

Create a Photo Album Presentation PowerPoint 2007

Creating a photo album in Microsoft Office PowerPoint 2007 from pictures on your hard disk or other storage media is a great way to share photographs or other illustrations. You can customize the album by using layout options such as frames of different shapes, and you can add captions to each picture.

Step 1 – start a photo album

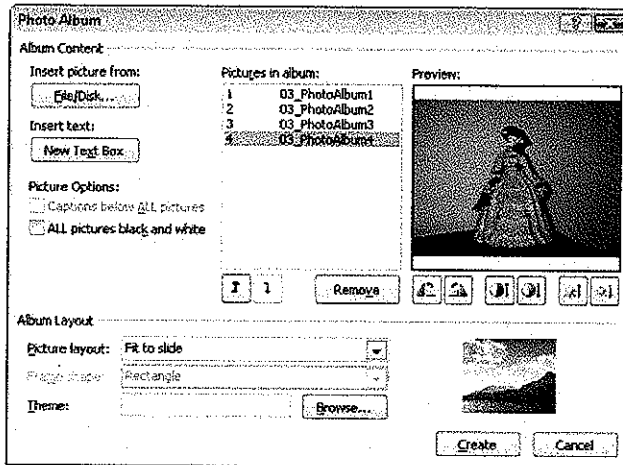
On the **Insert** tab, in the **Illustrations** group, click the **Photo Album** button.

The **Photo Album** dialog box opens.

Step 2 – insert pictures

Click the **File/Disk** button. In the **Insert New Pictures** dialog box, navigate to the folder on your hard disk containing the photos you want to include in the album. Select four images, and then click **Insert**.

In the **Photo Album** dialog box, the **Pictures In Album** list includes the four graphics you selected. You can select each picture in turn to view it. You can change the order in which the pictures will appear in the album by clicking the picture you want to move and then clicking the **Move Up** or **Move Down** button. You can also adjust the rotation, contrast, and brightness of each picture.



Step 3 – create the album layout

Under **Album Layout**, click the **Picture layout** arrow, and then in the list, click **4 pictures with title**.

Click the **Frame shape** arrow, and in the list, click **Rounded Rectangle**. Then click **Create**.

PowerPoint creates a presentation called Photo Album that contains a title slide and a slide containing the four pictures.

Step 4 – create titles and subtitles

On **Slide 1**, select the words **Photo Album**, and then type the title you want for your album. In our example, we titled our album "Favorite Things". Then give your album a subtitle (by followed by your user name). We selected the subtitle "Unique Gifts."

Display **Slide 2**, click the title placeholder, and then type the title for this slide. The title for our second slide is "Something She Will Treasure."

Step 5 – format pictures

In turn, select each picture, and on the **Format** contextual tab, click the **Size** Dialog Box Launcher, and on the **Size** tab of the **Size and Position** dialog box, clear the **Lock aspect ratio** check box, set the **Height** and **Width** to the desired size, and then click **Close**. In our example we selected a **Height** of 2.5" and a **Width** of 3.3".

Adjust the positions of the pictures as necessary.

Step 6 – edit the photo album

On the **Insert** tab, in the **Illustrations** group, click the **Photo Album** arrow, and then click **Edit Photo Album**.

In the **Edit Photo Album** dialog box, under **Picture Options**, select the **Captions below ALL pictures** check box, and then click **Update**.

Replace the file names below each photograph with suitable captions, and then click a blank area of the slide.

On the **Design** tab, in the **Themes** group, display the **Themes** gallery, and select a theme that showcases the pictures. We chose the Paper theme.

