

Photo Albums

How to Create a Photo Album

To quickly import many pictures into an presentation you can use the Photo Album feature.

1. Click **Insert / Picture / New Photo Album**. This will bring up the *Photo Album* window.
2. To import photos from your computer, click **File/Disk**. This will bring up the *Insert New Picture* window.
3. Navigate to your photos. Select the photos you would like to use for your presentation. You can hold down the CTRL 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* window.
5. Use the drop down menu to choose your *Album Layout*.
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



orientation buttons.

