

INSIGHT TO POWERPOINT – How to export individual images from Insight into PowerPoint Presentation

Select the images that you want by clicking once on the thumbnail image. Once the image is selected you will see a white outline around the thumbnail image.

Choose **FILE** and then **EXPORT SELECTED** from the left-hand menu options.

Choose **UP TO 768 PIXELS** as your resolution.

When asked, “**Name files individually or specify a field as the automatic file name for all?**” choose **Use field value**.

When asked “**Please choose which field to use as the name:**” choose “**Use field: Title**” or any other field that you prefer.

Navigate to your desktop or other location where you want to save the images, and click save. You may want to create a folder on your desktop if you are exporting a large number of images.

After the images are on your computer you can use them in a PowerPoint presentation by choosing **INSERT** and then **PICTURE** and navigating to the folder where you put the images.

insighttopowerpointindividual.wpd January 2007