

How to Save PowerPoint as an Image

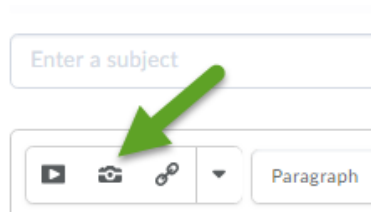
1. After you create your SWOT, save that PowerPoint slide as an image by following the steps below:
(Open PowerPoint->File->Save As->Browse to folder or save to Desktop>change "Save as type" to PNG or JPG)

How to Add an Image to the Discussion Board in Brightspace

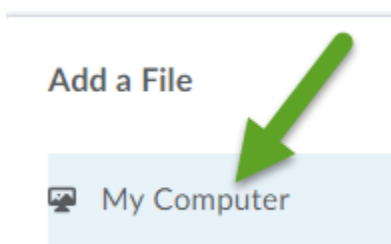
1. Once your slide is saved as an image, click into the discussion and click on 'Start a New Thread' document and the Final Project Part 1 Milestone On document.



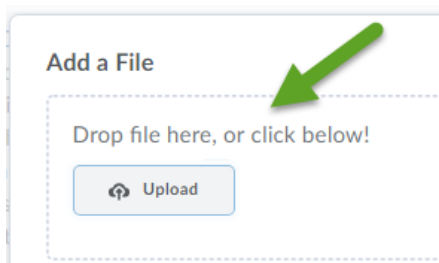
2. In order to add your image, click on the 'Insert Image' icon shown below



3. Click on the option to add the file from your computer



4. Drag and drop your file, or, click 'Upload'



Also, please add a line of alternative text so that a screen reader will be able to recognize your image.