbon is set to 'Picture Tools', showing options like 'Crop', 'Picture Preview', 'Height', 'Width', 'Lock Aspect Ratio', 'Reset Size', 'Color', 'Picture Effects', 'Reset Picture', 'Align', 'Rotate', 'Selection Pane', 'Bring Forward', 'Send Backward', and 'Settings'. The main slide area features a white background with a large text box containing the text 'Click to add title' and a photograph of St Mark's Basilica in Venice, Italy, with a crowd of people in the foreground. The left sidebar shows a 'Slides' pane with a list of slide thumbnails, where the current slide (slide 8) is highlighted with an orange border. The right sidebar shows the 'New Presentation' pane with options for 'Recent documents' (including 'SlideShow.pptx'), 'Open...', 'Management', and 'New' (including 'New Blank Document', 'New from Online Templates', 'New from Default Template', and 'New from Other Templates...'). The bottom status bar indicates 'Slide 8 / 8', 'Office Theme', and a zoom level of '90%'.

- You go to a slide and then right click on the Photo and click on Copy or the second option I showed you before. Next click on another slide, which is next.



- You see the new slide and then right click outside the Photo and click on Copy or the second option I showed you before. Next is what happens.



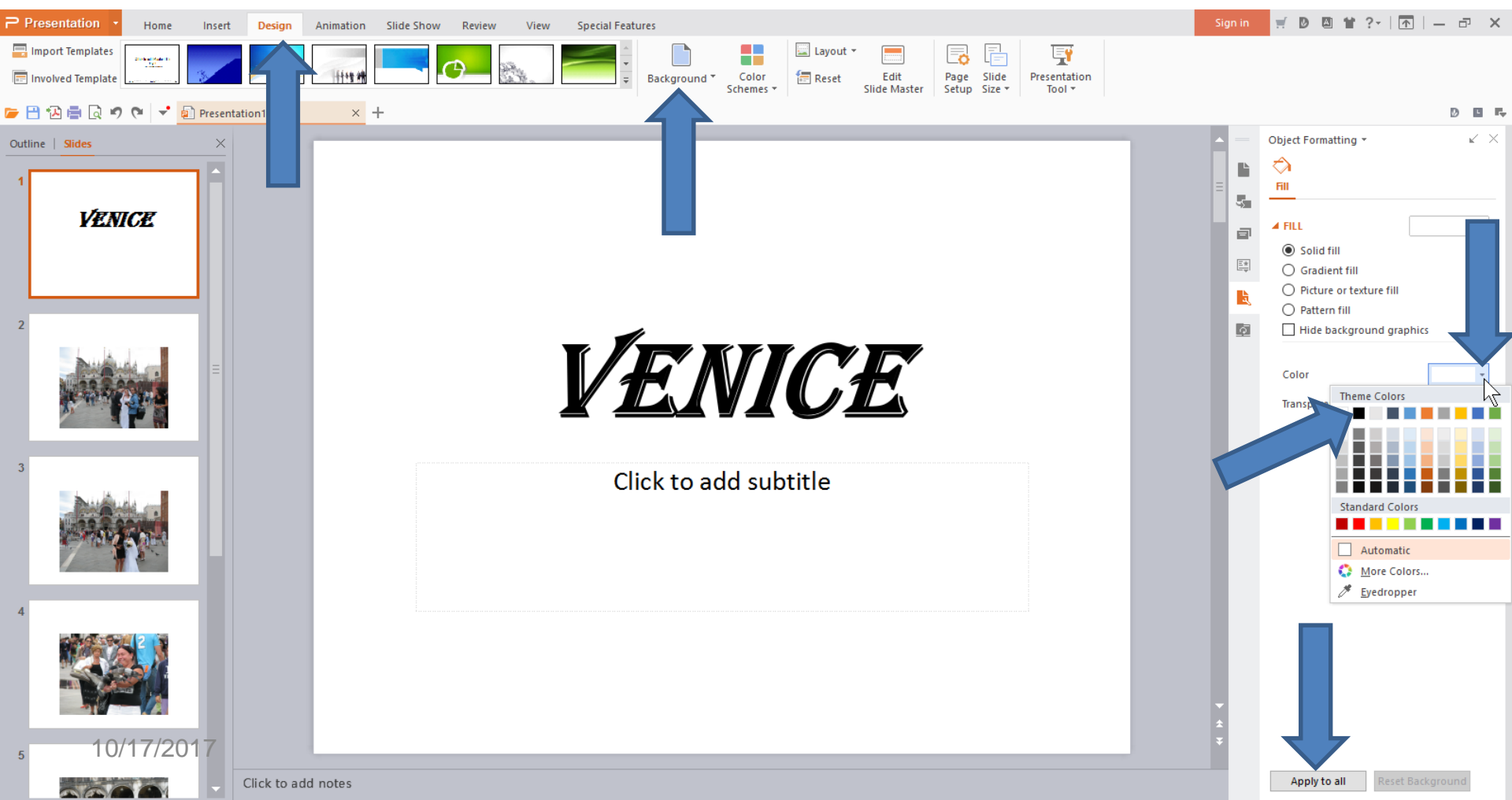
- You then see them together. Next is how to do Background Color.

The screenshot displays the Microsoft PowerPoint application interface. The top ribbon includes tabs for Home, Insert, Design, Animation, Slide Show, Review, View, and Special Features. The Home tab is active, showing various editing and formatting options. The main workspace shows a slide with a title box containing the text "Click to add title" and two side-by-side images of St. Mark's Basilica in Venice. The left sidebar shows the Outline and Slides view, with slide 3 selected. The right sidebar shows the New Presentation menu with options for Recent documents, Open..., and New (New Blank Document, New from Online Templates, New from Default Template, New from Other Templates...). The status bar at the bottom indicates "Slide 3 / 8", "Office Theme", and a zoom level of 90%.

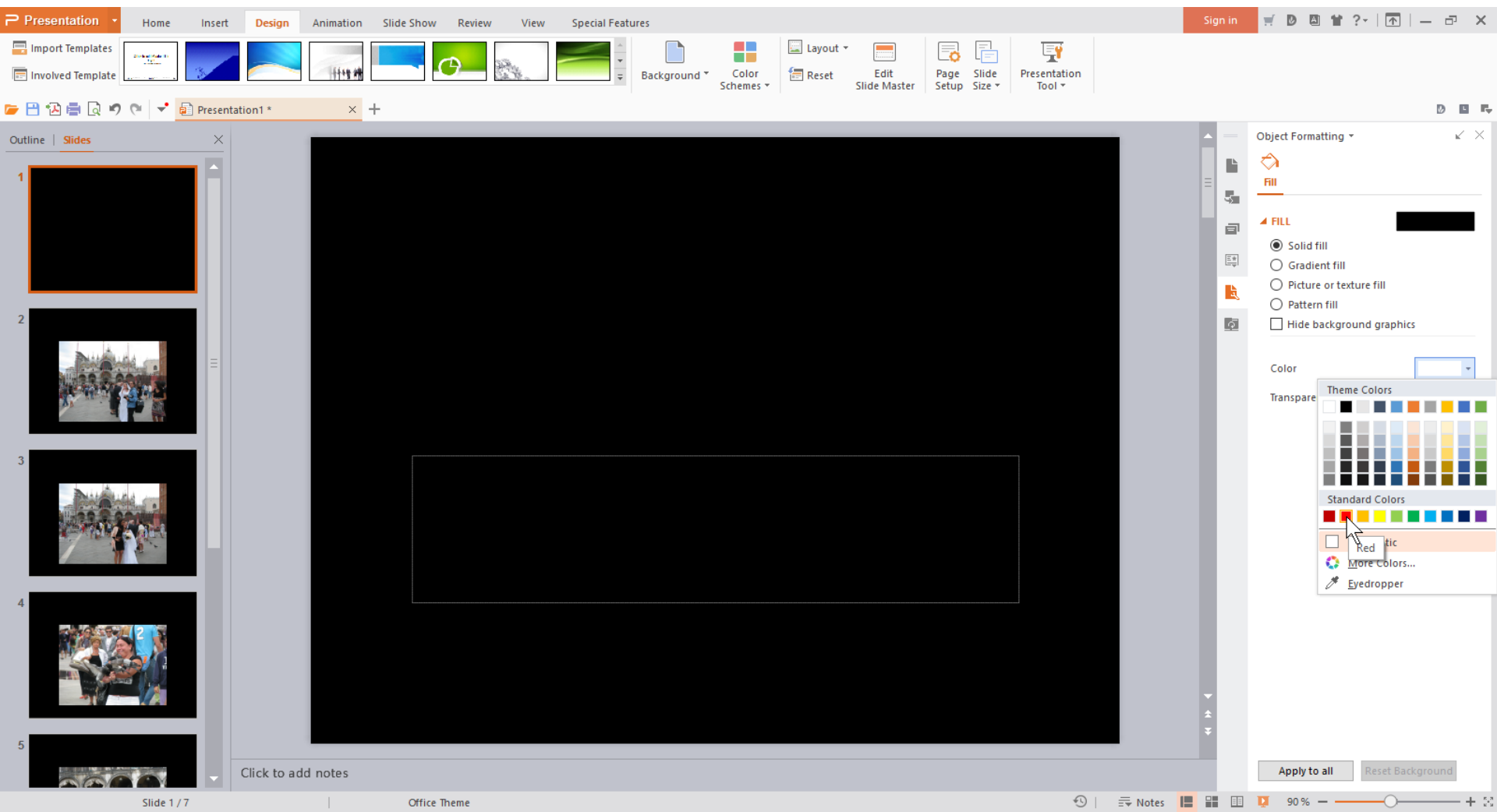
- First scroll up, and click on the first slide, which is next.

The image shows a screenshot of the Microsoft PowerPoint application interface. At the top, the ribbon includes tabs for Presentation, Home, Insert, Design, Animation, Slide Show, Review, View, and Special Features. The Home tab is active, displaying various editing and layout options. The main workspace shows a slide with a large photograph of a man in a white shirt and dark vest, looking distressed with his hand on his head. A text box on the slide contains the text "Click to". To the left of the main slide is a thumbnail pane titled "Outline | Slides" which lists seven slides. The first slide in the pane is highlighted with a blue border and a date "10/17/2017". A blue arrow points from the first slide in the thumbnail pane towards the main slide, and another blue arrow points from the main slide down towards the thumbnail pane.

- Then click on the Design tab and then click on Background and you see the options on the right and click on color drop down and select, like black. Then click on Apply to all. Next what happens.



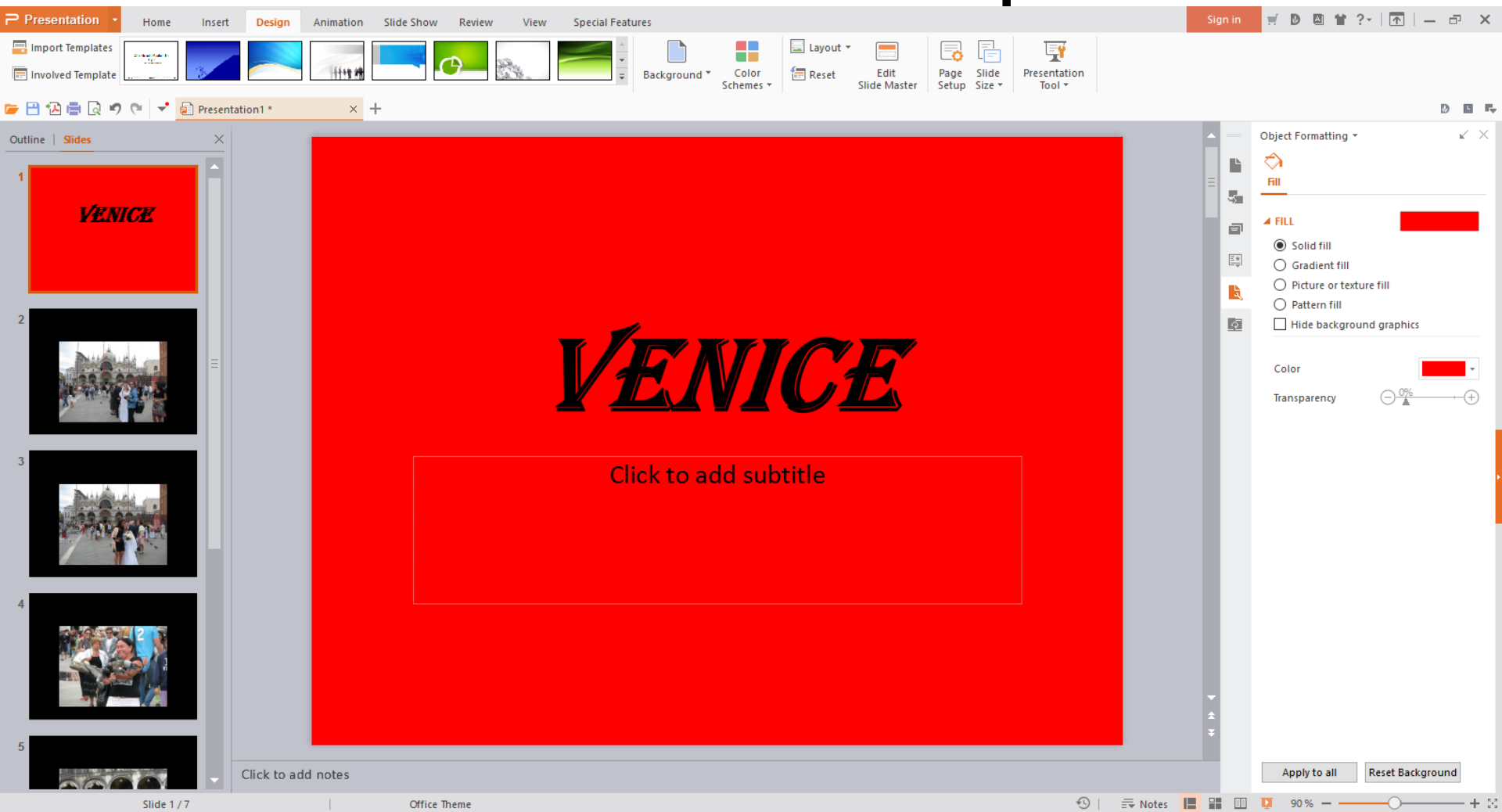
- It shows black background on every slide.
- Next is to change the background color on just the Title slide.



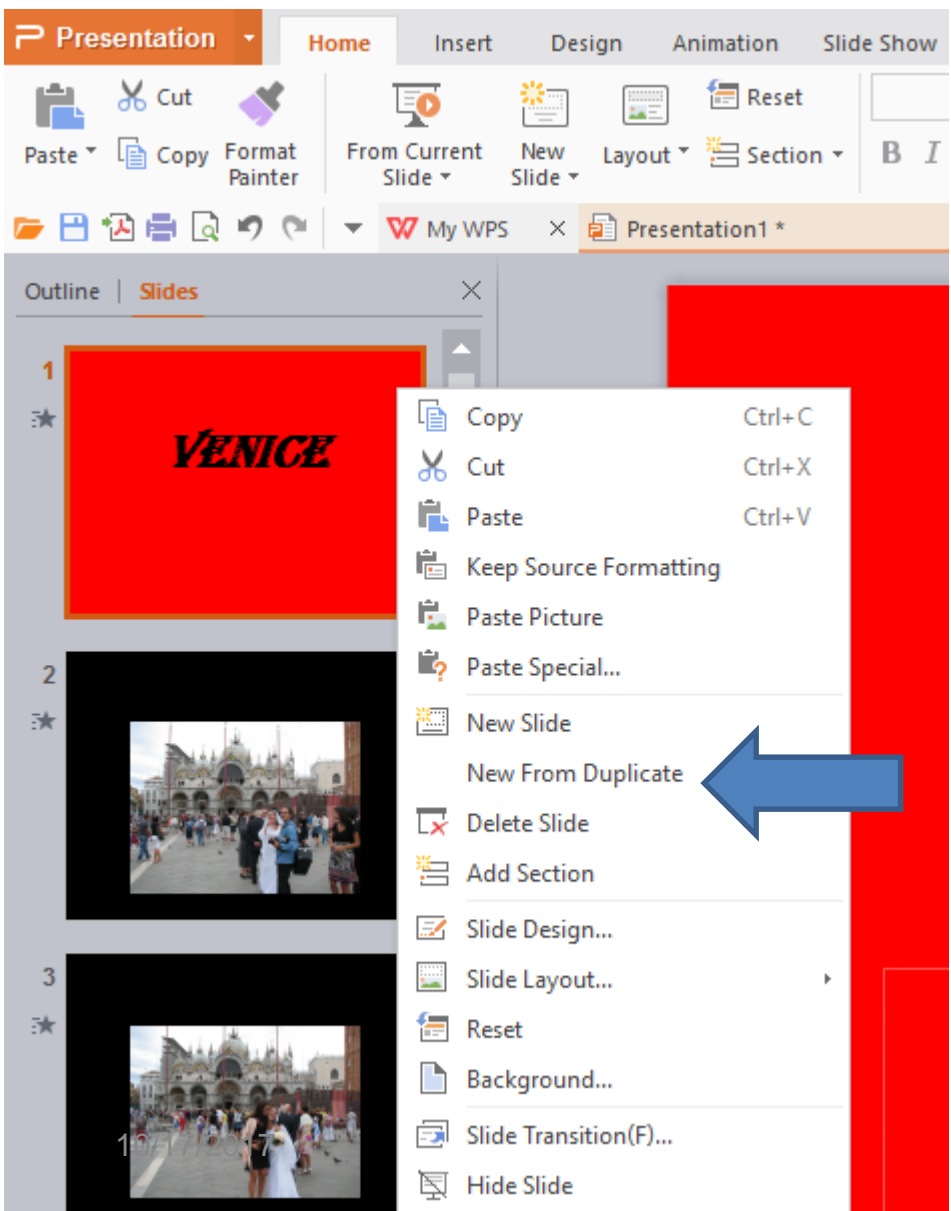
- Same process and click on color, like red and don't click on Apply to all.
- Any Question before we add another Title?

The screenshot displays the Microsoft PowerPoint interface. The ribbon at the top shows the 'Design' tab selected. The main slide area is a solid red background with the word 'VENICE' in a large, black, stylized, italicized serif font. Below the title, there is a white rectangular box containing the text 'Click to add subtitle'. On the left side, the 'Outline' pane shows a list of slides: slide 1 is the current red slide with the title 'VENICE', and slides 2 through 5 are thumbnails of various images. On the right side, the 'Object Formatting' pane is open, showing the 'Fill' section with 'Solid fill' selected and a red color swatch. Below the color swatch, there is a 'Color' dropdown menu and a 'Transparency' slider set to 0%. At the bottom right of the slide area, there are two buttons: 'Apply to all' and 'Reset Background'.

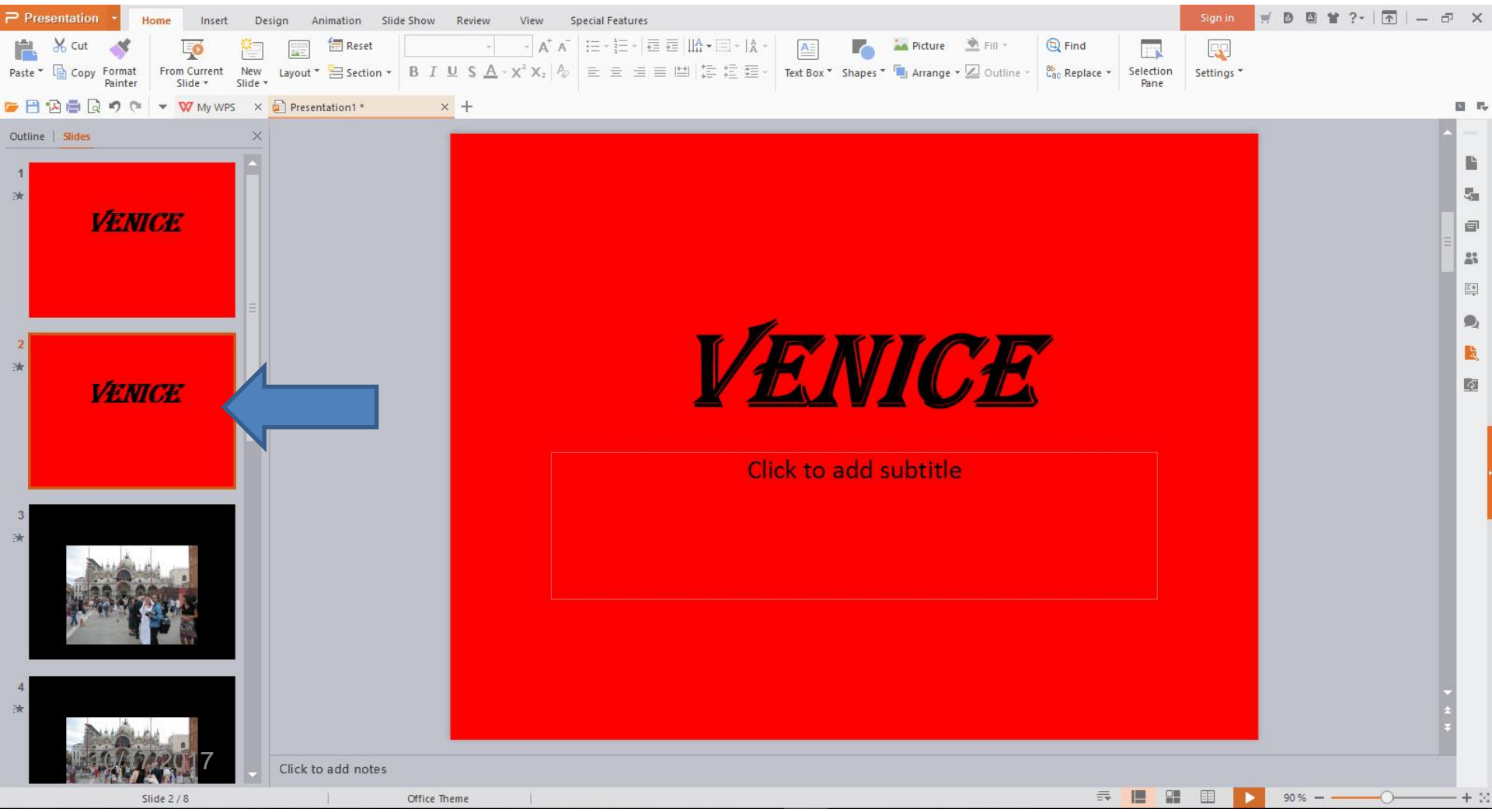
- You have two options to add another Title. First is to Duplicate the Title, which I recommend because of the same color, etc. Second option is add a new slide with Title. Next is the first option.



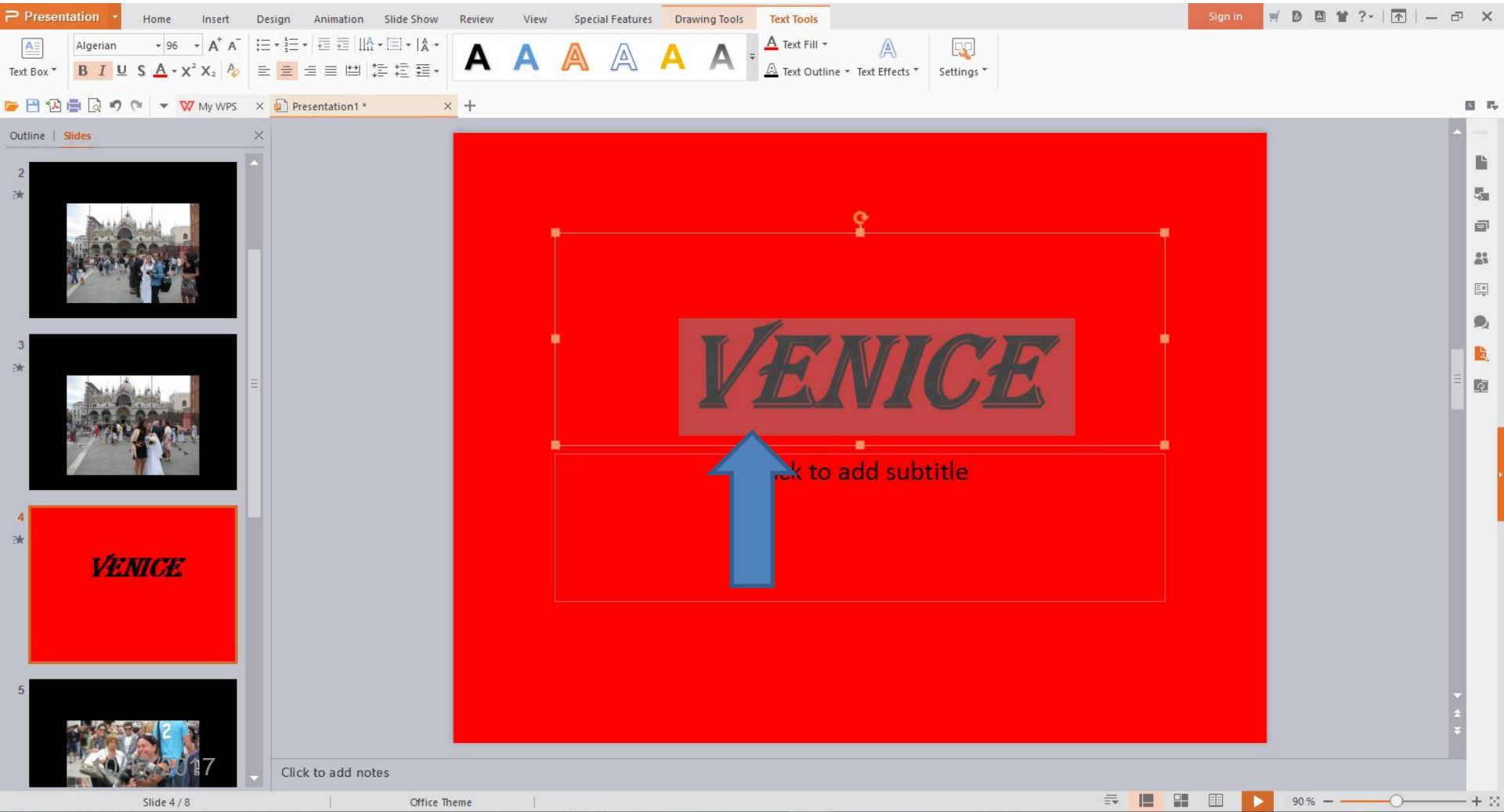
• You right click on the Title slide and click on New From Duplicate. Next is what happens.



- You then see the Duplicate slide. You then can left click on it and hold it down and drag it down to another place. Next is a sample.



- Here is a sample of dragging it down to another place. Once you do that, highlight the Title and type in a new Title, which is next.



- Here is a sample of typing in a new Title and clicking outside of it.
- This is the End of Step 3 – Part B.

The screenshot displays the WPS Presentation interface. The main slide area is a solid red rectangle containing the word "BERTIE" in a large, bold, black, stylized serif font. Below the title is a white rectangular box with the text "Click to add subtitle". A blue arrow points upwards from the bottom-left corner of the slide towards the title. The left sidebar shows a slide thumbnail for slide 4 with the word "BERTIE" on a red background. The top menu bar includes "Home", "Insert", "Design", "Animation", "Slide Show", "Review", "View", and "Special Features". The bottom status bar shows "Slide 4 / 8", "Office Theme", and a 90% zoom level.