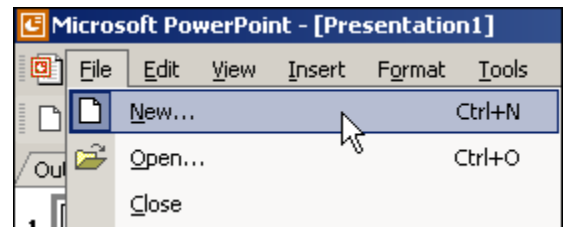


## Creating a Photo Album in PowerPoint 2000

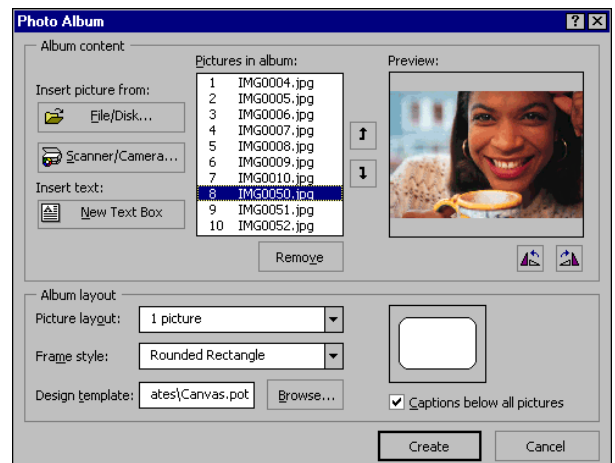
Have you always wondered how other people use personal images for digital photo albums? Well, what once was a difficult task has now been simplified by Microsoft. Microsoft PowerPoint 2000 has an add-in program that installs a photo album template. This template allows users to create custom albums for print, kiosk, or Web sites. The feature is so easy to use, it has become one of the most downloaded programs on Microsoft's Web site. This template can be downloaded at <http://office.microsoft.com/Downloads/2000/album.aspx>. Other ideas related to this topic can be viewed at <http://office.microsoft.com/assistance/2000/PPTPhotoAlbum1.aspx>.

### How do I Create One?

1. The first step is to gather all of the images that you want to use in your Photo Album.
2. After you've downloaded the add-in program, the new PhotoAlbum Wizard appears in the **File New** dialog box. To create a photo album, click **FILE > NEW** on the standard toolbar. Click **PhotoAlbum** on the **General** tab, and then click the **OK** button. In the dialog box that appears, specify the location of the pictures you want and choose from other options.



3. In the **Photo Album** dialog box, you can choose to add pictures from your hard disk or a peripheral device, such as a scanner or digital camera.

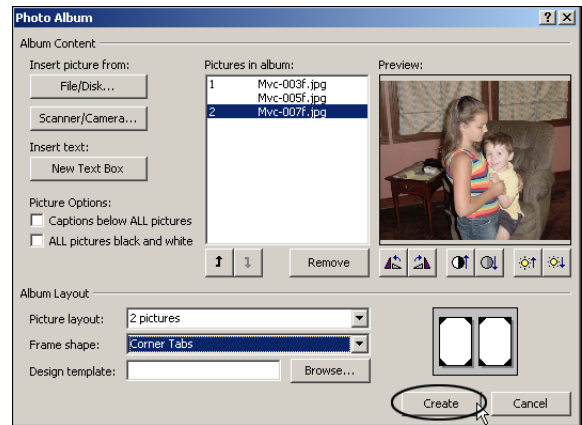


To add a picture from a file or disk, do the following:

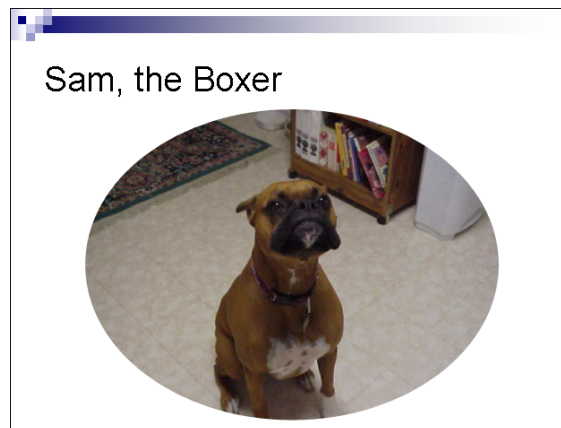
4. Under **INSERT PICTURE FROM**, click **FILE > DISK**.
5. Locate the folder or disk that contains the picture you want to add to your photo album, click the picture file, and then click the **INSERT** button.



6. Repeat Step 5 for as many pictures as you want to add to your photo album. Or, to capture them all at once, hold down the **CTRL** key, click each picture file you need, and then click the **INSERT** button. Next, specify the look of the album under **Album Layout**. Then, click the **CREATE** button.



7. This will give you a completed photo album in a PowerPoint Presentation. You can modify many options, such as design templates or layouts or even saving it to the Web after your photo album is created by PowerPoint 2000.



**Contact Information:**

Voice: 662-325-5009

Web site: <http://www.create4ms.org>