

# ILLUSTRATOR

## INSTRUCTIONS ON HOW TO SAVE YOUR VECTOR FILES FROM ADOBE ILLUSTRATOR INTO A PPT SLIDE WITH A TRANSPARENT BACKGROUND - -

- 1) Open your file in **illustrator**
- 2) Go to **File**
- 3) Select **Save for Web & Devices**

Select from the right upper corner the option dropdown menu **PNG-24**  
Make sure the **Transparency** checkbox is **on** - -  
Then Click **Save**

- 4) Open a new PPT slide  
Go to **Insert**  
Select option **Picture**  
Click on saved **PNG file**  
Click on **Insert**

**-YOUR PICTURE/ILLUSTRATION IS THEN TRANSFERRED INTO TRANSPARENT BACKGROUND PPT SLIDE**  
**-REPEAT THE ABOVE EACH TIME YOU WANT ANOTHER PICTURE/ILLUSTRATION TO APPEAR ON THE SAME SLIDE**

# PHOTOSHOP

## INSTRUCTIONS ON HOW TO SAVE YOUR FILES WITH LAYERS FROM ADOBE PHOTOSHOP INTO A PPT SLIDE WITH A TRANSPARENT BACKGROUND - -

- 1) Open your **Photoshop** file in Layers
- 2) If your layers in this file have a solid background - right click on the layer **Background**  
Select **Delete Layer** - click **Yes** - a checkered pattern should appear behind the layers
- 3) Go to **File**
- 4) Select **Save for Web & Devices**
- 5) If a warning window appears - click **Yes**

6) Select from the right upper corner the option dropdown menu **PNG-24**  
Make sure the **Transparency** checkbox is **on** - -  
Then Click **Save**

- 7) Open a new PPT slide  
Go to **Insert**  
Select option **Picture**  
Click on saved **PNG file**  
Click on **Insert**

**-YOUR PICTURE/ILLUSTRATION IS THEN TRANSFERRED INTO TRANSPARENT BACKGROUND PPT SLIDE**  
**-REPEAT THE ABOVE EACH TIME YOU WANT ANOTHER PICTURE/ILLUSTRATION TO APPEAR ON THE SAME SLIDE**