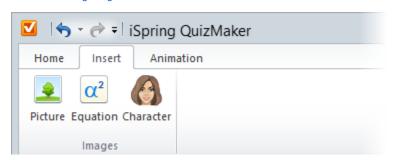
# **Inserting Images**

You can add an unlimited number of pictures and equations to a question slide. You can also add, change, move and resize pictures and equations.

- Adding Images
- Adding Equations
- Adding Characters
- Deleting Images



#### Adding Images

To add an image to a question slide:

- 1. Click the Picture button on the ribbon
  - 2. Choose an image file in the standard Open dialog.
  - 3. Click Open.

The selected image will appear on the slide. Now, you can drag it to its place or resize it if necessary.

### Adding Equations

To add an equation to a question slide:

- 1. Click the Equation button on the ribbon. Microsoft Equation Editor will be opened.
- 2. Type your equation in Equation Editor.
- 3. Close Equation Editor.

The equation will be converted to an image and added to the slide.

Note: You can add a hyperlink for the images and equations inserted to the slide. (See the Adding Hyperlinks unit).

## **Adding Characters**

To add a character to a question slide:

- 1. Click the Character button on the ribbon.
- 2. Choose a character from the list.
- 3. Choose the pose needed.
- Click the **Insert** button.

Note: Characters are available in iSpring Suite's and Presenter's built-in iSpring QuizMaker only. Stand-alone iSpring QuizMaker doesn't support characters.

#### **Deleting Images**

To delete an image, equation or character:

- Click an image or equation on the slide to select it
  To select several items, click them while holding down the Shift or Ctrl button or select the area with the objects.
- 2. Press **Delete** on your keyboard

or

Right-click the selected items and choose **Delete** in the menu.

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