

INSIGHT PRESENTATION TO POWERPOINT PRESENTATION – How to convert an Insight Presentation into a PowerPoint Presentation

Choose **FILE** and then **NEW GROUP** from the left-hand menu options.

You can choose to manually arrange the order of the images in your new group by clicking on the yellow button in the upper left-hand corner of your new group. When manual ordering is enabled the yellow button will turn green. When you convert the images to PowerPoint your images will stay in the same order that you created in Insight.

Select the images you want from the collection by clicking once on the thumbnail image and then dragging the images into your new group. If manual ordering is enabled, you can arrange the order of the images.

When you are finished selecting images, choose **FILE** and then **SAVE GROUP** from the left-hand menu options.

Type in a name for the group in the space where you see “**New Group 1.**”

Click on the folder where you want to save the group, which will usually be in the folder named with your name.

Click on “**save as**” at the lower left-hand corner of the screen.

You will now see the name of your group at the top left of the group window.

Create a presentation of your images by choosing **GROUP** and then **CREATE PRESENTATION** from the left-hand menu options.

Save the presentation by clicking on **SAVE**.

Name the presentation by typing in a name where you see “**Untitled1**” and then click on “**save**”.

Go back to your Insight group by clicking “**back**” at the lower right-hand corner of the screen.

You should see the blue presentation icon in your group. Select the presentation by clicking once on the icon.

Choose **FILE** and then **EXPORT PRESENTATION TO POWERPOINT** from the left-hand menu options.

Choose **1024 x 768** as your resolution.

Save the presentation on your desktop by navigating to “**desktop**” and click on **SAVE**.

The images will export to your desktop. Go to your desktop and double-click on the folder. Click on the icon named “**pres**” to open your Powerpoint presentation. At this point you can move the images around in Powerpoint, or add additional images from other sources.

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