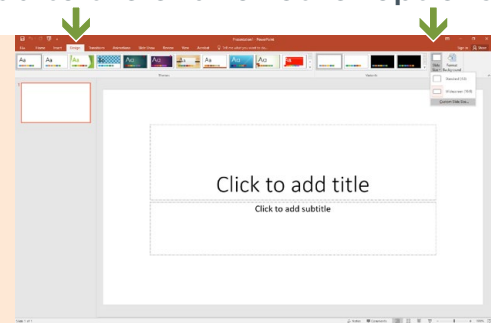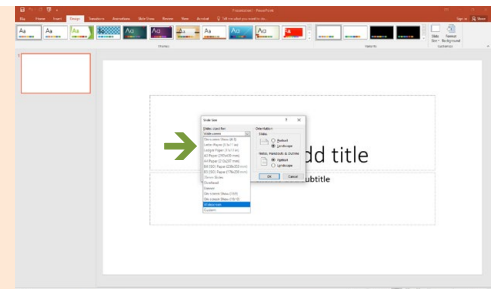## TIP SHEET

Making a photosheet for your building

The application for Legacy Grants requests a set of photographs of your building with captions in one file. This tip sheet shows how to collect your photographs, add captions, and save them all as a PDF file. PDFs are documents which can be viewed by a large variety of programs available for Windows, MacOS, and Linux. This tip sheet shows how to make PDFs with Microsoft PowerPoint, but read to the end for other options.
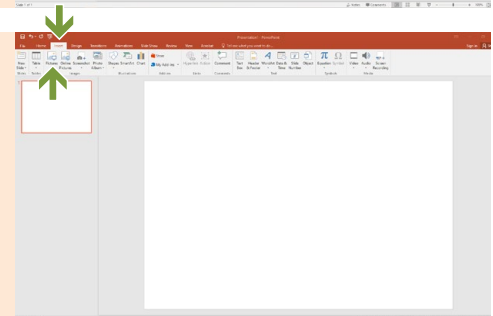
1. **Open PowerPoint and start a new, blank document.**

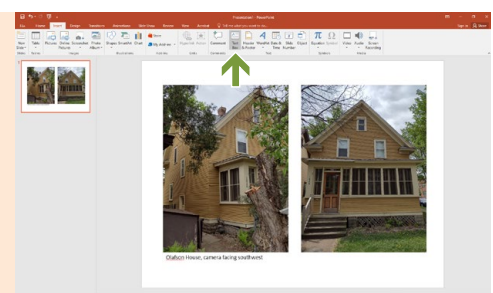2. **Click on the Design Tab, and then find the Slide Size button.**

3. **Change slide size to Letter Paper; use the orientation that best suits the predominant orientation of your photographs and the number of images per page that you plan to use.**

4. **Click on the Insert tab.**

5. **Click on the Pictures button and follow the prompts to insert photographs. You can also copy and paste or drag photographs from the file window with the photos.**
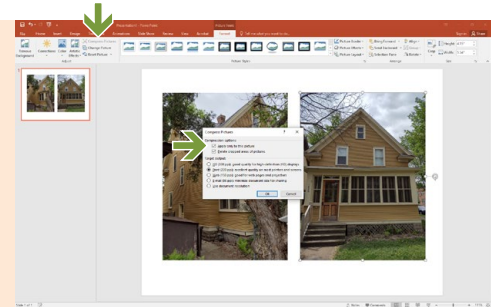
6. **After adding photographs, click on the Text Box button and add captions under the photos. Captions should include the resource name, cardinal direction info, and details/concerns.**

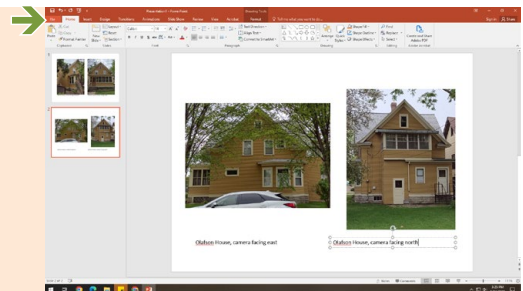7. **Add slides to add more photographs and captions.**
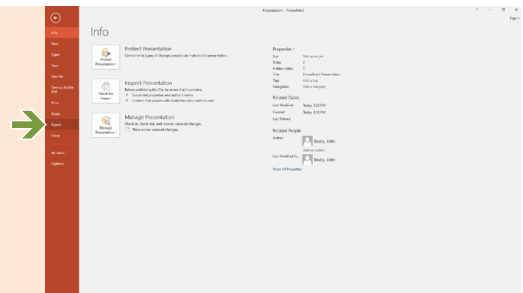
Making a photosheet for your building

8. **If you have a lot of photographs, consider compressing the images to make the final file smaller and easier to upload. All of the images can be compressed in the Format menu / Picture Tools. Uncheck the "Apply only to this picture box."**
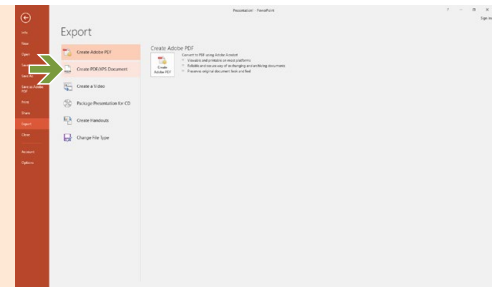

9. **Once you have all of your photo sheets created, click on the File tab.**

10. **In the File window that opens, click on the Export button.**

11. **In the Export window that opens, click on Create PDF/XPS Document. Follow the instructions, and the .pdf file should be saved in your Documents folder.**

If you do not have access to Microsoft PowerPoint, there are free options. Google Slides is free online with a Gmail account, and Presentation is part of LibreOffice, a free, open source desktop productivity suite. The process of making a photo sheet is similar in Google Slides and LibreOffice Presentation.