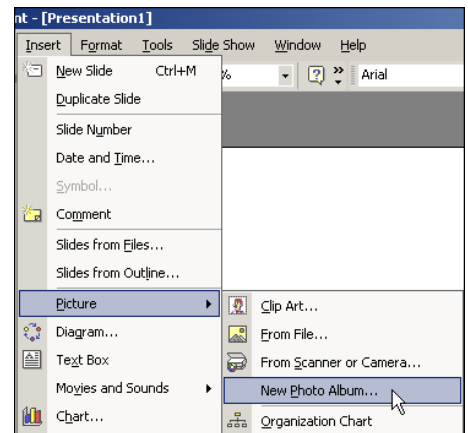


Creating a Photo Album in PowerPoint XP

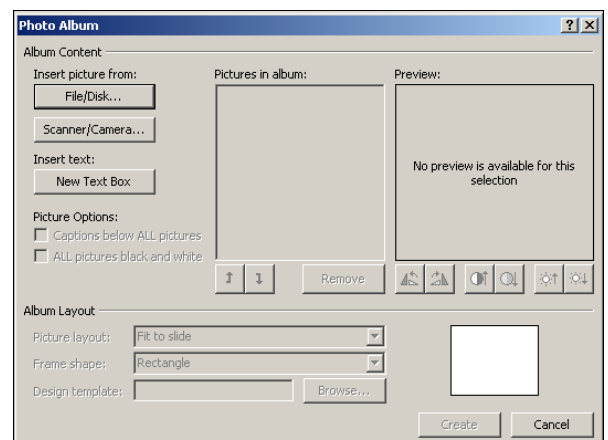
Have you always wondered how other people use personal images to create digital photo albums? Well, what once was a difficult task has now been simplified by Microsoft. Microsoft PowerPoint XP has a built-in photo album feature that allows users to create custom albums for print, kiosk, or Web sites. The feature is so easy to use it has brought most users back to PowerPoint for creation of multimedia documents.

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. Click **INSERT > PICTURE** on the Standard toolbar in PowerPoint 2000/XP. Then, click the **NEW PHOTO ALBUM** submenu option.



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.

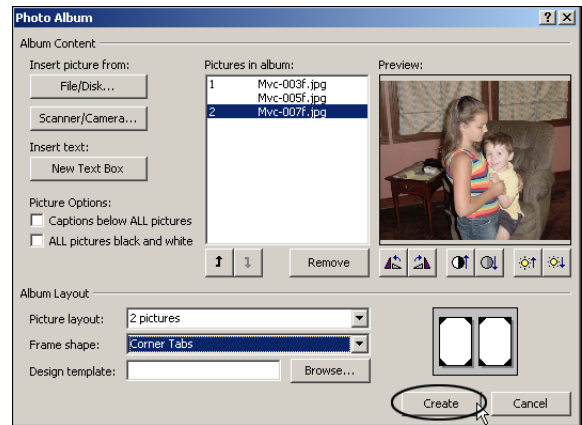


To add a picture from a file or disk, do the following:

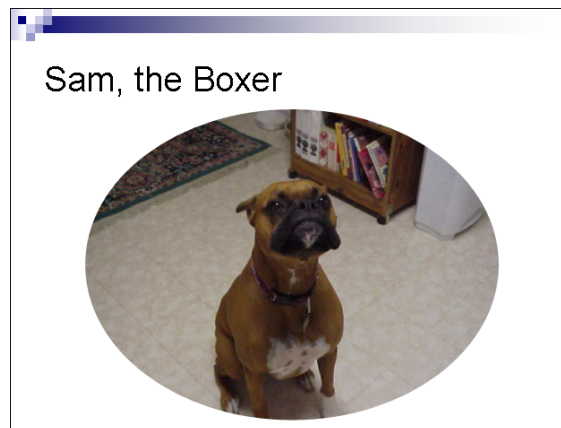
4. Under **INSERT PICTURE FROM**, click **FILE > DISK**.
5. Locate the folder or disk that contains the picture you want to add to your photo album, click the picture file, and then click the **INSERT** button.



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.



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