



How to Create a Photo Album In Microsoft PowerPoint

Microsoft PowerPoint creates a new presentation when you use the photo album feature.

On the **Insert** menu, point to **Picture**, and then click **New Photo Album**.

1. In the **Photo Album** dialog box, add the pictures you want to appear in your photo album.

Add a picture from a file or disc:

- Under **Insert picture from**, click **File/Disk**.
 - Locate the folder or disk that contains the picture you want to add to your photo album, click the picture file, and then click **Insert**.
2. Repeat Step 2 for as many pictures as you want to add to your photo album.
 3. Under **Album Layout**, do any of the following:
 - If you want to select the layout of your pictures and text boxes on the slides in your photo album, select a layout in the **Picture layout** list. If you select **Fit to slide** as your picture layout, you are unable to add or change frame shapes and design templates.
 - In the Picture layout list, you can choose to have 1, 2 or 4 pictures per slide. You may also choose to do 1, 2 or 4 pictures with a title. Remember to add those titles when you have created the photo album.
 - If you want to select the shape of a frame to use with your pictures, select a shape in the **Frame shape** list. Keep in mind that whatever shape you select, it will be the same for all pictures in your photo album.
 4. Click **Create**.
 5. You now have a PowerPoint Photo Album.
 6. Add text to the first page.
 7. Go to each slide and add text, if appropriate.
 8. Remember to save your new Photo Album PowerPoint.
 9. To view the slide show, go to Slide Show and View Slide Show.

NOTE: If you need to go back into that formatting box to change selections, go to Format at the top of the screen and then select Photo album.