

Effective Curriculum Use of the Microsoft PowerPoint Add-In

This add-in program makes it easy and fast to get pictures, including Kid Pix slides, from your hard disk drive, floppy, scanner, Internet, or digital camera into a Microsoft PowerPoint® presentation. Use these albums to integrate curriculum activities.

- Go to **PowerPoint 2000 Add-in: Photo Album Add-in Program** Click on **Download Now**
- Click on **Save this Program to Disk**
- Click on the **down arrow** and click on drive **C – Program Files –Microsoft Office – Office - Addins**
- Click **Save** and then click **Close**

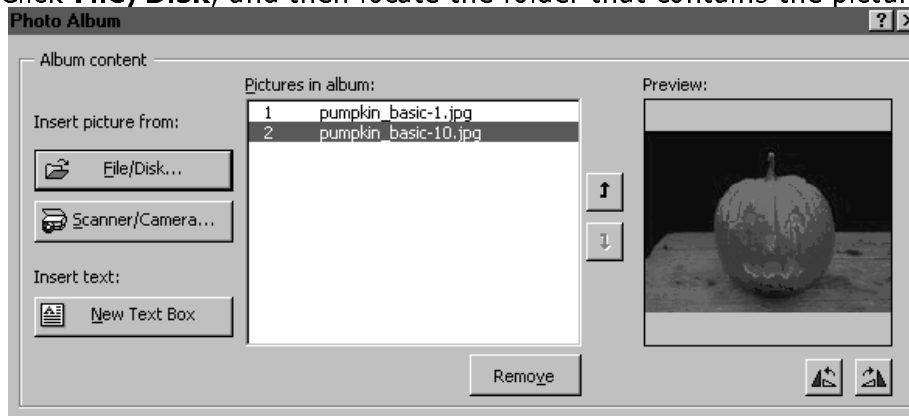
To Install on your hard drive:

- Open **File Manager**
- Click on the **C drive button** on the **top left** side of the screen
- Click on **Program Files**
- Click on **Microsoft2 – Office – Add-ins**
- **Double click** the **album.exe** file on the **right side** to start the **install**
- Keep clicking on **next** and check the **I Agree** to Terms box

You're Ready to Roll

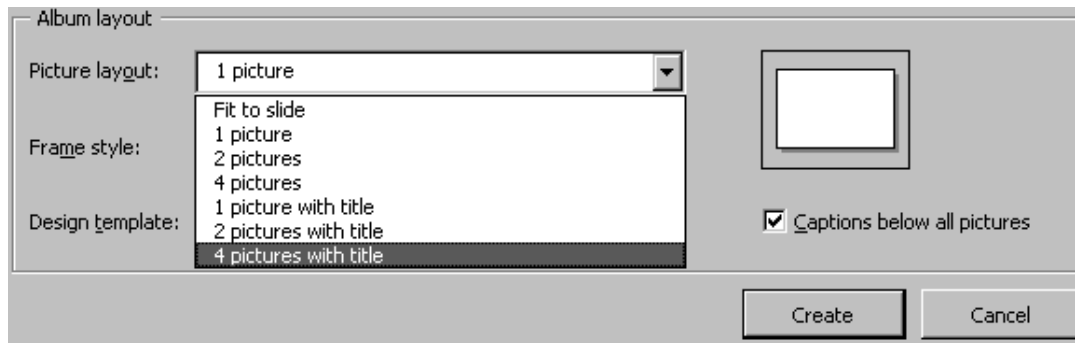
To create a curriculum photo album using pictures on your local machine or a network drive:

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, and then click **Insert**.
5. Choose the other options you want for your photo album.
For Help on an option, click the question mark button in the dialog box and then click the option.

- You can choose Layout Options for your album, including backgrounds, picture layout, frame style and captions.

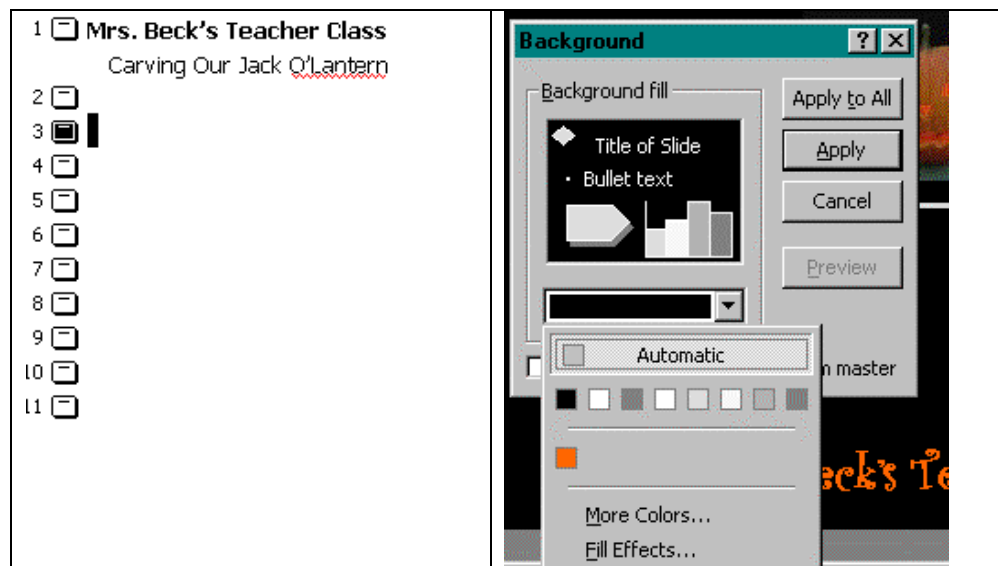



- Click on picture layout to determine how many pictures you want on a page
 - Click on Frame style to select the kind of frame you want
 - Click the Captions box on the right if you want to put text under the pictures
 - Click on the Browse button if you want to select a background.
- Click **Create** to create the photo album.
 - The photo album is created and you return to PowerPoint.

****You cannot go back to the album once it is created – you can edit it in PowerPoint!**

Editing in PowerPoint:

- You will see all your **slides** on the **left hand side**. You can access each one by clicking on it once.
- If you want a **colored background**, **right click** on the first page and choose **Background**.



- Click the **down arrow** - click on **More Colors** - Click on your **choice** – **Apply to All**
- To **change the text** on the page, **click beside the text** and a **text box** will appear.
- Click on the **edge of the text box** (you will see **tiny dots**) and now you can **change the font color** and **size**, **bold it**, **italicize it**, etc.
- To change the color of your text, click on the arrow beside the  at the bottom of the page and choose your color.