

How to Create an eScrapbook using MS PowerPoint 2007

Microsoft has several ways to accomplish each task. These instructions follow how I create my presentation.

1. Decide what you want in your scrapbook decide on a theme. Gather any other items you would put in a scrapbook and scan them to add to your books, (gift cards, pictures of gifts, foot prints, hand prints.
 - a. Baby Book, wedding
 - b. Family Vacation 2009
 - c. Birthday Surprise (30th, 40th)
 - d. Whatever you come up with
2. It is easiest if you create a folder to hold your selected pictures. I like to rename my slides so they are in the order I plan to use them 1Nash, 2Party
3. Open PowerPoint 2007
4. Use a MS template,
 - a. Office Button, new, Contemporary Photo Album
5. Find a template on the web:
 - a. <http://office.microsoft.com/en-us/templates/CT101172621033.aspx?av=ZPP000>
 - b. Download and open in PowerPoint

Wedding Slide Show

1. Open PowerPoint
 2. Design, select a theme (Trek)
 3. Title Page - Add a title, move it up and add the date
 4. 2nd Page - Click on home add a new slide, choose a layout (title only)
 - a. Title = The Engagement, add picture 1 & 2 (resize if necessary),
 - b. Add border = Click on the picture, picture tools, picture styles
 5. 3rd page - Click on home add a new slide, choose a layout (title only)
 - a. Title = The Engagement, add picture 3 & 4 (resize if necessary),
 - b. Add border = Click on the picture, picture tools, picture styles
 6. Continue on adding more pages and pictures
 7. Save your PowerPoint and play,
 - a. Select Slide Show tab, and Play from Beginning
6. Go back to home page and add clip art
- a. A good place to find clip art is to go to Google.com and click on Images then search when you find what you want you can copy (cntl "c")
 - b. On the title page paste your picture (cntl "v")

- c. Resize the picture
- 7. Make any adjustments you like
 - a. When placing a picture to overlap another you can click on the picture and choose send to back or front.
- 8. Add timings
 - a. Go to title page, Animations, Advance Slide, remove "On Mouse Click", put check mark in "Automatically After, then change the seconds (this can be adjusted later so I like to set if for one or two seconds until I am thru editing.
 - b. Click on Apply to All
 - c. Under Slide Show add check mark on "Use Rehearsed Timings"
 - d. Save your PowerPoint and play,
 - i. Select Slide Show tab, and Play from Beginning
- 9. Add Music
 - a. Find some music or sound you would like and store onto your workstation
 - b. Go to Insert Tab, click on sound, find your music, click on it and OK
 - c. Choose Automatically
 - d. Hide the Icon - under sound tools, sound options, hide during show and Play sound across slides
- 10. To loop - click on sound icon click on sound tools select Loop until stopped and play across slides.
- 11. To Package for CD - insert new CD - go to File – Publish – to CD give it a name
 - a. I like to add a final text page and a folder with all the pictures so they are available to view.