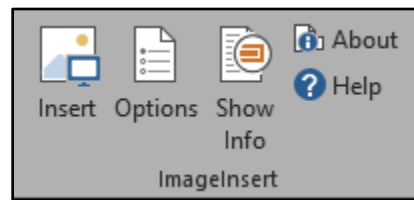## PPTOOLS IMAGEINSERT HELP

The PPTools ImageInsert add-in:

☐ Inserts one or more pictures into a presentation using a familiar Windows dialog box rather than PowerPoint's odd/clumsy dialog boxes

☐ Remembers the folder you last inserted images from and uses that folder by default until you change it.

☐ Optionally links to or embeds inserted images, your choice, and will move linked pictures to the same folder as your presentation file before linking them.

☐ Optionally preserves the file name of the original image. The inserted picture's name will be the same as the file name that contains the picture and the picture in PowerPoint will be "tagged" with the full path to the original picture file.

☐ Offers useful image reports on the above information, per selected image(s), per slide, or per selection of slides.

HOW TO USE IMAGEINSERT

ImageInsert installs on the PPTools tab of the ribbon in a group called ImageInsert.

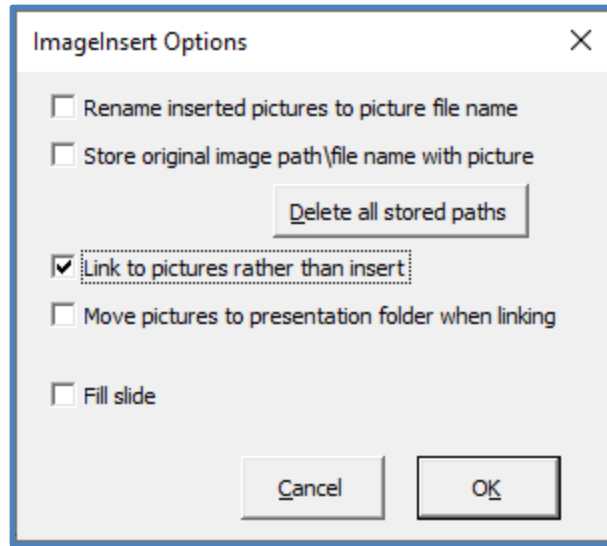The ImageInsert group contains the following buttons:

INSERT

Click **Insert** to add an image to the current slide in your presentation using a standard Windows file-selection dialog box. Select the type of image you want to insert (ie, JPG, PNG, etc) then select the image you want to insert and click Open. ImageInsert adds the image to your slide, makes it as large as possible on the slide (without distortion) and centers it.

If you select more than one image, ImageInsert adds the first selected image to the current slide, then for each additional selected image, ImageInsert duplicates the current slide and adds the next image to it. This is a quick and easy way to generate a presentation full of individual images, one per slide.

OPTIONS

Click Options to view this dialog box:

Here's what each option does if checkmarked:

☐ **Rename inserted pictures to picture file name:**
Normally when you insert a picture, PowerPoint names it something like "Picture 2". Not exceptionally useful if you need to find the original image to modify it or insert it elsewhere.
If you choose this option, it will name the picture shape the same as the image file name (not including folder path). You can see this in the Selection pane or using the Show Info feature (see below).

☐ **Store original image path\file name with picture:**
If you'd rather let PowerPoint name pictures however it likes but still want to be able to find where the picture came from, put a check next to this option. ImageInsert will then store the full path and file name of the original image as a "tag", an invisible bit of information that you can't see without using a macro (like the Show Info feature).

☐ **Delete all stored paths:**
If you've opted to store the original image path\filename with the picture using the above option, you may need to remove that information, perhaps on a copy of your presentation file you're going to hand off to a client. Click **Delete all stored paths** to remove stored image path\filenames from the images in your presentation.

☐ **Link to pictures rather than insert:**
Normally, ImageInsert embeds inserted images. If you'd prefer to link them instead, so that they update when the original file is changed, choose this option.

☐ **Move pictures to presentation folder when linking:**
Links in PowerPoint are rather fragile. If you move a presentation containing linked images to another folder or another computer, the links will break. Because ImageInsert actually Link+Embeds when you choose to link, your pictures won't turn into silly little red Xs even if you move the presentation to a different place, but the links will no longer update when you change the original file. To avoid this problem, choose **Move pictures to presentation folder …** ImageInsert will first copy inserted images to the same folder as the presentation, THEN link to the copied image. From then on, if you keep the presentation file and all the linked images together in the same folder, it won't matter where you move the folder or what you rename it to. The links will continue to function.

☐ **Fill slide**
If this is checked, ImageInsert will insert the chosen image and make it as large as possible on the slide (without distorting). If this is Unchecked, ImageInsert will center the image on the slide but insert it at

PowerPoint's default size; that is, it will insert the image at whatever size PowerPoint would use if you inserted the image manually.
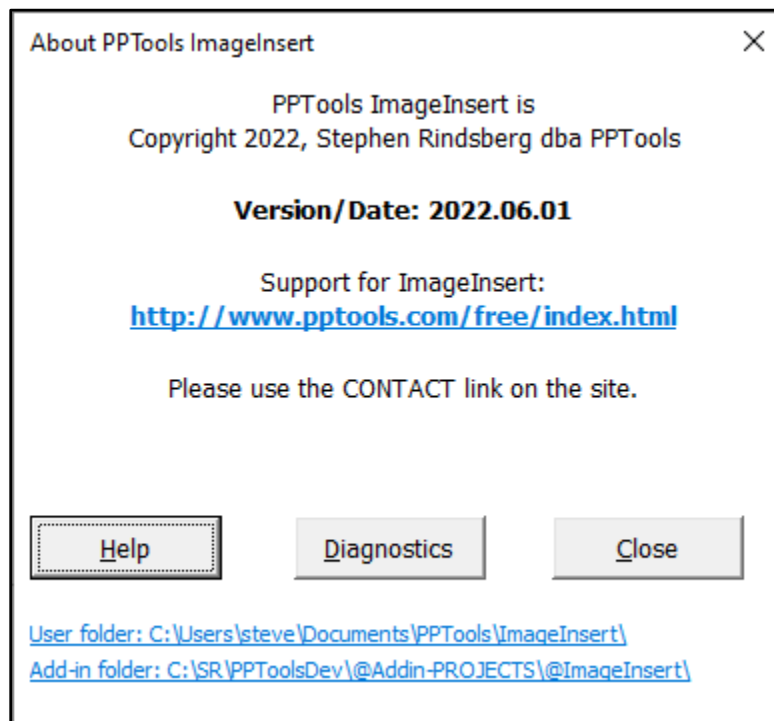
SHOW INFO

Click **Show Info** to learn about a selected image or multiple images in your presentation. ShowInfo displays the name of each picture shape, the number of the slide it appears on and, if you used ImageInsert to add the picture, the path and name of the file that the picture came from. If the picture has Alt text, that's included in the report.

- ☐ Select just one picture to learn about it alone.
- ☐ Select multiple pictures to learn about each of them.
- ☐ Select a slide to learn about all of the pictures on the slide.
- ☐ Select a range of slides to learn about all of the pictures on each of the slides.

ABOUT

Click **About** to learn the ImageInsert version and support information. This dialog box appears:

HELP

Click **Help** to open this Help file.