

How to Insert Your Photos

Kids *love* seeing themselves on screen—and *you'll* love how easy it is to make that happen with your Spotlight Drama segment at Avalanche Ranch!

But while it's not hard to set up your Spotlight Drama, you *will* want to practice a few times before you do it at VBS.

Be sure you know how to operate your digital camera, and that you can quickly download pictures to your computer.

And then—once you've mastered the steps for creating slides, practice that a time or two.

But now, let's walk through how to insert photos into your Spotlight Drama...

First, you'll need to open the PowerPoint program on your computer.

Go to the location where you saved the Spotlight Drama folders. We recommended in the "**How to Install Spotlight Drama**" video that you save them on your desktop. Double click on the folder for the day you want—say, Day 5.

When you double click you'll open the folder. Browse the folder to find the file with the PPT extension...wildride.ppt. Double click on that file and it will open PowerPoint for you—and open that Day 5 file.

The point of Spotlight Drama is for your kids to see themselves, so let's learn how to drop a picture in the background. In your Spotlight Drama Manual you have a script that tells you what picture goes in each slide.

Let's drop in several pictures so you can see how to size the pictures to fit, and how to move the pictures behind the frame graphic on each slide. Don't worry—it's easy. And we'll walk you through the process, step-by-step.

Your Manual tells you that on Day 5 you're to shoot a picture of a group of preschoolers. We're assuming you did that and you've selected your favorite picture to use in the Spotlight Drama.

Go to the location on your hard drive where you saved pictures from your digital camera. Found them? We suggested—in the "**How to Move Pictures from your Camera to the Computer**" video---that you save each day's pictures to that day's Spotlight Drama folder on your desktop. So let's look for Day 5 pictures there. There they are—in the Day 5 "Wild Ride" folder...

Now we'll just click **Insert... Picture... From File...** from your Spotlight Drama file. Then we'll browse to the location back to where you saved your pictures. It's time to grab that favorite photo!

. If your windows explorer isn't set to thumbnail view, you might want to set it there by clicking on the View button and Thumbnails. This makes it easier for you to select the correct picture for each slide.

Once you've identified the picture you need double click on the file. Ta-dah! The picture appears on the slide!

Sometimes the picture is larger than the slide area. That's common, and it's easy for you to fix. We'll show you a way you can tailor the picture to fit perfectly in the slide.

Do you see these little white circles located on the corners and the center of the picture? These are called handles, and you can use them to size your photo.

When you drag those handles to the *center* of the picture it reduces the size of the picture. Drag the handles away from the center and a picture gets bigger. Play with it a bit to get a feel for how handles work.

Oh, and when you drag a corner handle it maintains the proportions of the pictures. Dragging the top or side handles stretches the image out of proportion.

When you put your cursor over the handles you'll get a double-headed arrow. The arrow tells me I have the cursor located in the correct position to drag the handle. Play with that a bit to get a feel for how it works.

Once you have the picture sized to fit, all that's left is moving the picture behind the frame graphic. To do that, click on the picture with the *right* mouse button. Then click on **Order** and then **Send to Back**.

Beginners sometimes accidentally pick up the graphic frame during this process. The easiest way to "undo" this unintended move is to press **Control** and **Z** simultaneously on your keyboard immediately after you accidentally move the frame. That lets you start over.

If you don't notice the frame has been moved until you've moved and resized the picture, just drag the frame back to the center of the slide. There's a gentle "snap" feature built into PowerPoint where you can almost feel graphics pulled into the center position of the slide.

A tip: save files as you complete them! It's no fun to spend 20 minutes dropping pictures into slides only to then have the power go out and you loose all your work. To save work just click on the Save Icon in PowerPoint Presentation.

And it's all worthwhile! Seeing the slides will brighten the faces of your kids and delight your volunteers. And *you* can expect some applause for your outstanding computer graphic work.

Have a wahoo time at Avalanche Ranch!