

PowerPoint XP

Using Photo Album Feature

What is Photo Album

- A great feature that lets you put a LOT of photos in a slide show at one time
- You can also choose a layout that includes framing and number of pictures per slide
- A quick, easy way to create a presentation for reunions, graduations, weddings, anniversaries, etc.

- Open a blank presentation
- Insert
- Picture
- New Photo Album...
- This will open a new window called “Photo Album”

Photo Album



Album Content

Insert picture from:

File/Disk...

Scanner/Camera...

Insert text:

New Text Box

Picture Options:

- Captions below ALL pictures
- ALL pictures black and white

Pictures in album:



Remove

Preview:



Album Layout

Picture layout:

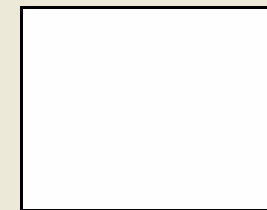
Fit to slide

Frame shape:

Rectangle

Design template:

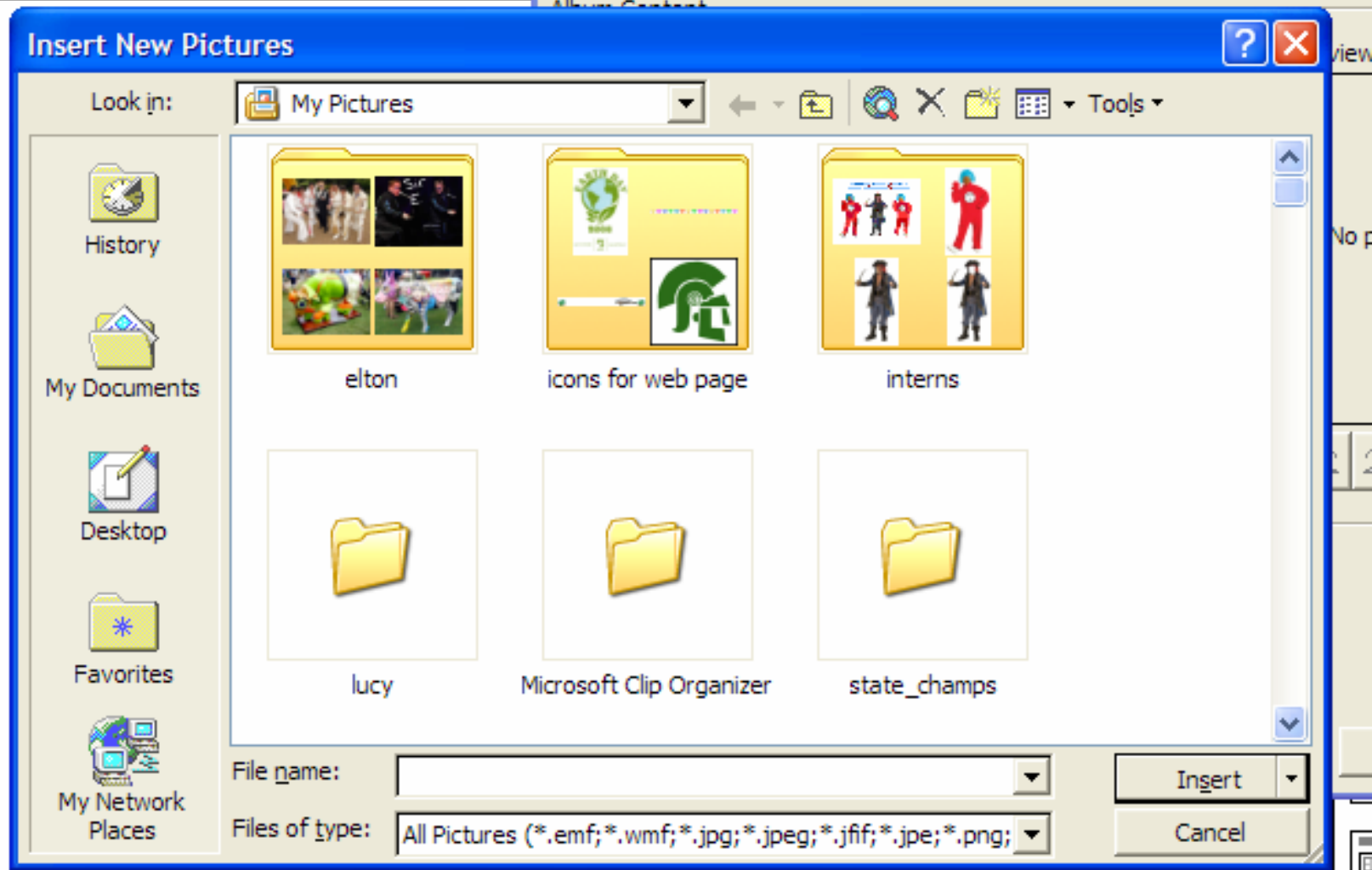
Browse...



Create

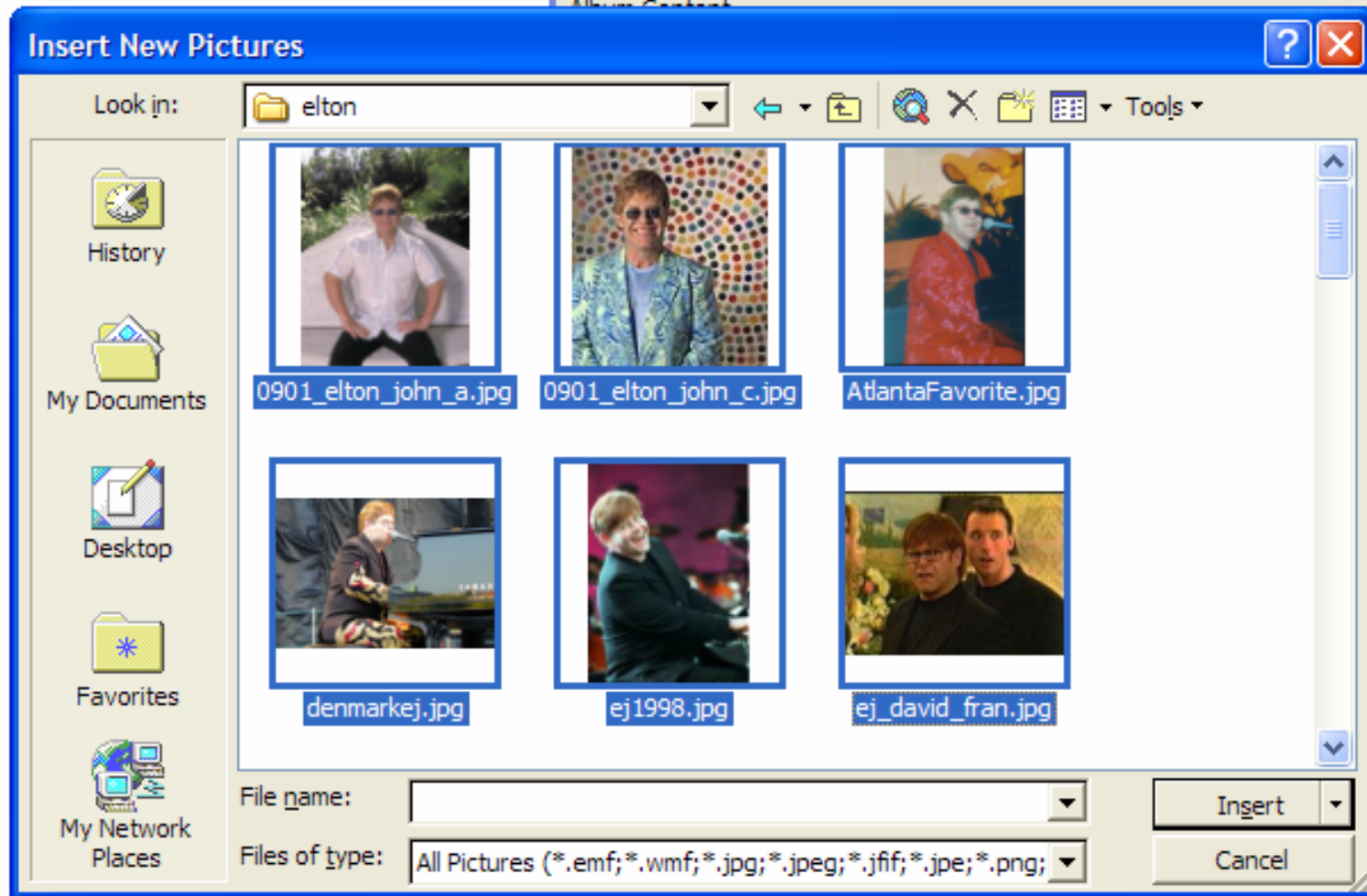
Cancel

- Make your selection based on where your pictures are located
 - File/Disk – includes hard drive, flash drive, CD or other removable media
 - Scanner/Camera
- For this example, we will use File/Disk
- Clicking this will open a window that will let you choose your pictures to insert



Selecting photos

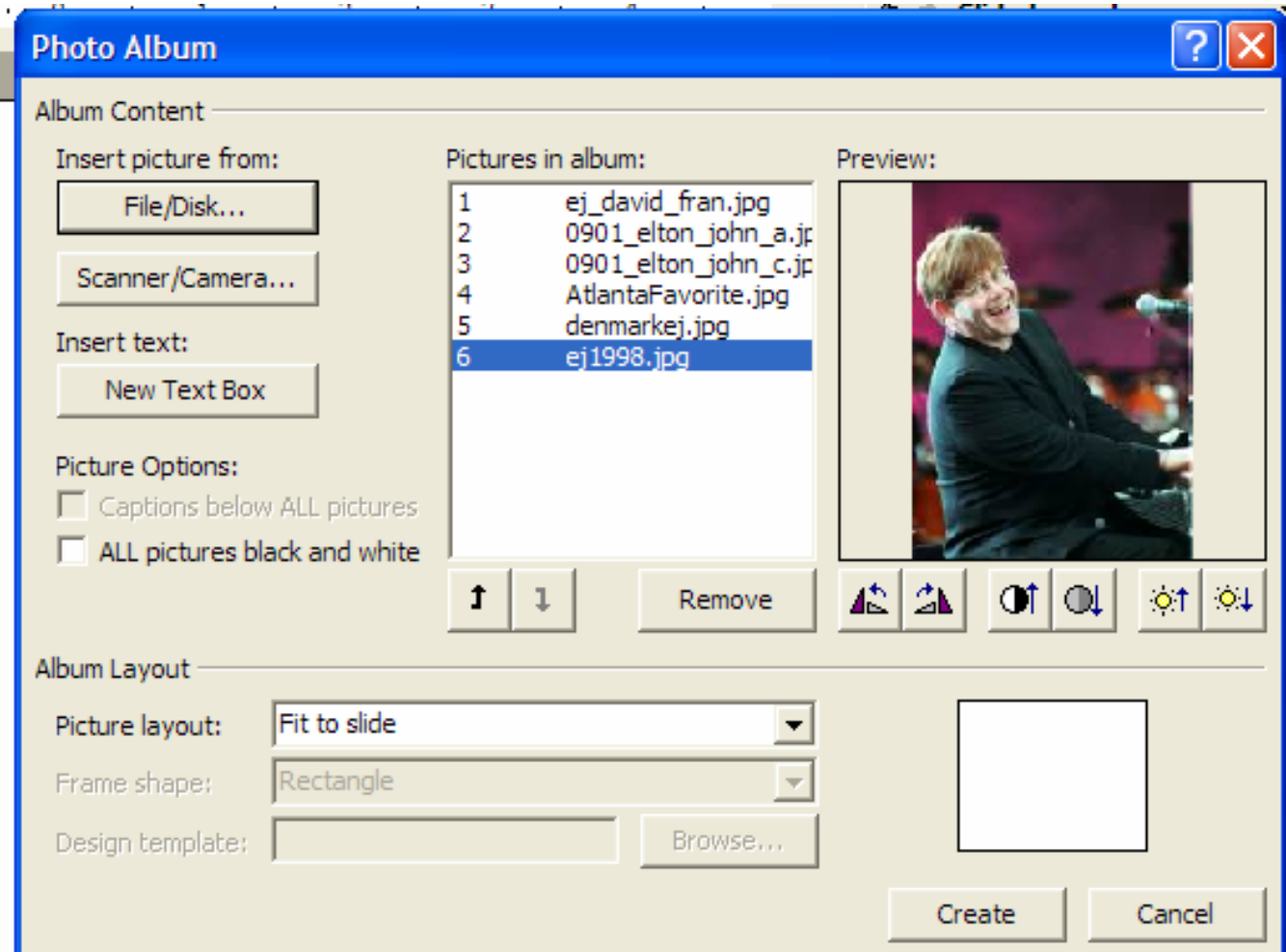
- You can select one at a time
- Or select a large group at one time
 - Click on first picture
 - Then hold down Shift BEFORE clicking on last picture in a range
 - OR – hold down ctrl key while you click on pictures you want
- Click Insert when finished



Pictures selected

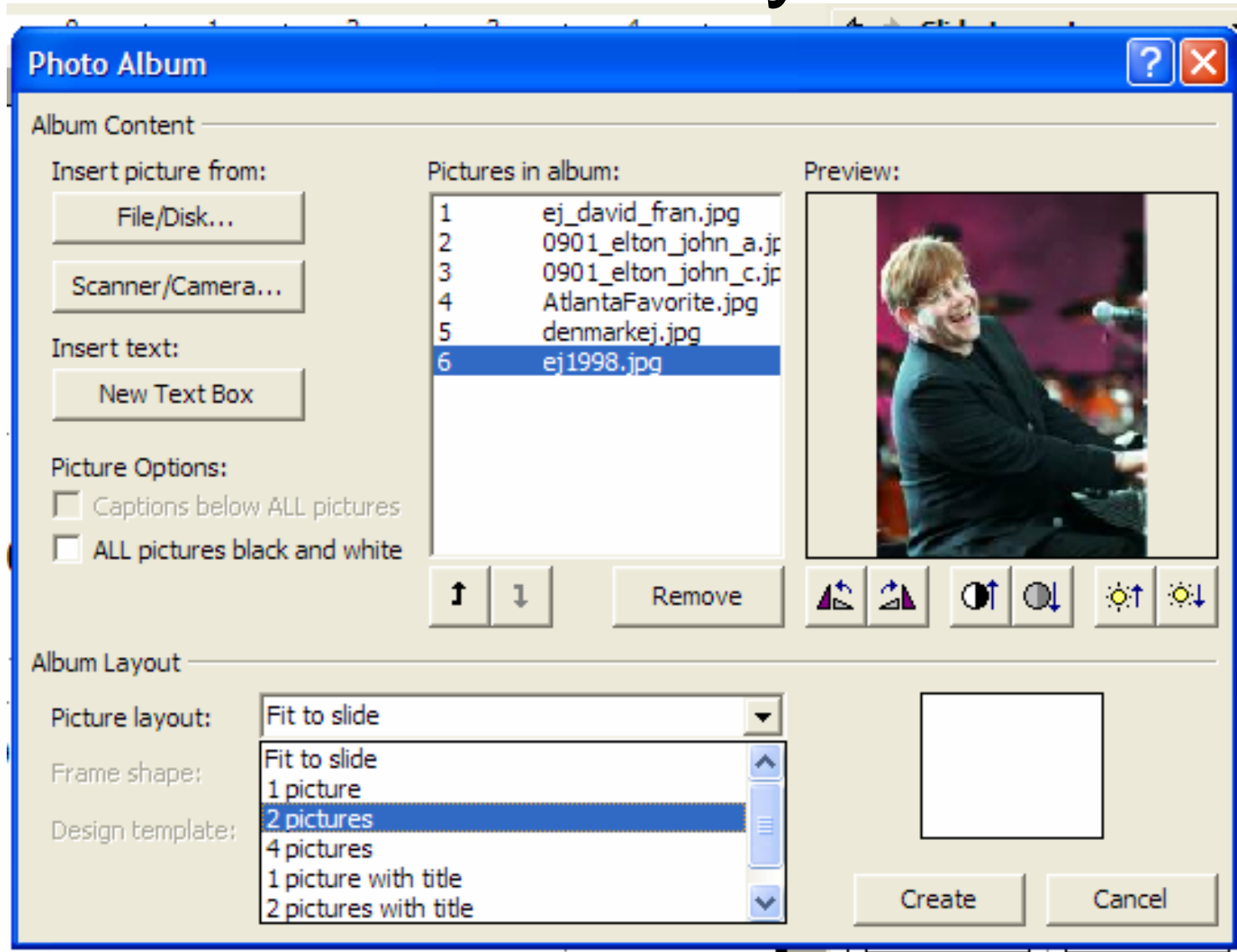
Click Insert

- Pics selected are shown in Pictures in Album window
- You can click on each picture and make some photo edit changes
 - Flip
 - Contrast
 - Brightness
- Picture order can also be changed
- The pictures are numbered to show you what slide they will be on

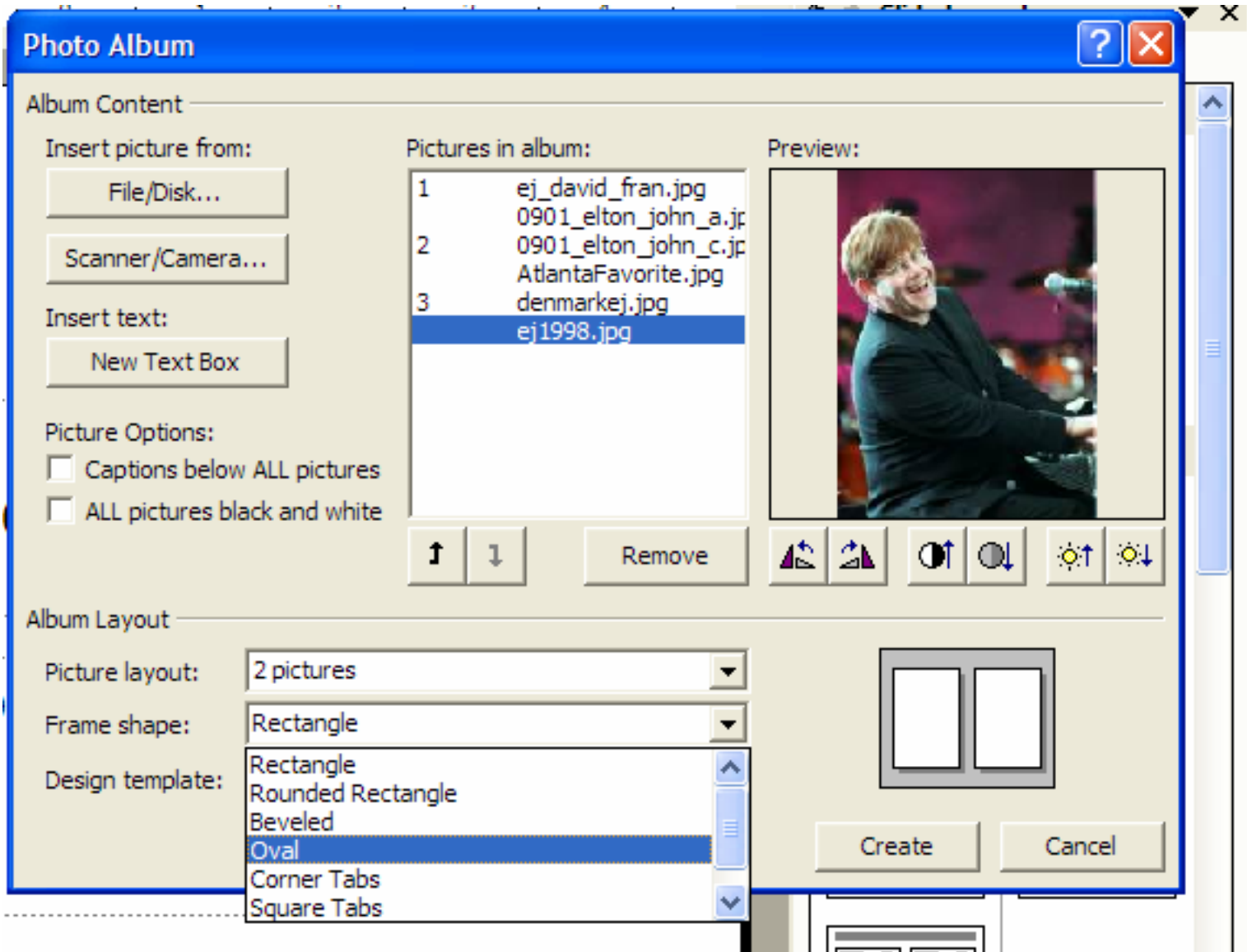


- You are now ready for Album Layout

Picture Layout



Frame Shape



Your album

- Once you click Create – the following is created automatically
 - Title Slide named Photo Album with your name
 - The individual slides with the settings you chose
- You can save with your own file name and add backgrounds, transitions and animations just like you would for any other presentation