

Making a Family Slideshow in PowerPoint

(save your file throughout this process, repeatedly)

1. Assemble your photos
2. Scan your photos or get digital copies
3. Put the images in one folder on your computer
4. Identify contents of the photos (names, places, dates, who took the photo)
5. Decide which photos to include
6. Decide how to distribute the slideshow later; this determines the file size of your photos
7. Edit the photos for a consistent feel, using a photo editor (picmonkey.com online, Photoshop Elements, etc.) Change the photo file sizes to make the slideshow distributable
8. Install PowerPoint, if you haven't already
9. Open PowerPoint
10. Select a Design that fits the occasion; try online
11. Choose the slide Layout as you go, slide by slide
12. Start with an opening title slide; enter title, date, details about event, if appropriate

13. Insert a new slide and select a Layout
14. Insert the photos onto the pages
15. Do further editing as needed: Crop, brightness, contrast, using the Toolbar tools
16. Insert captions using the Textbox feature; format font
17. Insert this page as a new Duplicate Page, so you don't need to recreate your textbox for every slide
18. Use a separate slide for each photo, generally
19. Keep text brief
20. Insert sound: add at title page and (using custom animation) specify that it's to play across all slides (or not)
21. OR record a narration for each page, or for the entire show
22. Save as PPT (or pptx) file on your computer
23. To play on a computer that doesn't have PPT installed, save as a PPS (PowerPoint Show) file