

Create a Digital Photo Album

It is easy to create a digital photo album in PowerPoint. An added bonus is that once completed, you can save the presentation to use on the web as an online photo album.



Insert a new photo album in PowerPoint 2007

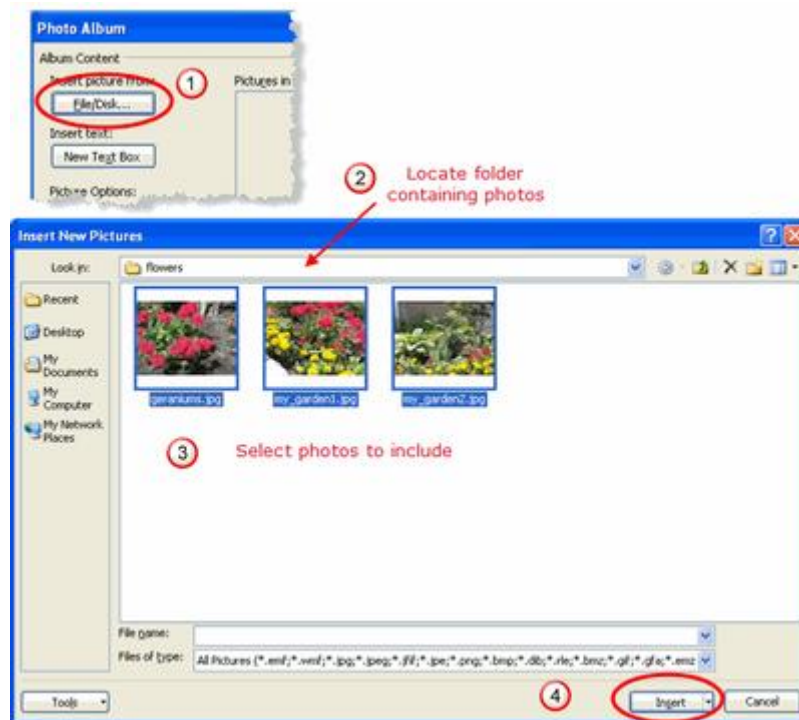
PowerPoint Photo Albums

There are many ways to add photos to PowerPoint presentations. However, if your whole presentation is about photos, you can use the photo album feature in PowerPoint, which makes the whole process fast and easy.

Make separate digital photo albums for different sets of pictures. There is no limit to the number of albums, or the number of photos in each album. This is a great way to organize your photo life.

On the *Insert* tab, click on the button **Photo Album > New Photo Album...**

Create a Digital Photo Album from Files Already on Your Computer



Locate the photos and insert into the PowerPoint photo album

Locate the Digital Photos

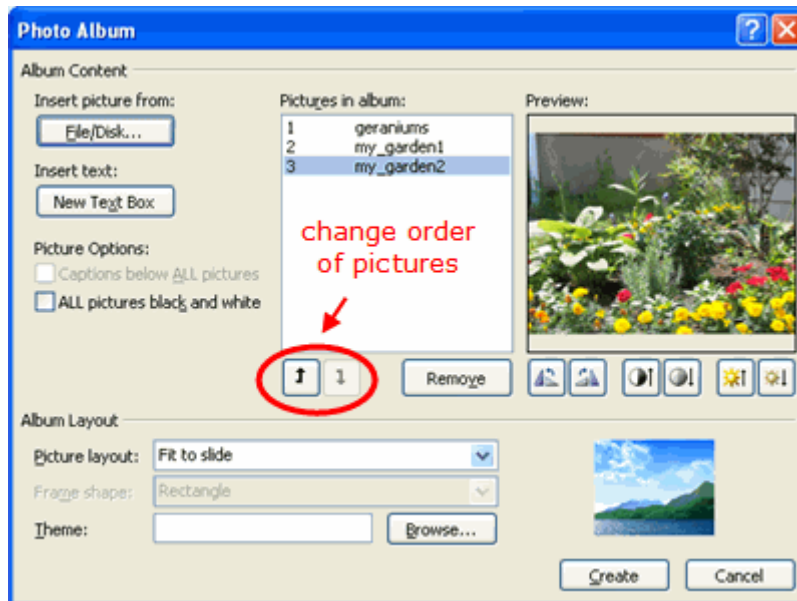
1. File/Disk Option

Locate the picture files on your computer. (**Note** - if choosing several pictures from the same folder, select all the picture files at the same time. Now is a good time to refresh your knowledge of Windows file selection techniques! -

- Select All = Click one file and then Ctrl+A
- Select many files = Ctrl + click on chosen files.
- Select series of files = Click first in series, Shift + click last in series.

2. Click on the **Insert** button to add these photos to the photo album.

Change the Order of the Photos on the Slides



Change the order of the photos before inserting into the PowerPoint digital photo album

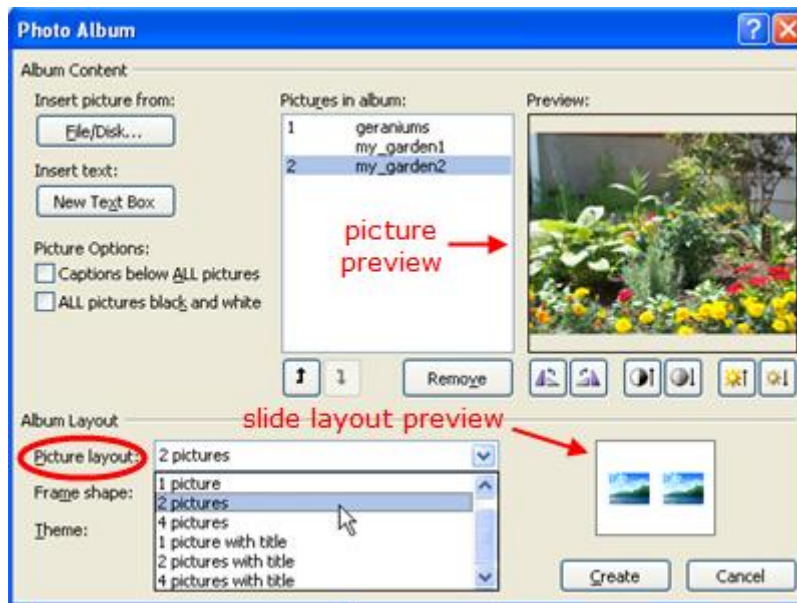
Re-Order the Photos

The photos will be added to the digital photo album in the alphabetical order of their file names. You may quickly change the order of the display of the photos.

1. Select the file name of the photo you wish to move.
2. Click on the Up or Down arrow to move the photo to the correct location.
You will have to click the arrow more than once if you wish to move the photo more than one place.

Note - You can also change, using Slide Sorter, the order of the slides at a later time.

Choose a Picture Layout for Your Digital Photo Album



Choose a slide layout for the digital photo album

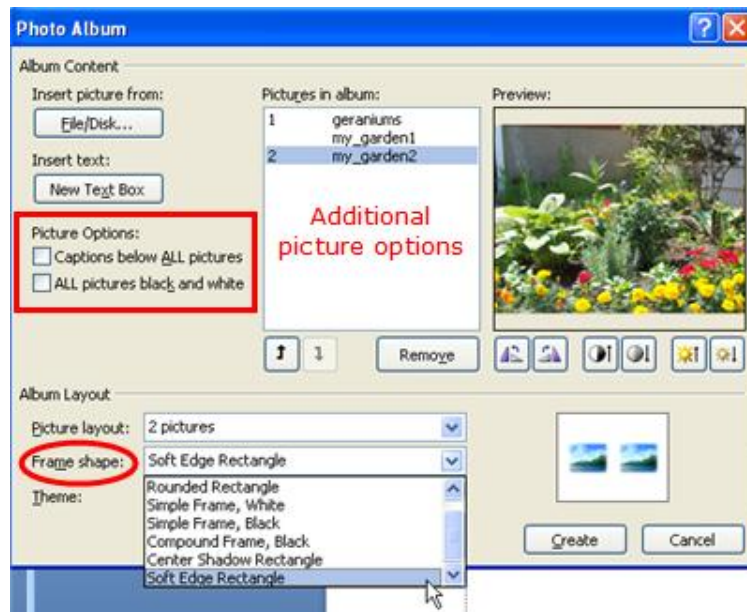
In the **Album Layout** section at the bottom of the *Photo Album* dialog box, choose a layout for the pictures on each slide.

Options include

- fit to slide
- one picture, two pictures or four pictures per slide
- pictures with titles

A layout preview is shown on the right side of the dialog box.

Additional Photo Options for Your Photo Album

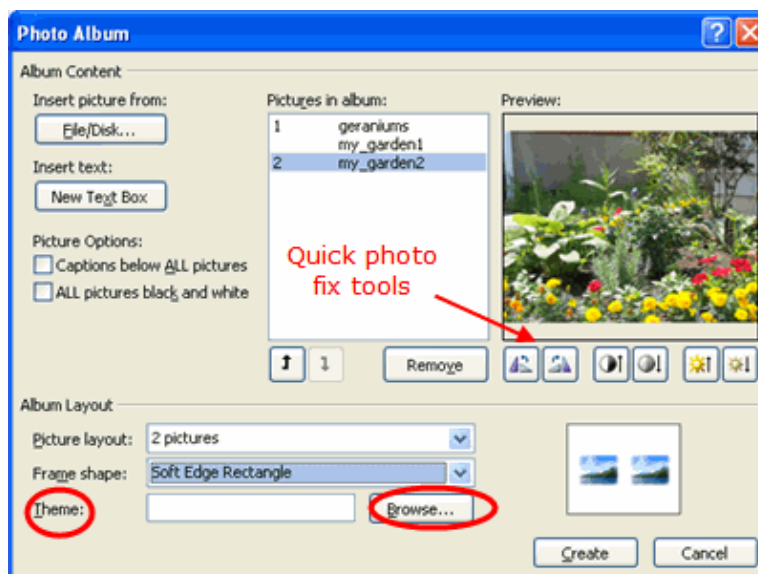


Additional photo album options and choice of frame for photos

Add a Caption and/or a Frame

Choose to add captions, convert pictures to black and white and add frames to pictures in your PowerPoint 2007 digital photo album.

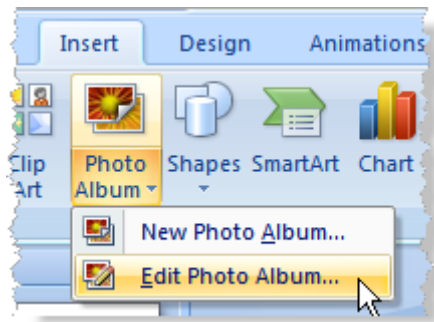
Add a Design Theme to Your Digital Photo Album



Quick photo fix tools and PowerPoint 2007 theme selections

Adding a design theme can add a nice backdrop to your digital photo album.

Make Changes to the Format of Your Photo Album

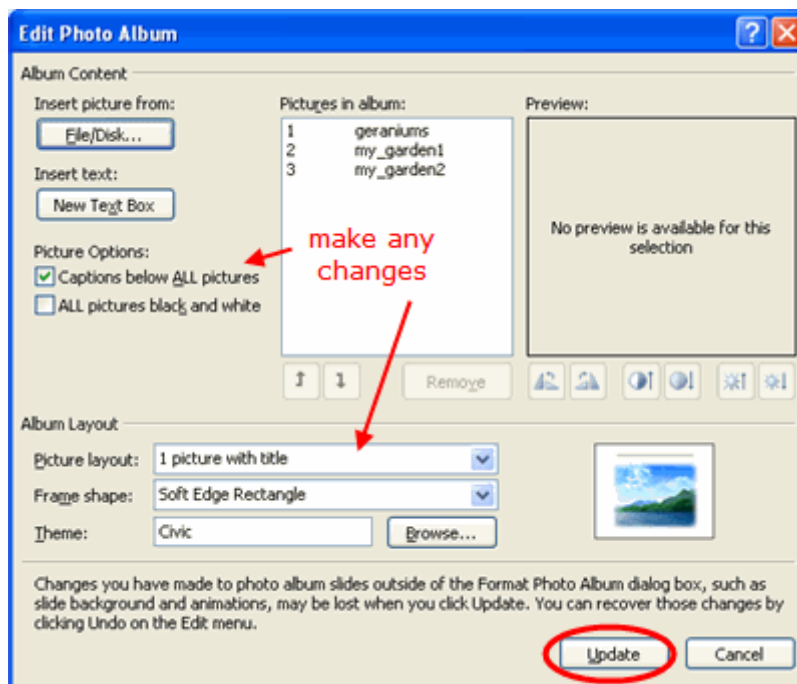


Make changes to the PowerPoint 2007 digital photo album

Once your digital photo album is created, it is totally editable.

On the *Insert* tab of the ribbon select **Photo Album > Edit Photo Album....**

Make and Update Any Changes



Update any changes to the PowerPoint 2007 digital photo album

Once you have made any changes to the format of your digital photo album, click the **Update** button to save the changes.

Add Captions to Photos

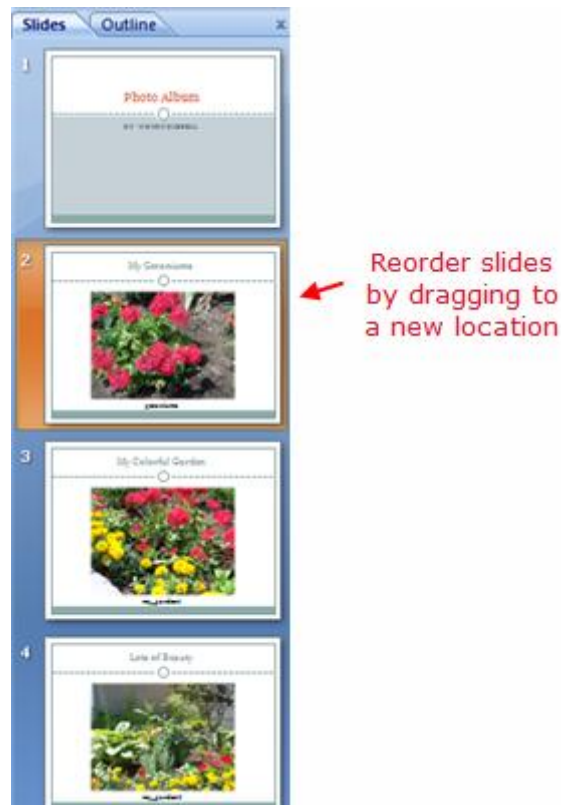


Edit the photo captions in the PowerPoint 2007 digital photo album

When you choose the option to include captions in your digital photo album, PowerPoint 2007 inserts the file name of the photo as the caption. This is not always what you would like to have displayed.

These captions are completely editable at any time. Simply click in the text box containing the caption and edit the title.

Change the Order of Your Photos in the Photo Album



Change the order of the photo slides in the digital photo album

Re-Order the Slides

It is a simple matter to rearrange slides in your digital photo album. Using the Outline/Slide view or Slide Sorter view in PowerPoint 2007, drag the photo to a new location.