How to Make a PowerPoint Photo Album
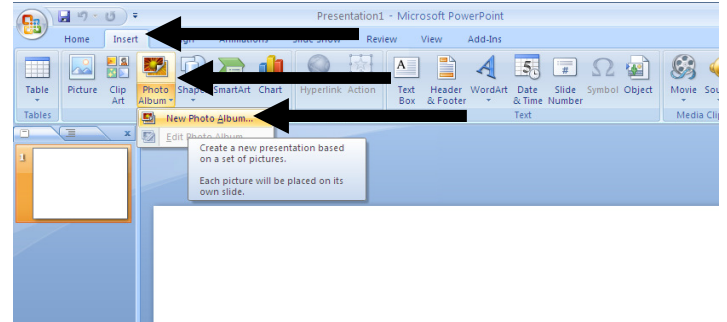
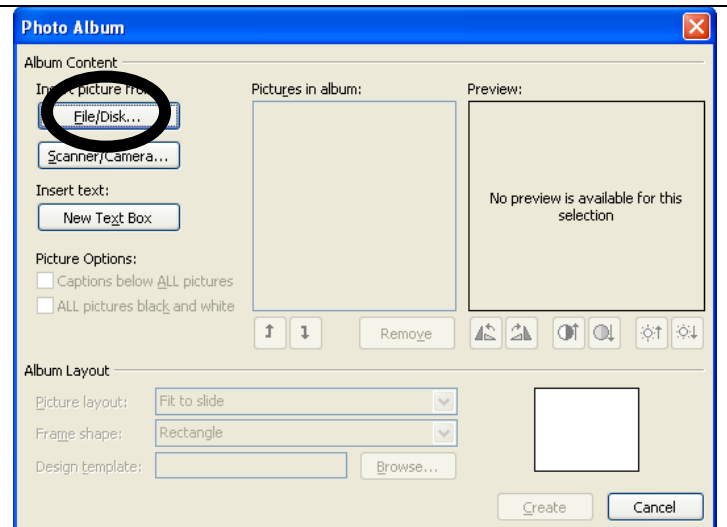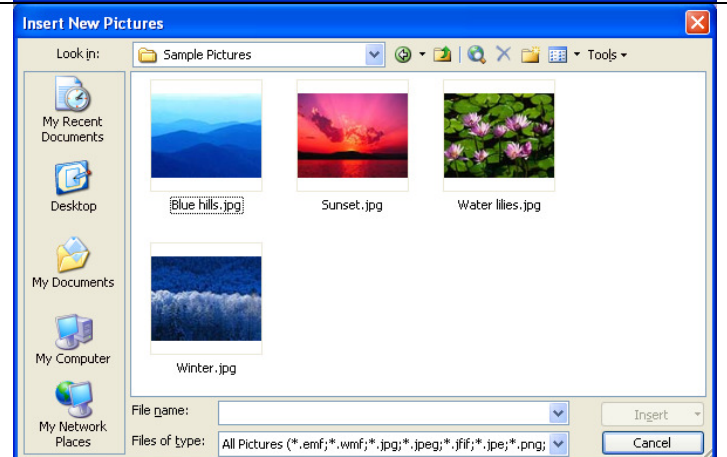| In Word 2003	In Word 2007
Open **PowerPoint**. Click on **Insert**. Click on **Picture**. Click on **New Photo Album**. 	Open **PowerPoint**. Click on the **Insert** ribbon. Click on **Photo Album**. Click on **New Photo Album**.
You'll have to locate your pictures: Click on the **File/Disk…** button	
Find your pictures.	

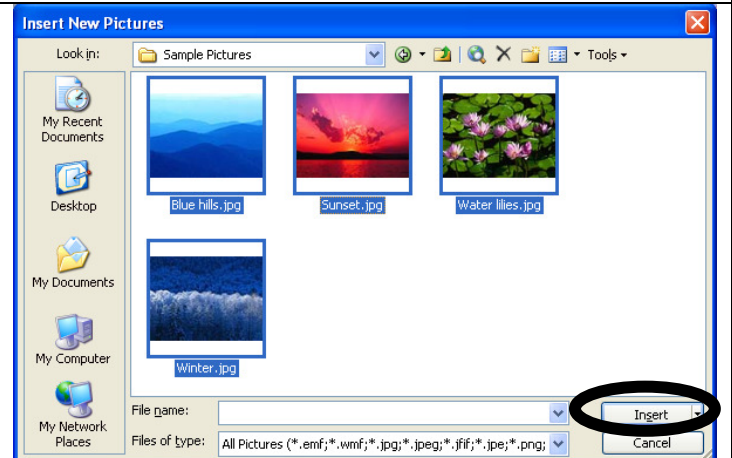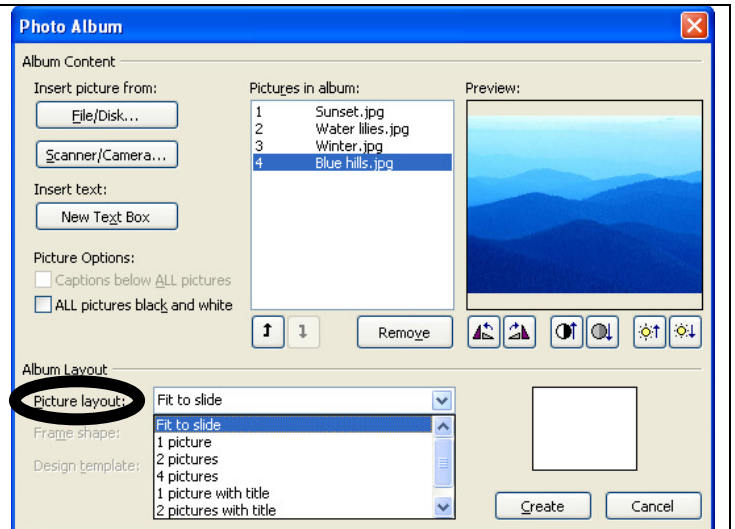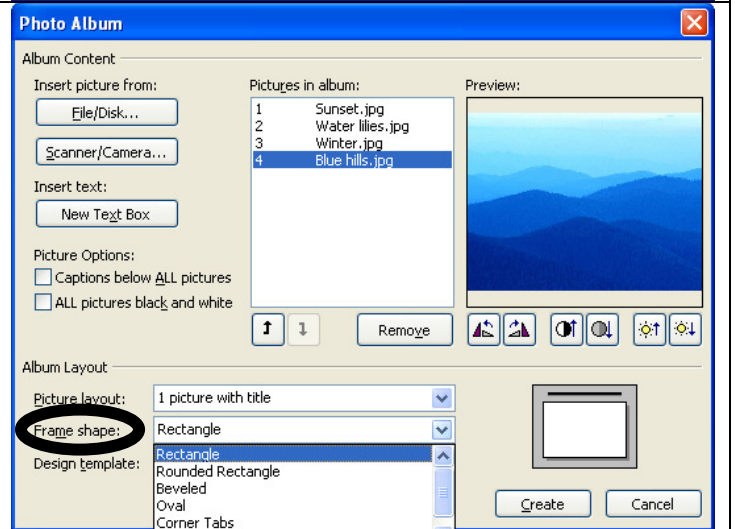| To select ALL of your pictures:	To select SOME of your pictures:
Click on the **1st image** Hold the **Shift** key Click on the **last image**. Let go of the **Shift** key. Everything between the 1st and last click will be selected.	Hold the **Ctrl** key Click on **each picture** your want in your slideshow. When finished, let go of the **Ctrl** key.
Click on **Insert**.	
In this window, you can • Change the order of your images • Remove a picture • Rotate a picture • Lighten/darken a picture	
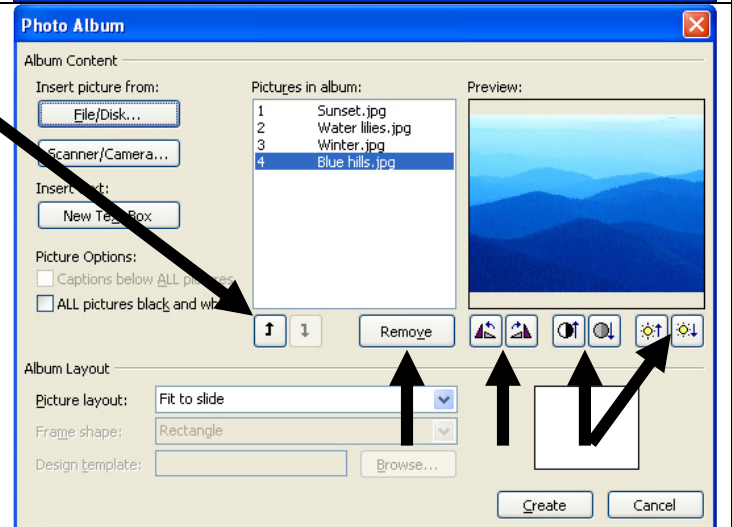
Now comes the oolala: Click the drop down arrow next to **Picture Layout** to get choices – watch the preview to see what each choice will look like.	
Click the drop down arrow next to **Frame Shape:** to get choices – watch the preview to see what each choice will look like. Click the **Create** button and you have a PowerPoint Photo Album slideshow!	
Change the name of the album (just click & drag thru the words **Photo Album** and type in your own title). Add your name as the author of the album. Choose a nice background for your slides **2003**:**Format** > **Background** or **Format** > **Slide Design** **2007**:**Design ribbon**>**Themes** or **Background Styles** Be sure to SAVE!!!!	

Created by Marilyn Western 2009