

Visual Media Resources

Using the Photo Album Feature in PowerPoint 2000

This feature will allow you to take a folder of images and create a presentation without having to insert the image individually. The tool may be downloaded for PC computers running PowerPoint 2000 from the Microsoft Download Center. The easiest way to find the download, is to google "PowerPoint 2000 Add-in." This tool is available on the 3rd and 6th floor VMR computers.

1. Open **PowerPoint**. A dialog box may appear asking you to create a new presentation. Hit **Cancel** on the dialog box, and go to **File > New** and select **Photo Album** from the dialog box that appears.
2. A dialog box asking you to select your Album Content. Press the **File/Disk** button and navigate to the folder where your images are located.
3. Select all the images in the folder by clicking and using the **Shift** key or the keyboard shortcut **Ctrl-a** and press the **Insert** button.
4. Under Album Layout select the layout you would like to use. For the largest image, use the first option **Fit to Slide**. This will insert one image per slide at the maximum available size. **(NB: The 2 Picture option will resize the images considerably and put a black border around them, so this may not be the best way to create side by side comparisons. You can, however, always copy and paste images once they have been inserted into PowerPoint.)**
5. After the presentation has been created, you can edit and reorder slides as you would any other PowerPoint presentation.