
How to . . .

Create a PowerPoint Slideshow of your Pictures

Save your pictures into a separate folder:

- Create a new folder on your computer
- Browse for and select all the pictures you want included in your slideshow
- Move or copy the selected pictures into the new folder

Create the photo album:

- Open PowerPoint
- From the menu, select INSERT, PICTURE, NEW PHOTO ALBUM

OPTIONS:

Album content:

- Click on the FILE/DISK button
- Browse to and open the new folder you created above
- Click on one of the files
- Press and hold the CTRL key and the letter A key simultaneously to highlight all the files in the folder
- Once all the files are highlighted, click INSERT

Album layout:

- Select a picture layout option from the drop-down menu (ie. 1 picture or 1 picture with title)
- Select a frame shape from the drop-down menu (ie. beveled or corner tabs)

Picture options:

- Select check box if you'd like captions below ALL pictures
 - Select check box if you'd like ALL pictures black and white
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- Click CREATE
 - Select File, Save
 - Enter a file name for your slideshow present, then click SAVE

Select a design template and color scheme:

- From the menu, select **FORMAT**, then **SLIDE DESIGN**
- Browse through the slide designs task pane on the right, and click on a design template to select
- From the slide design task pane, click on the **COLOR SCHEME** link
- Click on a color scheme to select

Complete the first slide:

- On the slides tab on the left, click on slide 1 to select
- Click anywhere in the “click to add title” section of the slide, and type in the title of your slideshow
- Click anywhere in the “click to add subtitle” section, and type in the subtitle of your slideshow, or your name

Enter titles or captions for your photos:

- On the slides tab, click on slide 2 to select
- If you selected the option for titles or captions when you created the photo album, you should see a default title above the picture or a default caption below the picture
- Double click on the default title or caption to highlight it, and type in your own text
- Repeat above for each slide

Apply animation:

ANIMATIONS are effects that are applied to everything **WITHIN** each slide

- Click on a slide, then select **SLIDE SHOW**, then **ANIMATION SCHEMES**
- Browse through the slide design - animation schemes (on the right) and click on one to select
- Click **APPLY TO ALL SLIDES**, or select a new animation for each slide

Apply transitions and sound:

TRANSITIONS & SOUNDS are effects that are applied **BETWEEN EACH SLIDE**

- Click on a slide, then select **SLIDE SHOW**, then **SLIDE TRANSITIONS**
- Browse through the slide transitions task pane (on the right) and select transition, speed, sound and advance slide options
- Select **APPLY TO ALL SLIDES**, or select a new transition for each slide

Preview your slideshow:

- Select **SLIDE SHOW** and then **VIEW SHOW** to see your slide show in action

Copy slideshow to a CD:

- Save your file
- From the menu, select FILE, then PACKAGE FOR CD
- Type in the name of the slideshow
- Your linked files are automatically included by default
- A PowerPoint viewer is also included by default, which allows viewing on PC's that do not have PowerPoint installed
- Click the COPY TO CD button
- Insert a blank recordable CD when prompted and follow instructions
- When completed, remove the CD and record the presentation name on it

Run the Slideshow from the CD:

- When the CD is inserted into a CD drive, the PowerPoint viewer will automatically start on most PC's
- Click ACCEPT if prompted by the PowerPoint Viewer
- Slideshow will start

If the PowerPoint viewer does not automatically start:

- Open MY COMPUTER from the desktop shortcut – or select START, MY COMPUTER
- RIGHT MOUSE CLICK on the CD drive
- Select EXPLORE
- Double click on the PPTVIEW.EXE file
- Click ACCEPT if prompted by the PowerPoint Viewer
- Double click on your slideshow to start