



# PowerPoint 2000 Photo Album

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

## To Download Photo Album:

**Step 1.** Go to the PowerPoint Add-in site: <http://office.microsoft.com/downloads/2000/album.aspx>

**Step 2.** Click on 

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

## To Install Photo Album:

Go to your **Desktop** and doubleclick on Install.



album.exe

to install this program. Follow the directions to

## To Create a Photo Album:

**Step 1.** Click **File** and **New**.

On the **General** tab, click **Photo Album** and **OK**.

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

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

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

**NOTE 1:** To select **all** of the pictures in your folder:  
Click once on the first image.  
Hold the **Shift** key and click once on the last image.  
All images between the first & last image are now selected.

**NOTE 2:** To select just **a few** images in the folder:  
Hold the **Ctrl** key and click on each image you want.

**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.