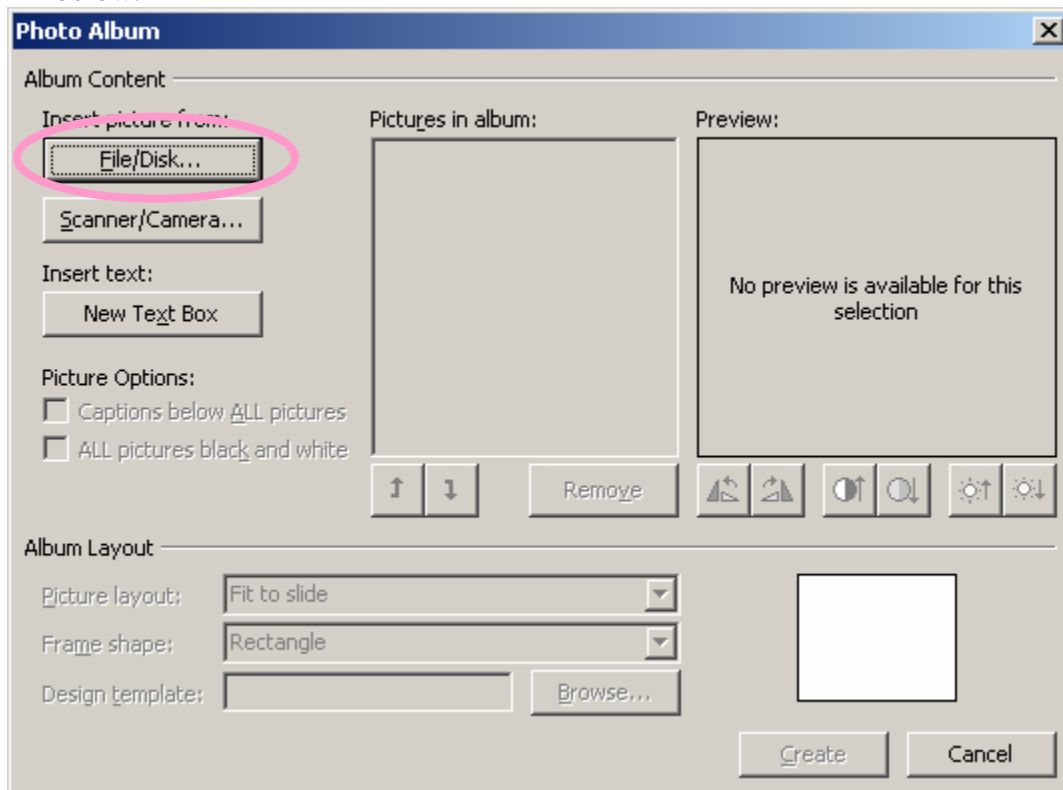


## Creating PowerPoint Slide Shows Almost Instantly

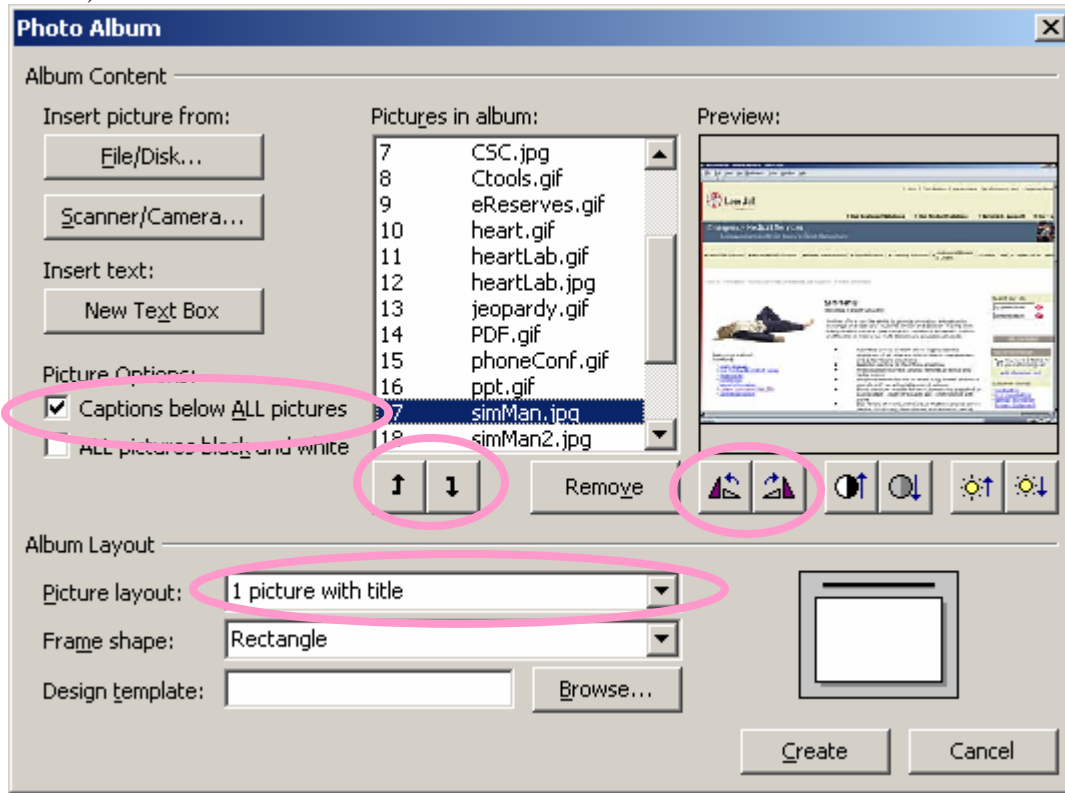
You can insert a number of images into PowerPoint at the same time. Each image will be placed on a separate slide, and you can go back and add captions.

- [Scan your images](#) as usual and store them in one folder. If you are using clip art, also put it in this folder.
- Open PowerPoint and create a new blank presentation (or a new presentation based on your favorite template).
- Click on Insert → Picture → New Photo Album. You'll see a dialog box like the one below.



- Click “File/Disk” to choose what images to include.
- Browse to the folder that has your images in it.
- Select all the images in the folder. You can do this in two ways:
  - Hold down the CTRL key and click on all of the images you want to include.
  - Click on the first image in the folder, then type CTRL-A to select all the images in that folder.
- Click “Insert.”

- You will now see a list of images in the window called “Pictures in Album” (see below)



- First, change the “Picture Layout” to “1 picture with title.”
- Then, check the box next to “Captions below ALL pictures”.
- You can change the order of the images by clicking the name of the image and clicking the up and down arrows.
- You can rotate the image by clicking the “rotate” buttons.
- You can choose a design template, if you like.
- When you are finished, click “Create.”

This will create a presentation with a blank title slide, then one picture per slide, with room to add a title and a caption later.

Don’t forget, if you want longer descriptions than will fit in the caption, you can type information in the “notes” section, post a PDF of the “Notes pages” in CTools. To do so:

- Be sure you are working on a computer with the full version of Adobe Acrobat. The computer lab on the 4<sup>th</sup> floor has Acrobat if your personal computer doesn’t.
- Click on File Menu → Print. (Clicking the Acrobat icon will NOT work.)
- Set the printer name to “Adobe PDF.”
- In the drop-down menu that says “Print what”, choose “Notes pages.”

This will create pages with your slide at the top of the page and the notes on the bottom half of the page.