

Creating Power Point Shows

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Creating PowerPoint shows that include images, text, music, and video.

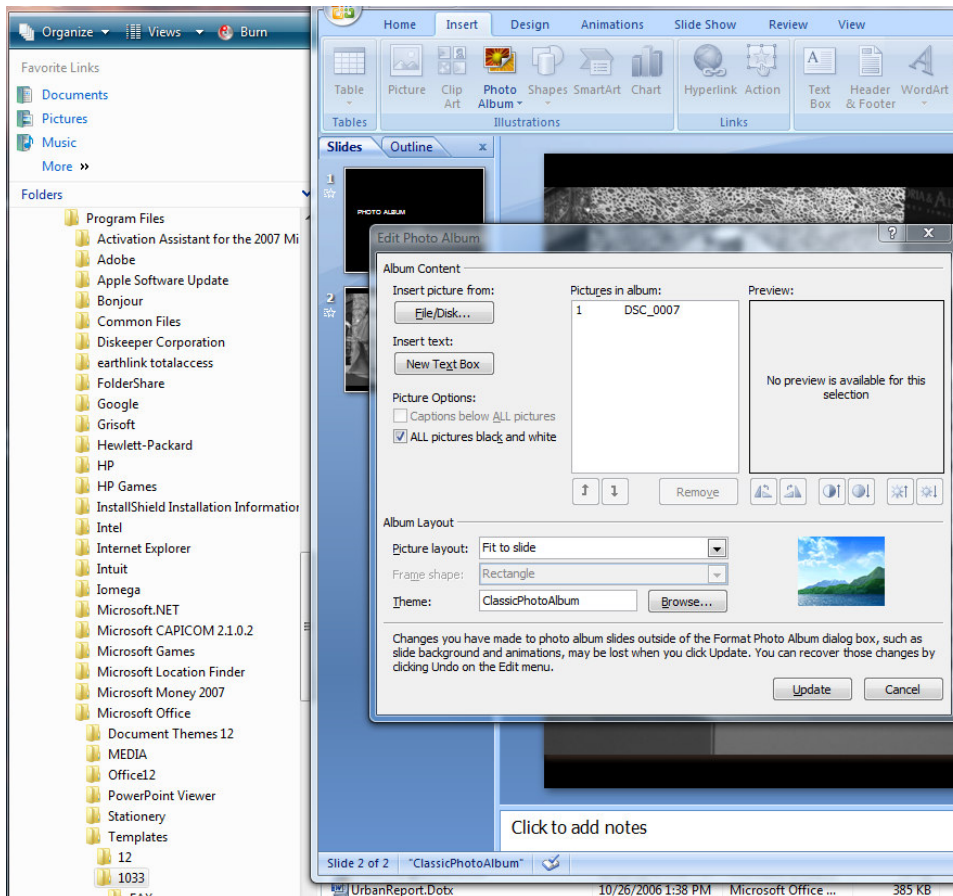
Creating Photo Shows in PowerPoint

To install and use a Photo Album template in PowerPoint 2007

1. To save the template as a new file, right-click the template file in the 1033 folder, and then click **Open with Microsoft Office PowerPoint**.
2. Name and save the file as a PowerPoint presentation.
3. Delete any slide that you don't want to use.
4. To change the color theme, click the **Design** tab, click the arrow next to the **Colors** list, and click a color theme.
5. To add a new slide, right-click an existing one, and then click **New Slide**.
6. To change the slide layout, right-click the slide you want to change, click **Layout**, and then click the layout you want.

To attach a template in PowerPoint 2007 Photo Album

1. Download a PowerPoint Photo Show template from <http://office.microsoft.com/en-us/templates/results.aspx?qu=photo+album&av=TPL000>.
2. In Windows Explorer, add the template to the Templates folder : **C:/Program Files/Microsoft Office/Templates/1033**.
3. In PowerPoint, on the **Insert** menu, click **Photo Album**, and then click **Edit Photo Album**.
4. To activate the Album Layout area, if it is dimmed, click **File/Disk** below **Insert picture from**, and add any photo. (You can change the picture later.)
5. In the **Album Layout** area, in the **Theme** box, browse to the template you want to use, and then click **Update**.



To use Photo Album

1. To change the color theme, click the **Design** tab, click the arrow next to the **Colors** list, and click a color theme.
2. To add a new slide, right-click an existing one, and then click **New Slide**.
3. To change the slide layout, right-click the slide you want to change, click **Layout**, and then click the layout you want.
4. To add a background design or picture, click on the slide that you want to add the background to. On the **Design** tab, click **Background Styles**, click **Format Background**, and then click the type of fill you want. To add that background to all slides, click **Apply to All**.

Adding Music to a Photo Album

- Use only .wma and .mp3 audio files in PowerPoint.
- PowerPoint 7 cannot fade songs. You must edit the audio file in a sound editor, for example, WavePad, before inserting it.
- Some of the steps described in the following procedures can be done on the **Sound Tools** toolbar, which you can open from the **Sound Tools** menu after you have inserted a song. To open the **Sound Tools** toolbar, click the sound icon on the slide on which you inserted a song. The **Sound Tools** menu appears at the top of the screen.

To add a song

1. Open a PowerPoint photo show.
2. From the **Insert** menu, choose **Sound**, and then choose **Sound from File**.
3. Browse to the song you want to insert, click the song file name, and then click **OK**.
4. When asked how you want to start the sound, click **Automatically**.
5. On the **Animations** tab, do the following:
 - A. Clear the **On Mouse Click** checkbox.
 - B. Select **Automatically After** checkbox, and then rotate the timer to **6** seconds.
 - C. Click **Apply to All**.
 - D. Click **Custom Animation**.
 - E. In the **Custom Animations** box, click the song name, click the arrow next to the name, and then click **Effect Options**.
 - F. In the **Play Sound** box, on the **Effect** tab, choose where you want to start and stop the song.
 1. Under **Start playing**, select **From beginning**.
 2. Under **Stop playing**, select **After**, and then enter the slide number where you want the music to end.
 - G. On the **Sound Settings** tab, under **Display Options**, click **Hide the sound icon during the show**, and click **OK**. (To remove the sound icon from view during the show, you might need to right-click on the photo with the embedded sound, and then click Bring to Front.)

To add multiple songs

1. To add the first song, follow the steps in **To add music to a presentation**.
2. Click the slide where you want the second song to start.
3. From the **Insert** menu, choose **Sound**, and then choose **Sound from File**.
4. Browse to the second song you want to insert, click the song file name, and then click **OK**.
5. When asked how you want to start the sound, click **Automatically**.
6. On the **Animations** tab, click **Custom Animation**.

7. In the **Custom Animations** box, click the song name, click the arrow next to the name, and then click **Effect Options**.
 1. Under **Start playing**, select **From last position**
 2. Under **Stop playing**, select **After**, and then enter the number of the slide where you want the music to end.
8. In the **Play Sound** box, on the **Sound Settings** tab, click **Hide the sound icon during the show**, and then click **OK**.

Note: To synchronize the song with the slides, you can add or remove slides, or adjust the timing for individual slides. (To set a different time for an individual slide, click that slide and on the **Animation** tab change the number of seconds.)

Troubleshooting Music Files

- Problem: The song continues but the slides don't advance.
Solution: Click on the slide where you inserted the song, and then click Apply to all.
This problem can be caused by having inserted a new slide after you applied the music settings.
- Problem: The song won't start.
Solution: Use song names and folder names that are less than 128 characters.
- Problem: The sound icon appears in the show.
 1. On the slide on which you inserted the song, click the sound icon.
 2. On the **Sound Tools** menu that appears at the top of the screen, choose **Send to Back**.