



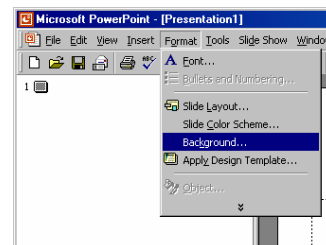
IT Support User Guides

Help and advice with using computers
and our network

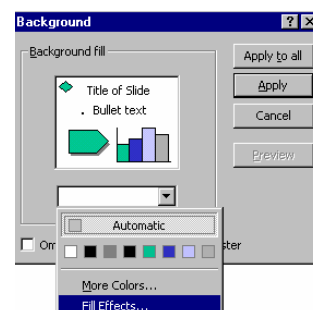
PowerPoint: Inserting an image as a Background Design

From the menu in PowerPoint

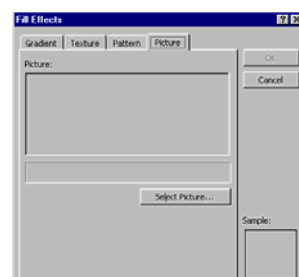
- Click on **Format, Background**



- Click on **drop down arrow**
- Click on **Fill Effects**

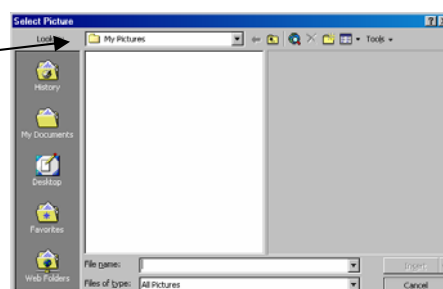


- Click on **Picture Tab**
- Click on **Select Picture** button



A Select Picture box appears

- Click on drop-down arrow to select your drive
- Click on required picture
- Click **OK**
- Click **OK** on **Fill Effects** box
- Click on **Apply** button, to apply background picture to one slide
- Click on **Apply to all**, to apply background picture to all slides



The picture will now cover the entire slide

If the **Apply to all** button was clicked, all slides in the presentation will have the same background

