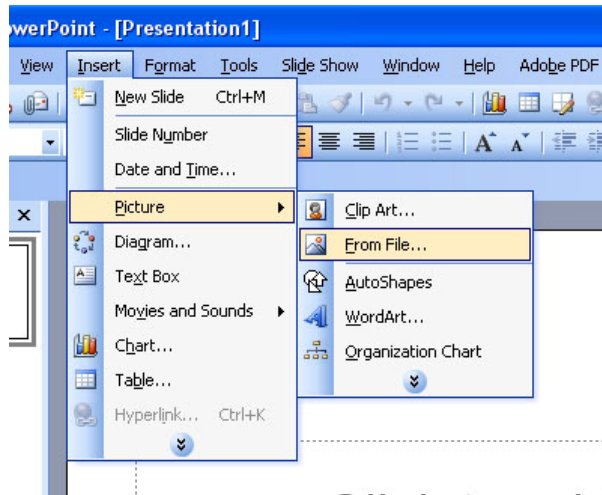


How to create a “guided description” slide

- 1) We insert the picture. To do so, we go to Insert / Picture / From file



- 2) If the picture is too big or too small, we right-click on it in order to resize it. We have to choose “Format picture” and then we have to go to the “Size” tab. Once there, a relatively standard size would be 13 cm (height). Width will be adjusted automatically.
- 3) By using the “Text Box” tool we can create a title and the text box with the words to describe the picture.
- 4) Finally, we right-click on the box and we choose “Custom Animation” in order to hide this text box until we click. We choose any “Entrance” effect and customize the options.
- 5) We save the presentation. Remember that when we project it in class we will use the “presentation” mode (F5).

