



PowerPoint XP Photo Album

Technology for Classroom Teachers
Marilyn Western

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

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, 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.