# PHOTO ALBUM

This feature is used to create a presentation that can be used to display personal or business pictures. Effects such as slide transitions and colorful backgrounds and themes may be included in the presentation. After the pictures have been added to the album, captions may be added. Also, the order and layout of the slides may be changed. Frames can be added to the pictures. The photo album can be shared with others by adding it as an attachment to an e-mail message, publishing it to the Web, or printing a copy of the presentation.

CREATE A PHOTO ALBUM

✢ Click the **Insert Tab**.
✢ In the **Images Group**, click the **Photo Album** arrow.
✢ Do one of the following:
  ✿ Click the arrow at the bottom of the button and then click the **New Photo Album** link.
  ✿ Click the top of the button.
✢ The **Photo Album** dialog box will display.
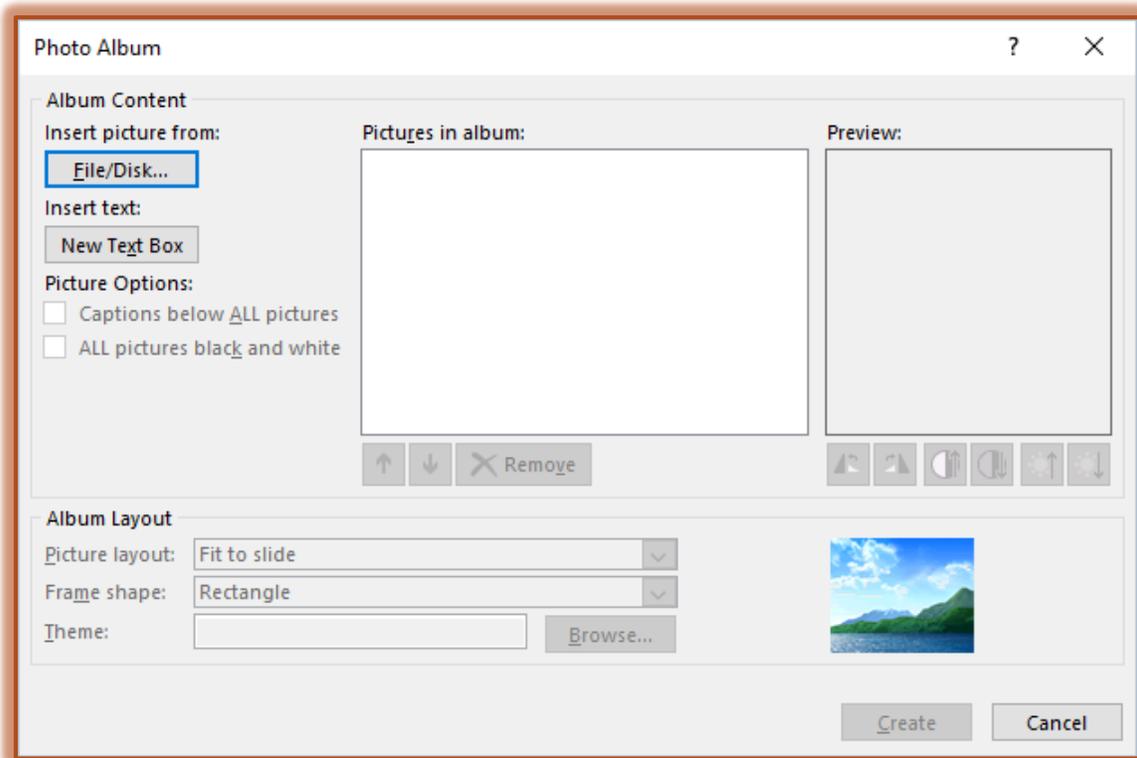
✢ Click the **File/Disk** button.
✢ The **Insert New Pictures** dialog box will display.
✢ The **My Pictures** folder will be selected.
✢ If this is not where the pictures are stored, scroll to the folder where in pictures are stored.
✢ Select the picture(s) that are to be inserted.
✢ Click the **Insert** button.

✟ To preview the picture(s):
   ✣ Click the picture in the **Pictures in album** list.
   ✣ The picture will appear in the **Preview** window.
✟ To change the order in which the pictures are displayed:
   ✣ Click the **File Name** of the picture under **Pictures in album**.
   ✣ Use the up and down arrow buttons to move the picture up or down in the list.
✟ To select a layout for the picture, click the **Picture Layout** list arrow.
✟ Select a **Theme** for the picture by clicking the **Browse** button and searching for a theme.
✟ Click the **Create** button to create the slide presentation.
✟ A new presentation with a title slide will be created.
✟ Each picture or set of pictures will appear on a different slide.

ADDING A CAPTION

✟ Click the **Insert Tab**, if necessary.
✟ In the **Images Group**, click the **Photo Album** arrow.
✟ Click the **Edit Photo Album** button.
✟ The **Edit Photo Album** dialog box will display.
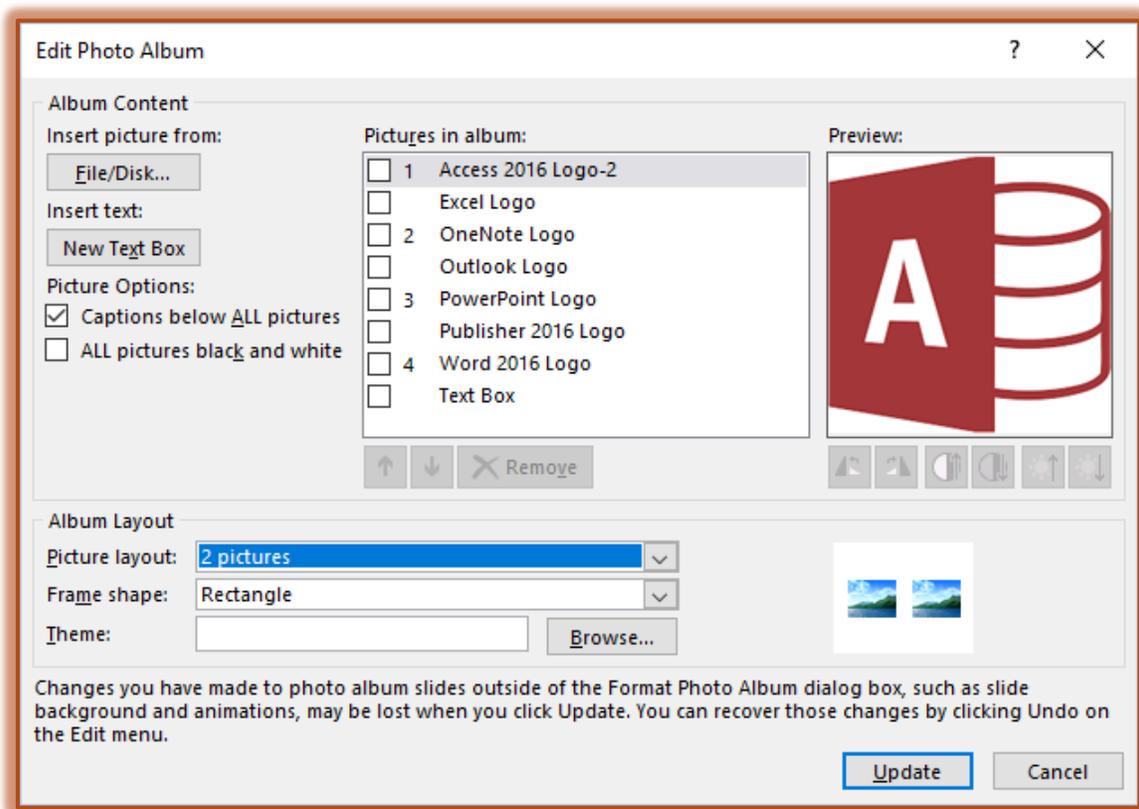
✟ In the **Picture Layout** list, select a layout for the **Photo Album**.
✟ Under **Picture Options**, click the **Captions below ALL pictures** check box.
✟ Click the **Update** button.
✟ By default, **PowerPoint** uses the picture file name as the caption.
✟ To change this:
   ✣ In **Normal View**, click the picture caption to select it.

- ✿ Input the new caption for the picture.
- ✿ Click a different area of the slide to make the change.
- ✠ Click the **All pictures black and white** under **Picture Options** to have all the pictures in the album displayed in black and white instead of color.
- ✠ To change the shape of the frame, click the **Frame Shape** list arrow.
- ✠ To apply a theme to the album, click the **Browse** button for **Theme**.
  - ✿ The **Choose Theme** dialog box will display.
  - ✿ Choose a theme from this gallery of themes.
  - ✿ Click the **Select** button.
- ✠ To insert a text box:
  - ✿ Click the picture that the text box is to supplement.
  - ✿ Click the **New Text Box** button.
- ✠ To remove one of the pictures from the album:
  - ✿ Click the picture that is to be removed.
  - ✿ Click the **Remove** button.
- ✠ Use the buttons below to make changes to the picture:
  - ✿ To rotate the picture clockwise, click the **Rotate Right** button.
  - ✿ To rotate the picture counter-clockwise, click the **Rotate Left** button.
  - ✿ To increase the contrast, click the **Increase Contrast** button.
  - ✿ To decrease the contrast, click the **Decrease Contrast** button.
  - ✿ To increase the brightness, click the **Increase Brightness** button.
  - ✿ To decrease the brightness, click the **Decrease Brightness** button.
- ✠ When all the changes have been made, click the **Update** button.