

## How to Integrate a Photo Album in PowerPoint

Step 1: Open Microsoft Office PowerPoint

Step 2: On the Ribbon, click on the Insert tab > Photo Album



Step 3: Select New Photo Album, this box below appears

an ant minture for		Pictures in album:	Preview:
Insert picture from:		Pictures in album:	Preview:
<u>F</u> ile/Disk			
nsert text:	_		
New Text Box			
icture Options			
	low <u>ALL</u> pictures		
_ ALL pictures	black and white		
		↑ ↓ × Remoye	
lbum Layout			
icture layout:	Fit to slide	<b>—</b>	120
ra <u>m</u> e shape:	Rectangle	<b>—</b>	
Theme:		Browse	
			Create Cancel

Step 4: Select File/Disk

Step 5: Select the pictures to include in the photo album. You can customize the layout of the pictures under the Album Layout options.

Step 6: Left-click Create!