Set layout and design options in a photo album

1. Open the photo album you want to make changes to.
2. On the Format menu, click Photo Album.
3. In the Format Photo Album dialog box, under Album Layout, do any of the following:
   - If you want to select the layout of your pictures and text boxes on the slides in your photo album, select a layout in the Picture layout list. If you select Fit to slide as your picture layout, you are unable to add or change frame shapes and design templates.
   - If you want to select the shape of a frame to use with your pictures, select a shape in the Frame shape list.
   - If you want to select a design template to use for your photo album, click Browse, and then in the Choose Design Template dialog box, locate the design template you want to use, and then click Select.
4. Click Update.

Add captions to a photo album

1. Open the photo album you want to make changes to.
2. On the Format menu, click Photo Album, and then under Picture Options, select the Captions below ALL pictures check box.

   Note  If your picture layout is Fit to slide, you cannot add captions below your pictures.

3. Click Update.
4. In normal view, add the text you want in each text box under each picture— if you don't add your own text for each caption, Microsoft PowerPoint will automatically use the file name of each picture as the caption.

Display pictures in black and white in a photo album

1. Open the photo album you want to make changes to.
2. On the Format menu, click Photo Album, and then under Picture Options, select the ALL pictures black and white check box.
3. Click Update.