

Presentation Tools: PowerPoint

Williams College, Art Department, Visual Resources Center, Lawrence Hall
Drop-in Support and Training, 8:30am-4:30pm, Monday-Friday
(413) 597-2015, <http://www.williams.edu/art/vrc/>

Automating with Photo Album (PC: Office 2003)

1. Create a folder on your hard drive with JPEG files of each image that you would like to include in your presentation.
2. By default, Photo Album will order your slides by image file name. If you already have a specific order for your presentation in mind, you can rename your image files sequentially. This is especially useful if you plan on having two images per slide. Photo Album will automatically group the images in twos by file name order. You can always move, delete, or add slides or images later.
3. Open PowerPoint and select "Create a new presentation" in the task pane. Select "Photo album" in the next task pane.
4. Select "Insert picture from file/disk," select your folder from the file browser, press "control + a" to select all of the images in your folder, and click "Insert." By default, Photo Album will fit each image to display as large as possible within each slide. You can also select options for one or two images per slide with captions or titles.
5. Select "Create." PowerPoint will now automatically create the presentation.

(Created 8/2008)