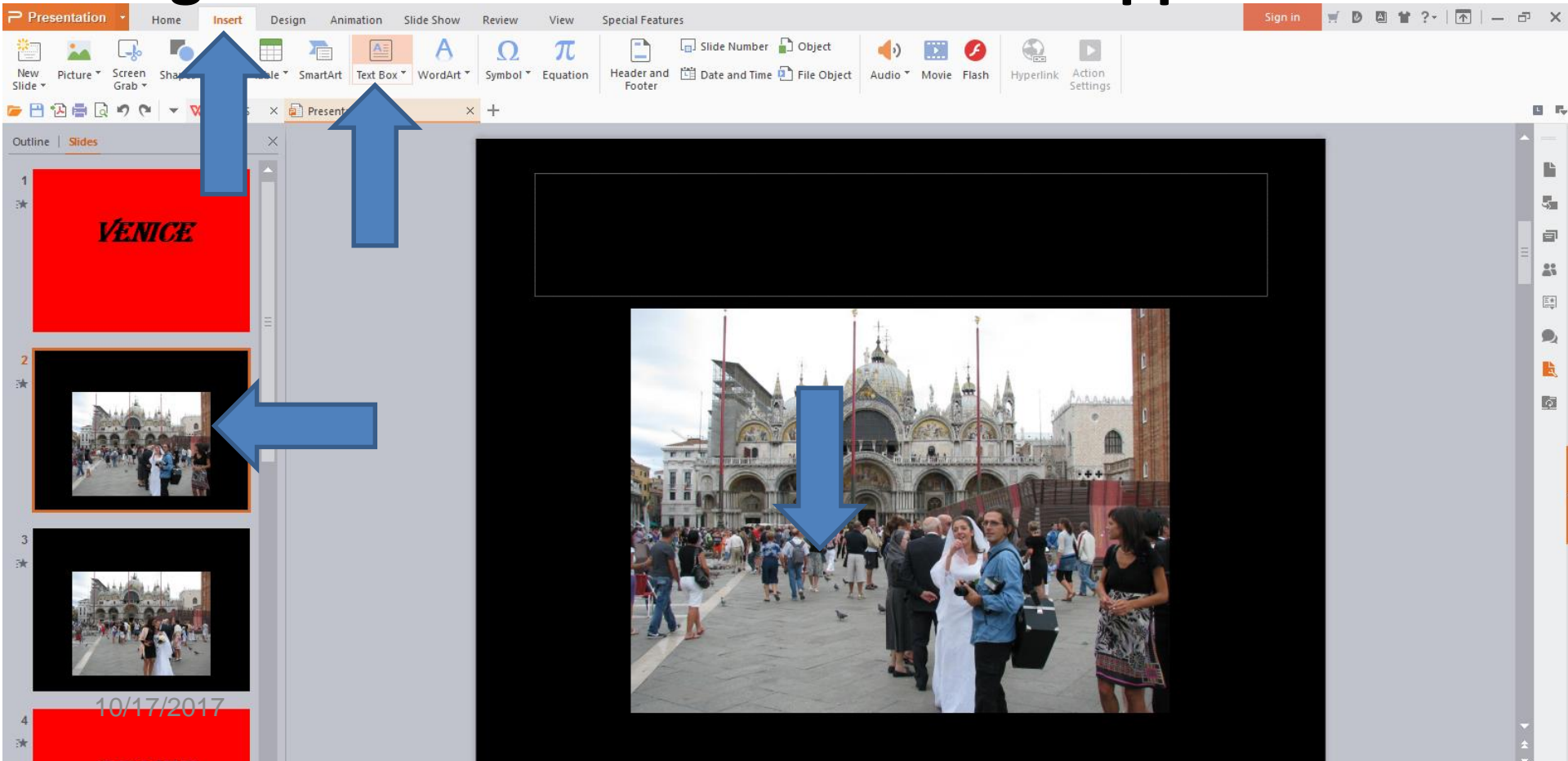


**Step 3 – Part C – Add Caption.** You first click on the slide you want too add a Caption and then click on Insert and then click on Text Box and then go down to the Photo then left click and hold it down drag to the right and bottom. Next is what happens.



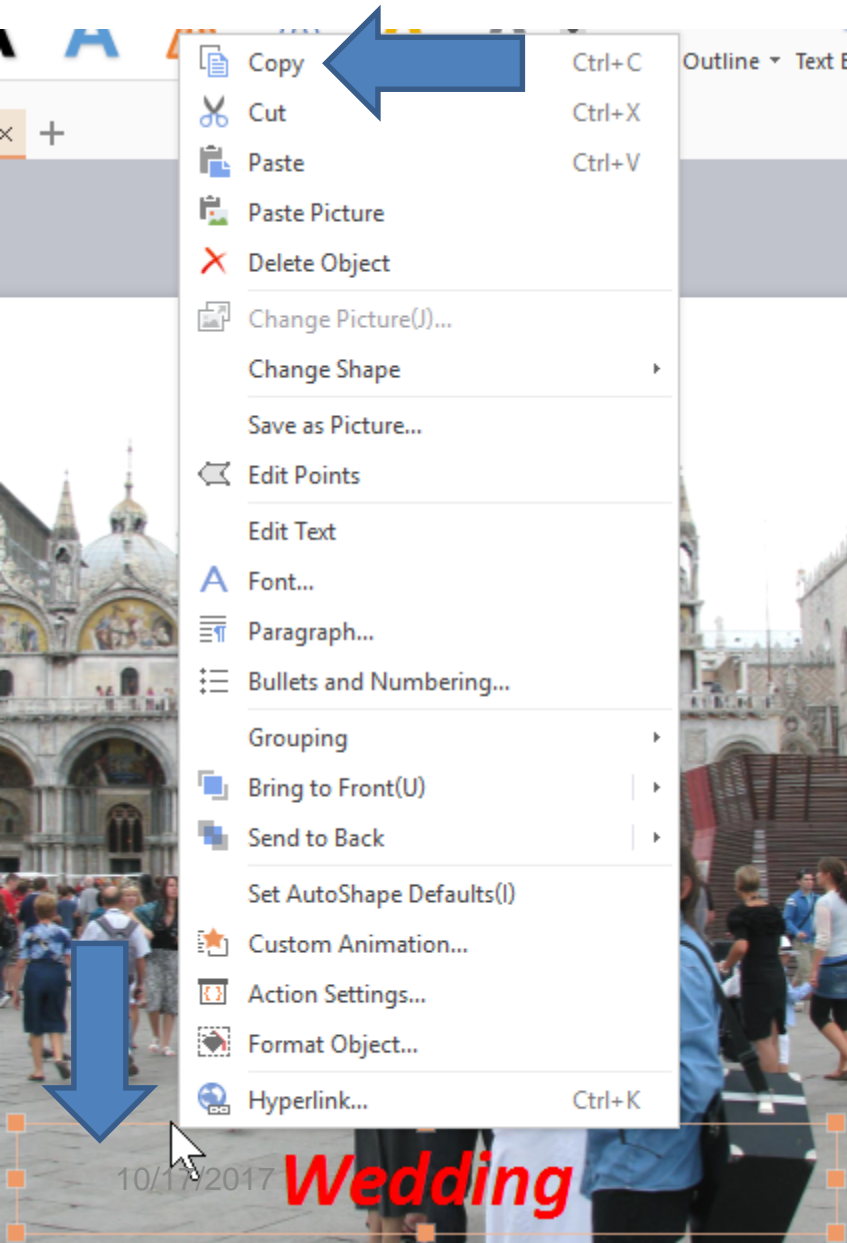
When you let it go, you see it highlighted and the page tab changes to Text tools. You follow the same process I showed in Title and next is a sample.

The screenshot displays the WPS Presentation software interface. The top ribbon includes tabs for Home, Insert, Design, Animation, Slide Show, Review, View, Special Features, Drawing Tools, and Text Tools. The Text Tools tab is active, showing options like Text Fill, Text Outline, and Text Effects. The main slide area shows a slide with a black background. At the top, there is a large empty white rectangular box. Below it is a photograph of St. Mark's Basilica in Venice. A blue arrow points from the white box down to the photo. A white text box with orange handles is positioned over the bottom right of the photo. The left sidebar shows an Outline pane with four slide thumbnails: 1. Red background with the word 'VENICE' in black, italicized font. 2. Black background with the photo of St. Mark's Basilica. 3. Black background with the photo of St. Mark's Basilica. 4. Red background with the date '10/17/2017' in white, italicized font. The bottom status bar says 'Click to add notes'.

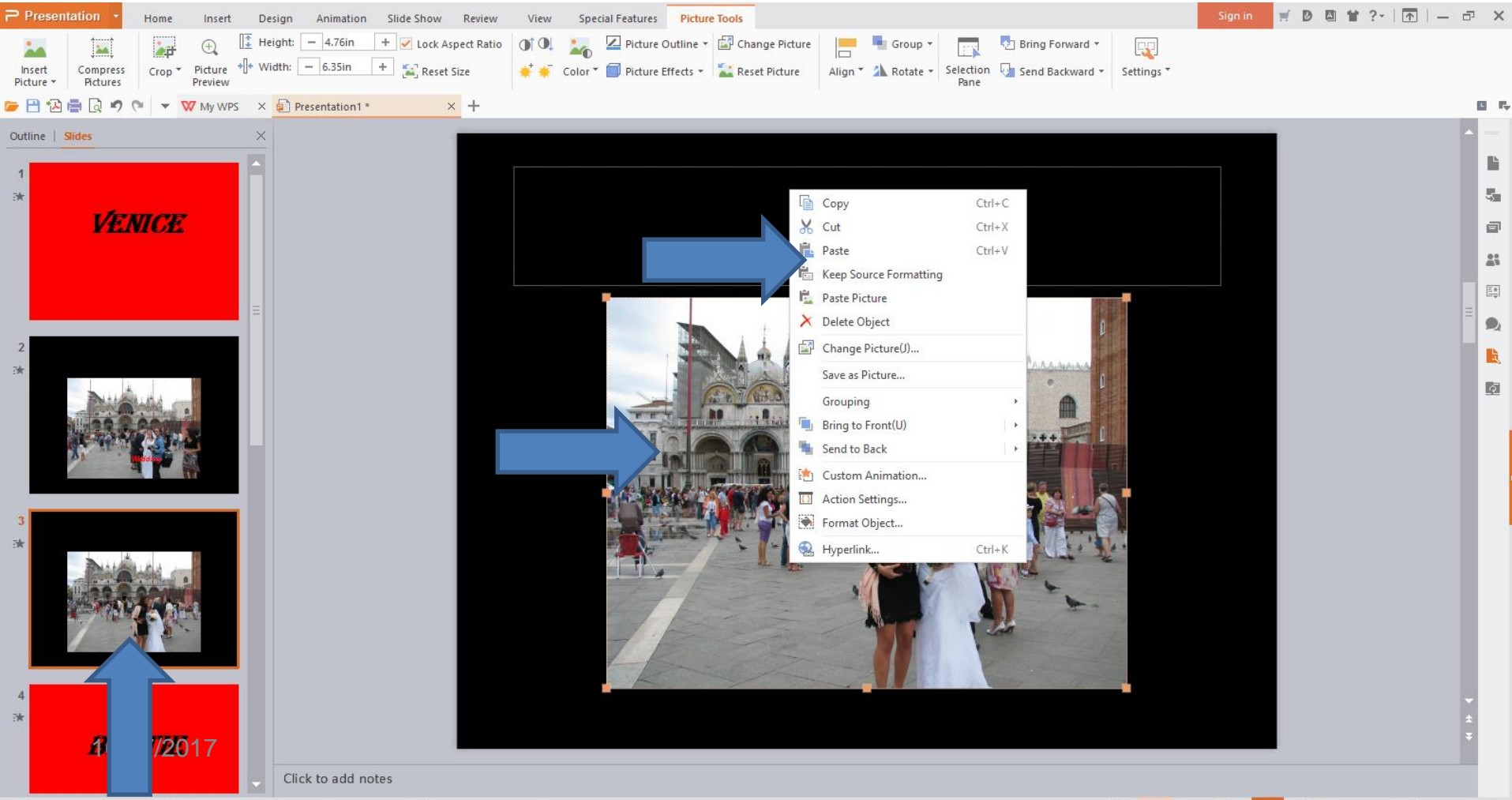
Here is a sample of typing in Wedding and changing the size, color, etc. Next is how to copy it and paste it to another slide.

The screenshot displays the WPS Presentation software interface. The top ribbon includes tabs for Home, Insert, Design, Animation, Slide Show, Review, View, Special Features, Drawing Tools, and Text Tools. The Text Tools tab is active, showing options for Text Fill, Text Outline, and Text Effects. The main workspace shows a slide with a photograph of St. Mark's Basilica in Venice. A red text box with the word "Wedding" is overlaid on the photo, and a blue arrow points to it from the bottom. The left sidebar shows a slide thumbnail for slide 1 with the word "NICE" in red on a red background, and a blue arrow points to it from the top. The bottom status bar indicates "Slide 2 / 8" and "Office Theme".

You right click on the text and a new window opens and click on Copy. The second option is press and hold the Ctrl Key and click on the C Key. Next is to go to another slide and how to paste.



You click on a slide and then click on the picture. Then right click a new window opens and click on paste. The second option is press and hold the Ctrl Key and click on the V Key. Next is what happens.



You see it the same location. You can follow the same process with another slide, like I did.

This is the End of Step 3 – Part C.

The screenshot displays the WPS Presentation software interface. The main slide area shows a photograph of St. Mark's Basilica in Venice. A red text box with the word "Wedding" is positioned over the bottom center of the photo. A large blue arrow points downwards from the top of the photo towards the text box. The software's ribbon includes tabs for Home, Insert, Design, Animation, Slide Show, Review, View, Special Features, Picture Tools, Drawing Tools, and Text Tools. The Object Formatting pane on the right is open, showing options for Shape, Text, Fill, and Line. The left sidebar shows a slide outline with five slides: Slide 1 (red background with "VENICE"), Slide 2 (photo of St. Mark's Basilica), Slide 3 (photo of St. Mark's Basilica), Slide 4 (red background with "BERTIE"), and Slide 5 (photo of St. Mark's Basilica with the date "10/17/2017"). The status bar at the bottom indicates "Slide 3 / 8", "Office Theme", and "90%" zoom.