

Through The Lens

*A guide to digital photography for computer enthusiasts.
After the click of your camera, you're only half done!*

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Creating a PowerPoint video of photos

by Lynda Buske

I recently shared some slides in Q&A on how to create a PowerPoint deck of photos to which you can add music. https://opcug.ca/qa_recordings/20260204_PowerPoint.pdf

You can make a mini movie of your vacation pics or share a collection of photos of your favourite topic! You can also create a deck that could run at a party or a celebration of life with continuous looping. I would not add music to this as it could get pretty tedious to hear the same song over and over again.

To start, click on the *Design* tab and pick the size of PowerPoint slide you want via *Slide Show* tab. If you don't want plain white, choose one of the templates shown or choose your own background colour under *Format background* tab. You can choose your background colour later if you wish. Typically, I will insert the images and choose a colour I think will work well with all of them. But you can have a different colour for each slide and even use the eye dropper option to click on a colour in each photo that you think would make a good background. Great feature!

Next, go the *Home* tab, click on *New Slide* and select *Blank*. You can repeat this or copy and paste the first blank slide multiple times.

Now go to the *Insert* tab on the top menu and click on the *Picture* icon. This will allow you to select images from your device or from OneDrive (if you have that set up) to find your images stored on-line. You can click on the images one at a time or select groups using the Shift-click or Ctrl-click shortcuts. They will all appear in the first slide. Select and cut (Ctrl X) each photo and paste it (Ctrl V) onto a blank slide.

You can of course have two or three images per slide and can adjust the size by dragging the corners. The aspect ratio will be maintained. You can overlap them and adjust by right clicking on the image and using the *Bring to front* or *Send to back* buttons.

If you wish to frame your images, click on a photo and then go to the *Picture Format* tab. This will give you many options for framing. You can then click on the *Home* tab, then double click on *Format Painter* and that will allow you to apply the same frame to the images in all your slides by just clicking once on each photo.

To have your slides automatically advance, go to the *Transition* tab, choose the transition style you like and then choose how long that transition will last. For example, if you use *Reveal* transition and set *Duration* (on the far right) to 2 secs, it will take that long to fade out the first image and bring in the next. Then decide how long you want the viewer to see that image before it advances to the next slide. In the *Advance* slide section, click on the *After* box. Then set the number of seconds. Note: If you are adding music, make sure you include both the transition time and the advance time to calculate exactly how long the slide show is. Or play it through while running a timer.

To loop your images, go to the *Slide Show* tab then *Setup Slide Show*. Click on the box that says *Loop continuously until 'Esc'*.

To add music to your presentation, go to the first slide, click on *Insert* tab, *Audio*, then *Audio on my PC*. Select your music and hit enter. The slide will show an audio icon at the bottom corner but that is not visible while in slide show mode. To cut or fade the music, click on the audio icon to bring up the *Playback* tab. From there you have options to fade your music in or out.

Then all you have to do is hit *slide show* and let it run!

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