



P is for Photo: MS PowerPoint Photo Album

This add-in program makes it easy and fast to get pictures from your hard drive, scanner, or digital camera into a PowerPoint presentation.

MS Office 2000: Download Photo Album

Step 1. Go to the PowerPoint Add-in site:

<http://office.microsoft.com/downloads/2000/album.aspx>

Step 2. Click on

Download Now

Step 3. Save this program to your **Desktop**.

To Install Photo Album:

Go to your **Desktop** and double-click on



album.exe

to install this program. Follow the directions

to Install.

To Create a Photo Album:

PowerPoint 2000	PowerPoint XP
Step 1. Click File and New . On the General tab, click Photo Album and OK .	Step 1. Click Insert, Picture, New Photo Album .

Step 2. Click **File/Disk**.

Step 3. Locate the folder that contains the pictures you want.

Step 4. Select the pictures you want, and then click **Insert**.

Step 5. Choose the other options you want for your photo album. For **Help** on an option, click the question mark button in the dialog box and then click the option.

Step 6. Click **Create** to create the photo album. The photo album is created and you return to PowerPoint.

** You cannot go back to the album once it is created – you can edit it in PowerPoint.