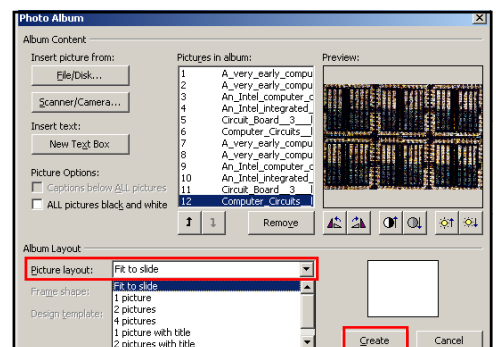
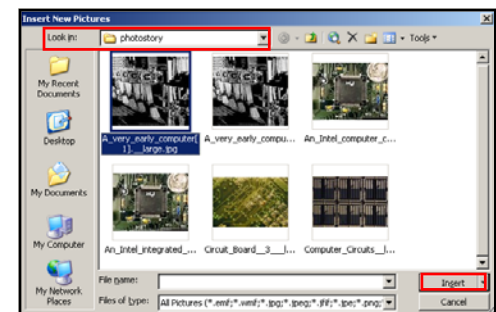
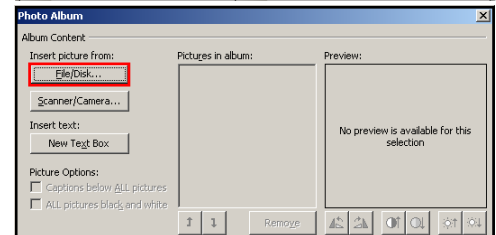
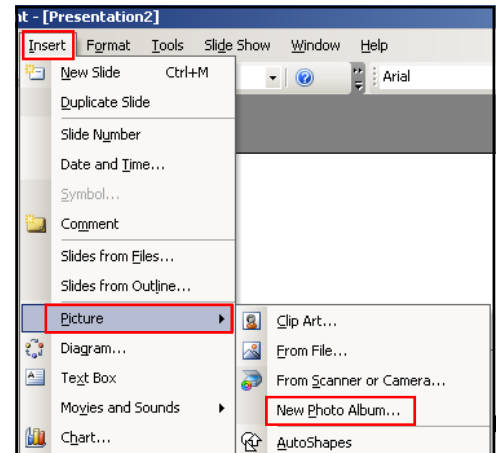


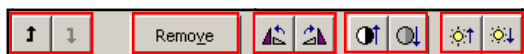
PowerPoint Photo Album

Use the Photo Album feature to quickly import pictures into a PowerPoint presentation.

1. Click **Insert / Picture / New Photo Album**. This will bring up the *Photo Album* dialogue box.
2. To import photos from your computer, click **File/Disk**. This will bring up the *Insert New Picture* dialogue box.
3. Navigate to your photos. Select the photos you would like to use for your presentation. You can hold down the ALT key and click on the individual pictures you want or you can click on the first picture, then hold down the CTRL key and press the letter A (CTRL A) to select all the pictures in the folder.
4. Click **Insert**. This will bring you back to the *Photo Album* dialogue box.
5. Use the drop down menu to choose your *Album Layout* (1, 2, or 4 pictures per slide; with or without titles; etc.)
6. Click **Create** when you are ready to create your presentation.



Note: In the *Photo Album* window you can move images up and down in the order by using the arrow buttons, or delete an image using the Remove button. You can also change the orientation of the picture with the picture orientation buttons.



1. Picture order
2. Remove a picture
3. Rotates picture
4. Adjusts contrast of picture
5. Adjusts brightness of picture