

Importing Multiple Images Into PowerPoint 2000

Description

When importing multiple images into PowerPoint, there are two options. One is to manually bring in each image separately the other is to use the **PowerPoint 2000 Add-in: Photo Album Add-in Program**. This add-in program makes it easy and fast to get pictures from your hard disk drive, diskette, scanner, or digital camera into a Microsoft PowerPoint presentation.

To install this download:

1. Download the file from
<http://www.northcanton.sparcc.org/~technology/Tutorials/presentations.html>

(OR, from the NCCS website choose "Technology" – "Tutorials & Help Guides" – "Multimedia Presentations" – "PowerPoint 2000 Photo Album Add-In".

2. Click on album.EXE and choose the "Open" button from the box that appears on your screen. **NOTE: You must have PowerPoint 2000 installed on your computer to use this add-in.**

3. Follow the instructions on the screen to complete the installation.

Instructions for use:

To create a photo album using pictures on your hard drive or 3 ½ inch disk:

1. In PowerPoint 2000, click **New** on the **File** menu.
2. On the **General tab**, click **PhotoAlbum**, and then click **OK**.
The Photo Album dialog box appears.
3. Click **File/Disk**, and then locate the folder that contains the pictures you want.
4. Select the pictures you want by holding the CTRL key down on your keyboard and clicking the desired files. You can select a long list of files by selecting the first and then while holding the SHIFT key down, scroll down and click on the last image you want. You can remove files from your selection by CTRL clicking the files.

After the files are selected, click **Insert**.

5. Choose the other options you want for your photo album:

Picture Layout - this allows you to select the number of pictures per slide and whether or not there will be a title for the slides.

Frame Style – allows you to add a frame to each picture on the slides.

Design Template – this selects a colored template on which the images will be placed.

Captions Below All Pictures – To add a caption box below each image on the page, click the "Captions below all pictures" option. The default caption is the image filename, which you'll almost certainly replace with your own text.

New Text Box - Add some descriptive or journaling text on the page, click the New Text Box button. This adds a text box to the photo list -- it's the same size as and replaces one of the images on the page, so a two-picture layout becomes one pic plus a text box; a four-picture layout becomes three pics plus a text box. You can add multiple text boxes if required.

6. Click **Create** to create the photo album. The photo album is created and you return to PowerPoint.

Tips

- Text boxes can help you group pictures on slides. For example, you may want to group three pictures together on a slide, but there is no predefined three-picture layout. Instead, specify the pictures you want, choose a four-picture layout (either **4 pictures** or **4 pictures with title**) in the **Layout** list, and then click **Insert Text Box** to insert text boxes in the list. Use the **Up** and **Down** buttons to move the text boxes and pictures to the positions you want. When you return to PowerPoint, you can enter text in the text boxes if you want to use them as captions, or leave them blank.
- If you just want to get a bunch of pictures into a presentation - for example, a series of flow charts or instructional illustrations - and you're not interested in other special layouts or album designs, just specify the pictures you want, and then click **Create**. You'll get a presentation with one picture on each slide, sized to take up the entire slide (the **Fit to slide** layout, which is selected by default). Again, once you've returned to PowerPoint, you can work with the presentation as you normally would.

To remove this download:

1. On the **Start** menu, point to **Settings**, and then choose **Control Panel**. Double-click **Add/Remove Programs**.
2. In the list of programs on the **Install/Uninstall tab**, find **PhotoAlbum Add-In** and highlight it. Click **Add/Remove**.
3. Click **Remove All**.
4. Click **Next**.
5. Click **Finish** to complete and exit the installer.