

PowerPoint Photo Album

This free, add-in program makes it easy and fast to get pictures from your hard drive, scanner, or digital camera into a Microsoft PowerPoint presentation.

Downloading Instructions

1. Download Photo Album at <http://office.microsoft.com/downloads/2000/album.aspx>
2. Double-click the album.exe program file on your hard disk to start the setup program.
3. Follow the instructions on the screen to complete the installation.

Instructions for Use

To create a photo album using pictures on your local machine or network drive:

1. In PowerPoint 2000, click **New** on the **File** menu.
2. On the **General** tab, click **PhotoAlbum** and then click **OK**. The **PhotoAlbum** dialog box appears.
3. Click **File/Disk** and then locate the folder that contains the pictures you want.
4. Select the pictures you want and click **Insert**.
5. Choose the other options you want for your photo album. For Help on an option, click the question mark button in the dialog box and then click the option.
6. Click **Create** to create the photo album. The photo album is created and you return to PowerPoint.

To create a photo album using pictures from a scanner or digital camera:

1. In PowerPoint 2000, click **New** on the **File** menu.
2. On the **General** tab, click **PhotoAlbum** and then click **OK**. The **PhotoAlbum** dialog box appears.
3. Click **Scanner/Camera**.
4. If you have more than one scanner or digital camera connected to your computer, under **Device**, select the device you want to use.
5. Do one of the following:
 - a. If the selected device is a scanner and you want to use default settings for scanning the image, click **Insert** to scan the picture.
 - b. If the selected device is a digital camera or you want to customize any settings before you scan the picture, click **Custom Insert**. For help customizing settings, follow the instructions that come with the software for the device you're using.
6. Choose the other options you want for your photo album. For help on an option, click the question mark button in the dialog box and then click the option.
7. Click **Create** to create the photo album. The photo album is created and you return to PowerPoint.

To modify your Photo Album:

Once your photo album is created, you can modify the album any way you like in PowerPoint, but you can't go back to make changes using the Photo Album Wizard.