

Microsoft PowerPoint 2007

Creating a Digital Photo Album



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=Shortcut =Advice =Caution

About Digital Photo Album

Creating a digital photo album is a quick way to either organize your photos or create a presentation with nothing but photos. You can create separate digital photo albums for different sets of pictures or display pictures for business or personal use. PowerPoint enables you to quickly fit the pictures to fit the slides without no major interaction from you. The pictures can be customized by changing the layout, color scheme, and background for the PowerPoint presentation and there is no limit to the number of albums, or the number of photos in each album.

An added bonus is that once the photo album is completed, you can save the presentation to use on the web as an online photo album.

Process Summary

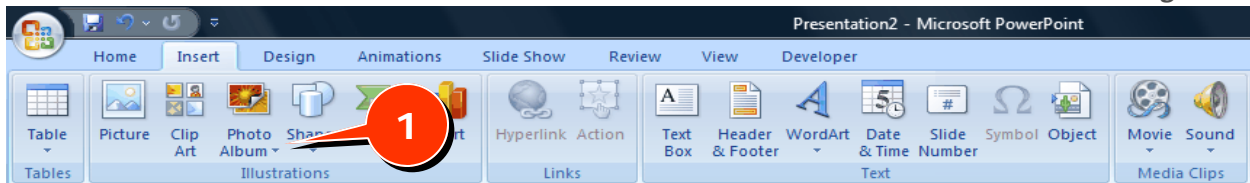
Digital Photo Album

1. Create a Photo Album
2. Add Pictures
3. Arranging Order
4. Editing an Album
5. Adding Captions to an Album

To Create a New Digital Photo Album:

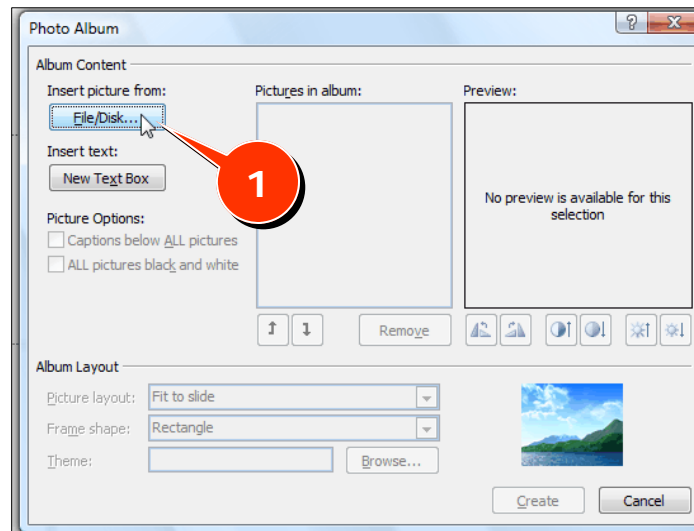
1. Click the **Insert** tab on the **Ribbon**, then click the **Photo Album** button in the **Illustrations** group, then click the drop-down arrow below the icon (**Figure 1, 1**)

Figure 1



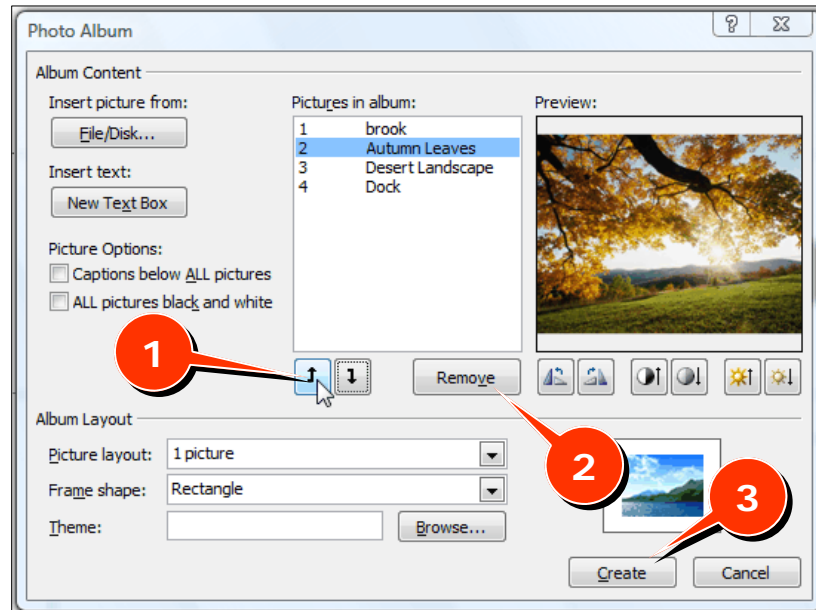
2. In the **Photo Album** dialog box, click the **File/Disk...** button (**Figure 2, 1**) and locate the folder which contains the pictures to be added to the presentation. Select the picture to add to the photo album and then click **Insert**.

Figure 2



- ★ **Note:** To add multiple pictures to the photo album, simply repeat Step 3. or press and hold the CTRL key on the keyboard and select the pictures to be added. Then click Insert.
4. Once photos have been added and are visible in the **Pictures in Album** pane, the order can be arranged by selecting the picture title from the list and clicking the ascending/descending arrows located directly underneath (**Figure 3, 1**).
- ★ **Note:** To remove a photo, select the photo to be removed and click **Remove** (**Figure 3, 2**).

Figure 3



5. When the order of the pictures is complete, click **Create** (**Figure 3, 3**) and the photo album should appear in the **Slides** menu.
6. To preview the photo album, select the **Slideshow** tab on the **Ribbon** and click the **From the Beginning** icon located within the **Slide Show** group.

- ★ **Note:** You can also press the F5 on the keyboard.

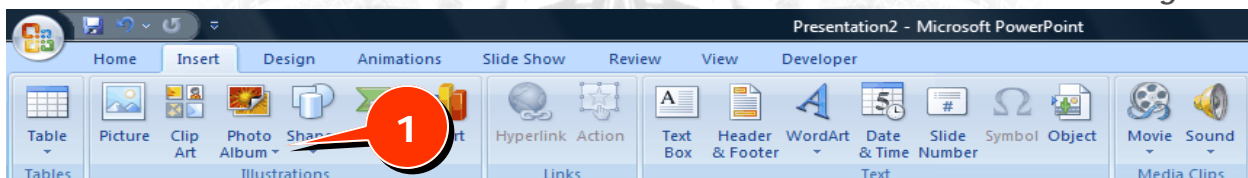
Editing a Digital Photo Album

Once a photo album has been created in PowerPoint 2007, you have the option to format the album's layout, theme, captions, contrast, brightness, and background. These changes can be made during the creation of the album or afterwards. Note: The preferred method is to edit the album after all the pictures have been added.

To Edit A Photo Album:

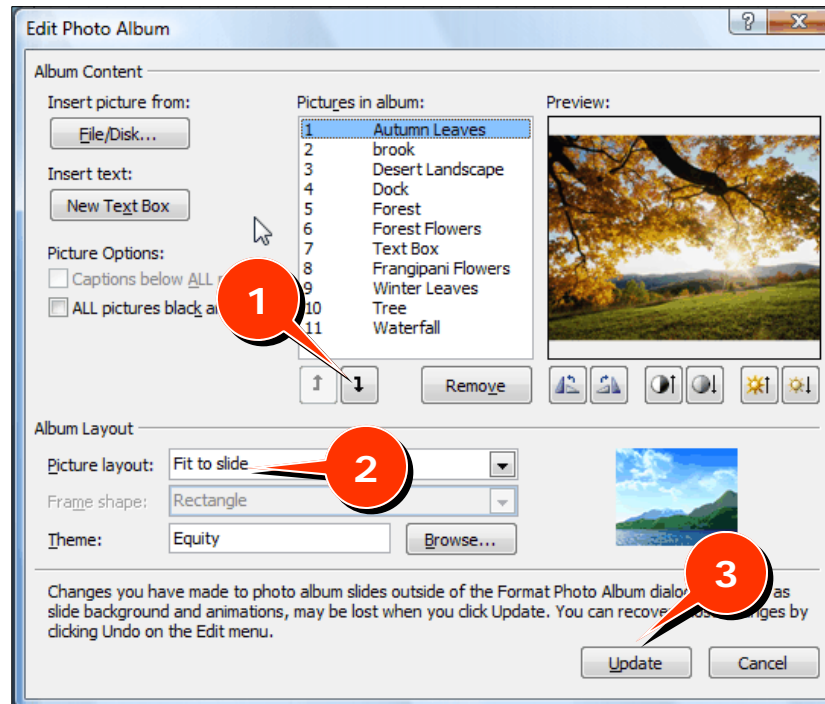
1. Click the **Insert** tab on the **Ribbon**.
2. Locate the **Photo Album** button in the **Illustrations** group, then click the drop-down arrow below the icon (**Figure 4, 1**) and select **Edit Photo Album** .

Figure 4



- Once the **Photo Album** dialog box appears, you can edit the album, e.g. change the order of the pictures (Figure 5, 1), change the layout (Figure 5, 2) and much more.
- When Ready, click the **Update** button (Figure 5, 3).

Figure 5



Adding Captions to a Photo Album

Adding captions to pictures can be helpful to users in both personal and business presentations.

To Add Captions To A Photo Album:


- Click the **Insert** tab on the **Ribbon**.
- Locate the **Photo Album** button in the **Illustrations** group, then click the drop-down arrow below the icon (Figure 6, 1) and select **Edit Photo Album**  **Edit Photo Album...**
- In the **Photo Album** dialog box, click the box titled **Captions below ALL pictures** (Figure 7,1). A caption will then added under each picture. **Note:** This option is not available if you select the "Fit to Slide" picture layout.

Figure 6

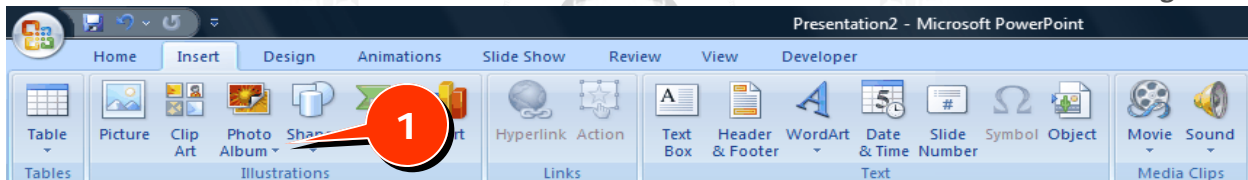
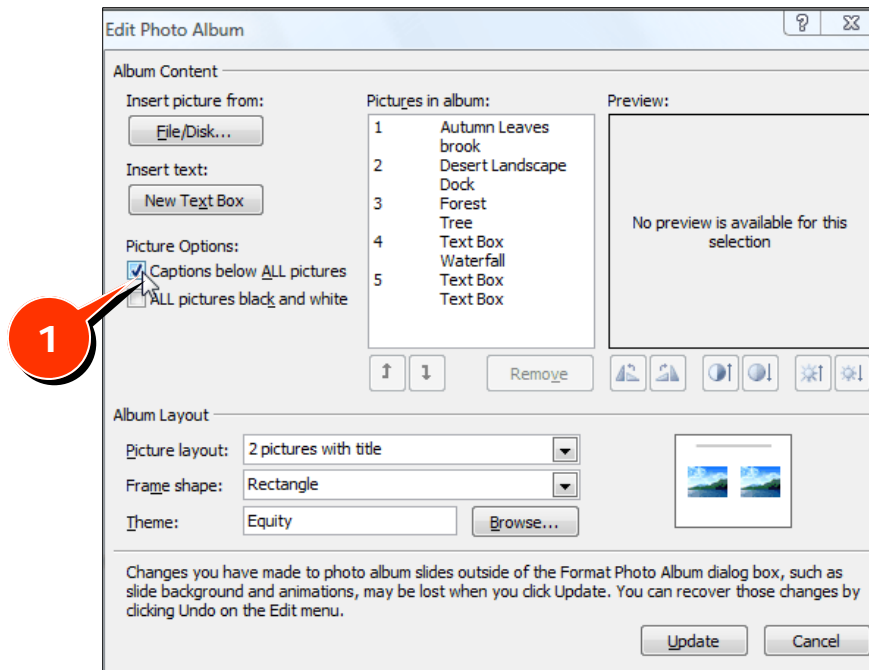


Figure 7



★ **Note:** Once the captions are added, a text box should appear below the picture. Simply click the box to edit the text and move the corners to resize the box. To edit the text size and color, select the text and then apply any desired font options from the Home tab.