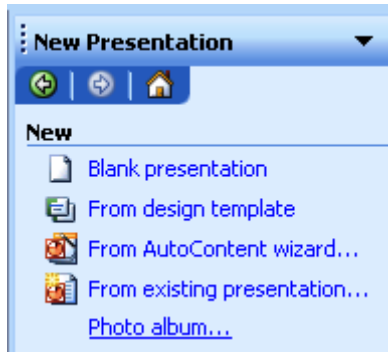


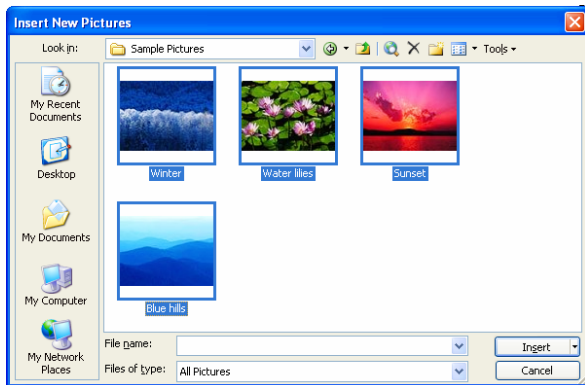
Creating a Photo Album in Microsoft PowerPoint



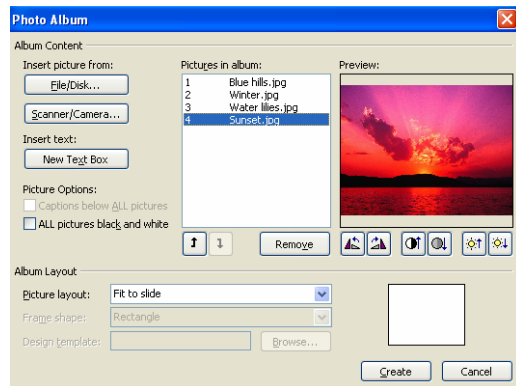
- ❖ Double-click the Microsoft® Office PowerPoint icon to start the program.



- ❖ Click on File, New.
- ❖ Click on Photo Album.



- ❖ Click on File/Disk if you have pictures on a disk. You may also choose Scanner/Camera if you have pictures to scan or if you are using a digital camera.
- ❖ Locate the pictures for the photo album. By default, PowerPoint will look in My Pictures, but you can click on Look In to find an alternate location.
- ❖ Hold down the Ctrl key and click on each picture you want to include.
- ❖ Click on Insert.



- ❖ In the Pictures in Album area, you can click on the up and down arrows to rearrange the order of the pictures.
- ❖ Under Preview, you can also rotate a photo 90°, and adjust brightness and contrast.
- ❖ Under Album Layout, you can choose to display one or more pictures per slide and to add captions to your photos.
- ❖ When you've made these adjustments to your pictures, click on Create.

