

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