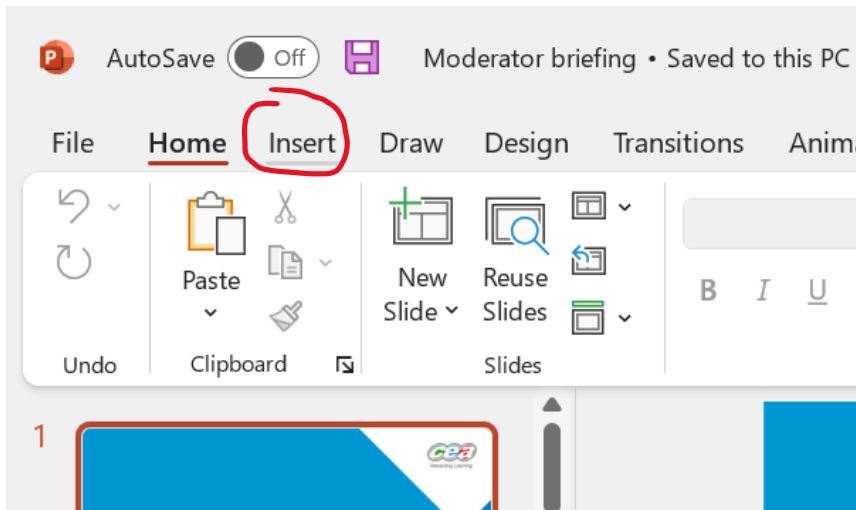


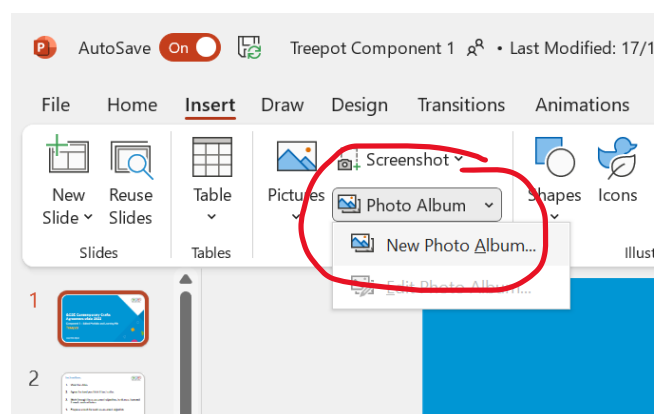
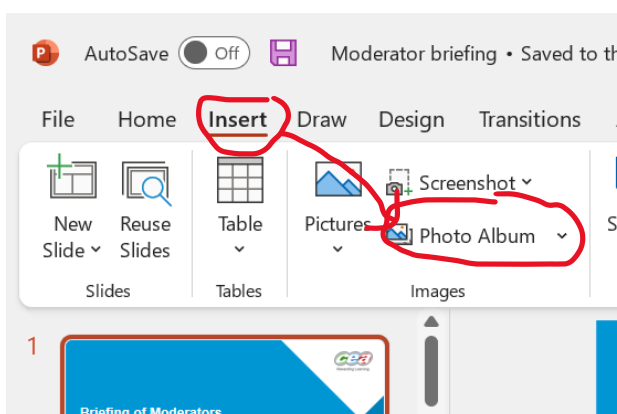
Shortcut to Creating a portfolio on Powerpoint

You can quickly create a powerpoint with a large group of photographs, using the following method. (This works for PC but maybe not for Mac)

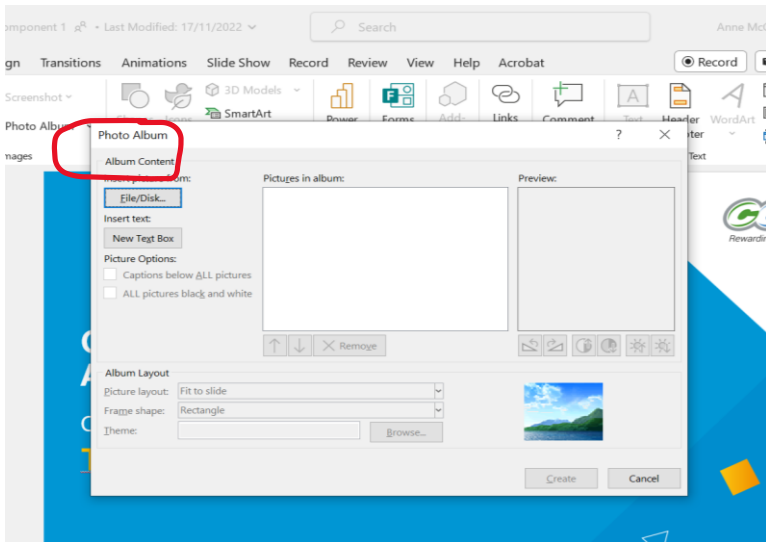
- 1 Save your photographs into a new named folder on your device. It will reduce work if you save them in the order you want them in the powerpoint (or named in an order e.g. by numbers).
- 2 Open a Blank Power point
- 3 Click on **Insert**



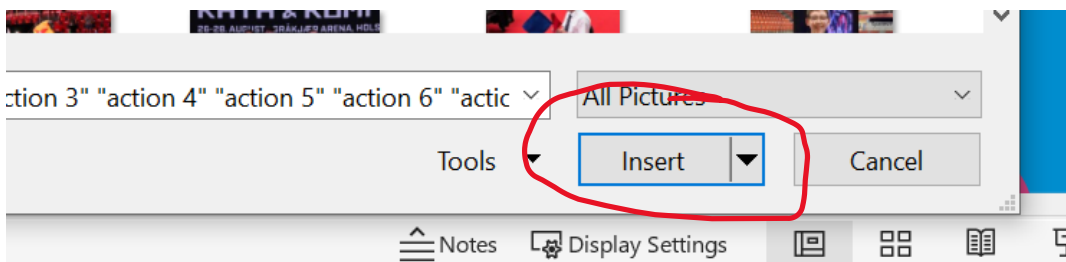
- 4 Select **Pictures – Photo Album – New Photo Album**



5 A new window will open where you can insert pictures from your file



6 Go to the file where photos are saved, select them all. Click on **Insert**



7 Select **Fit to slide** and **Create**. A new Powerpoint photo album will be created. You can then edit, move and insert slides as you wish

