# Microsoft PowerPoint 2013: Creating a Photo Album

Creating a photo album in Microsoft Office PowerPoint from pictures or images is a great way to share photographs or other illustrations. You can customize the album by using layout options such as frames of different shapes, and you can add captions to each picture.

1. On the **Insert** tab, in the **Images** group, click the **Photo Album** drop down arrow and choose **New Photo Album.**
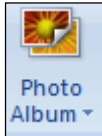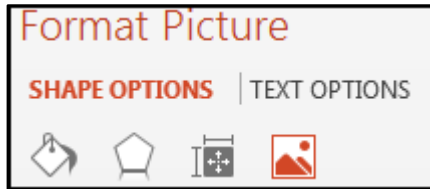

2. The **Photo Album** dialog box opens. Click the **File/Disk** button. In the **Insert New Pictures** dialog box, navigate to the folder on your hard disk containing the photos you want to include in the album. Select all of the photos/images, and then click **Insert.**

3. In the **Photo Album** dialog box, the **Pictures in Album list** includes the photos you selected. You can select each picture in turn to view it. You can change the order in which the pictures will appear in the album by clicking the picture you want to move and then clicking the Move Up or Move Down arrows button. You can also adjust the rotation, contrast, and brightness of each picture.
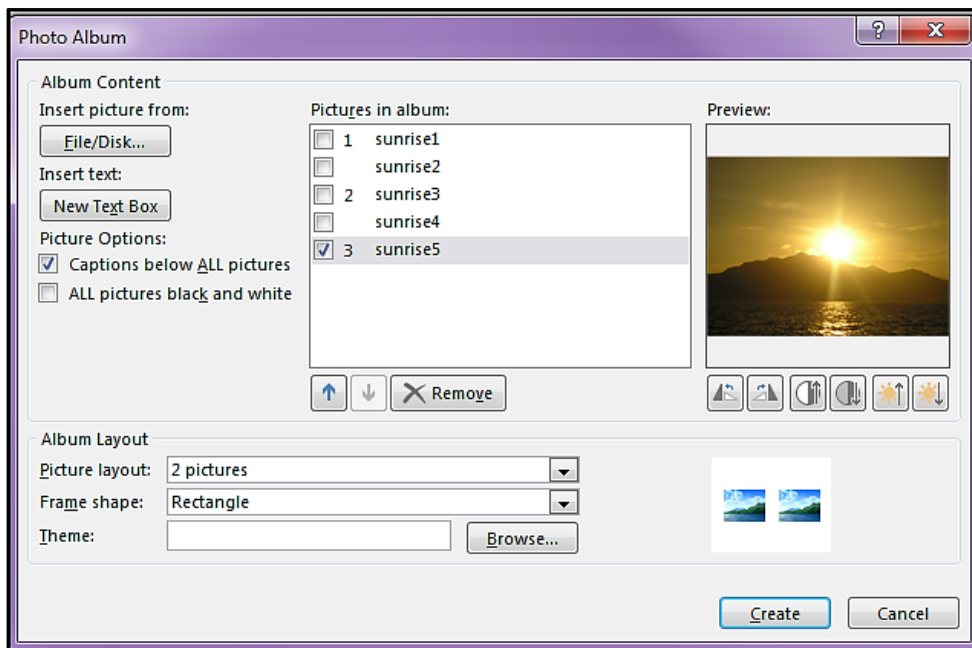

4. **Picture Options**: **Captions** to create a placeholder for text for each photo.
5. Under **Album Layout**, click the drop down arrow to find layout options.

6. Under the **Frame shape** drop down arrow to find various shapes. **Rounded Rectangle**. Then click **Create**. PowerPoint creates a presentation called **Photo Album**.

7. On Slide 1, select the words **Photo Album**, and then type the title you want for your album. Microsoft already applies your name in the subtitle area.

8. Select a photo, and on the **Format** tab, in the **Size** group, click the little icon on far right bottom. The **Format Launcher** pane opens, select the **Size**, clear the **Lock aspect ratio** check box, set the **Height** and **Width** to the desired size too.

9. Notice the other options available under **Format Picture**. **X** to close this pane.

10. On the **Insert** tab, in the **Images** group, click the **Photo Album** drop down arrow, and then click **Edit Photo Album.**

11. In the **Edit Photo Album** dialog box appears to make changes needed or to add more photos, then click **Update.**
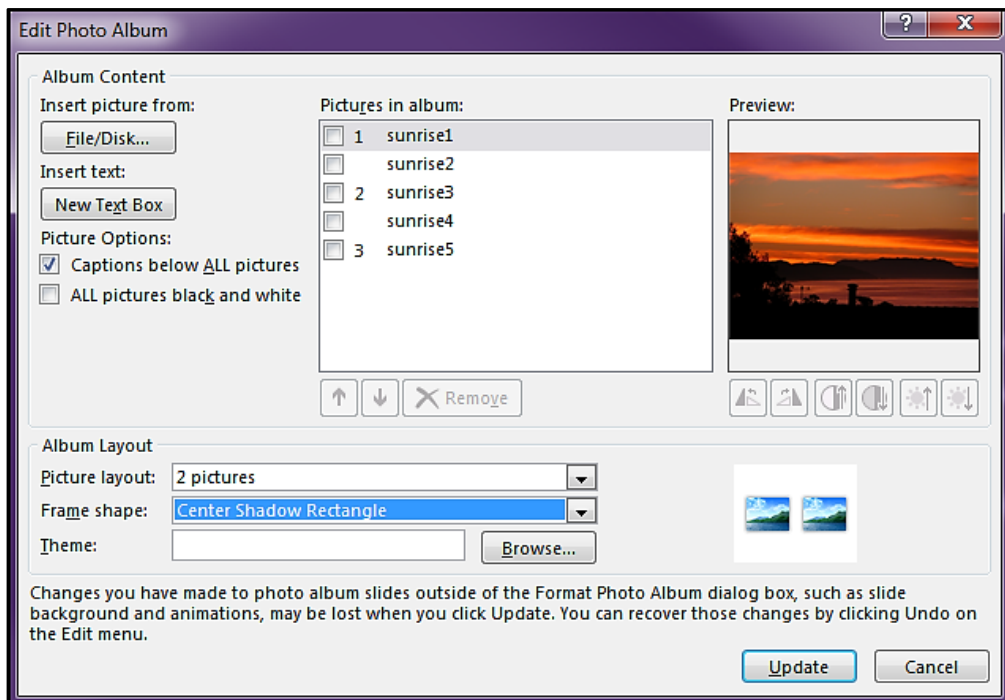
12. On the **Design** tab, in the **Themes** group pick a color theme.

NOTE:
If the Photo Album is to Large in size – Select a photo, under the **Picture Tools**, **Format**, and click on **Compress Pictures**.