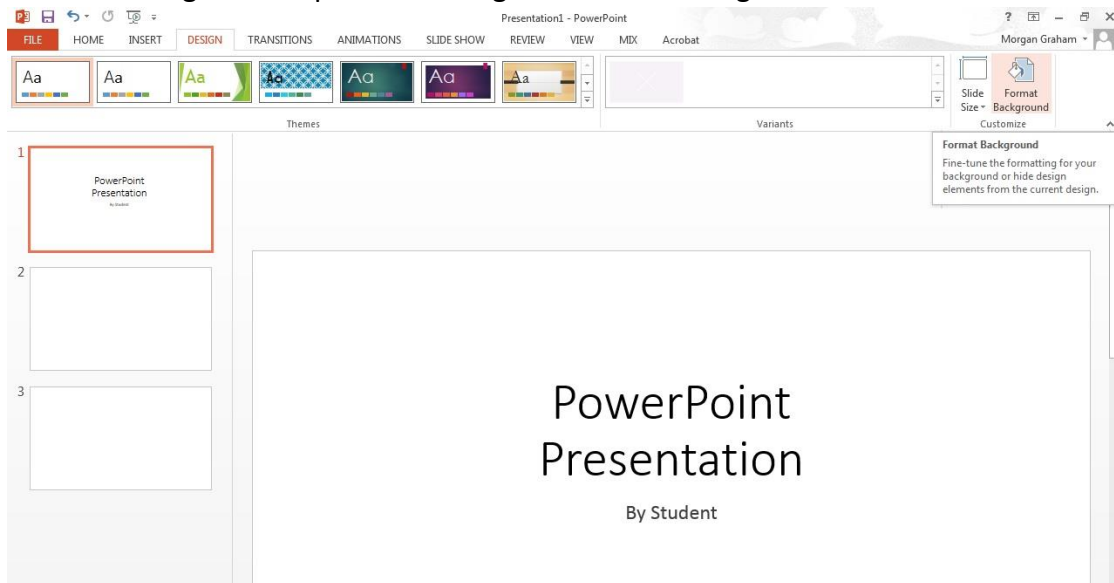


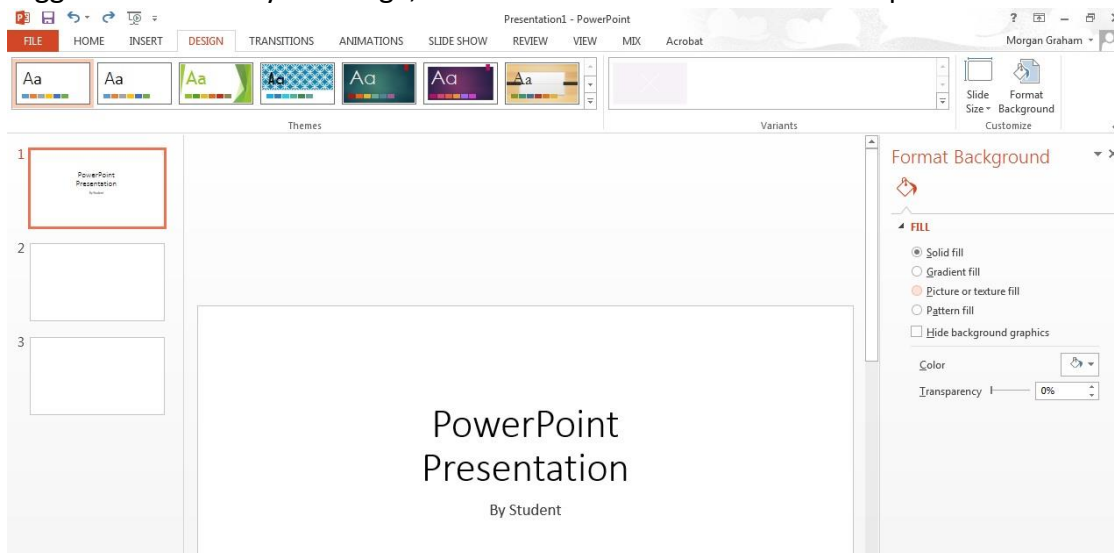
# Adding Images as Backgrounds

The purpose of this tutorial is to add a sense of character and originality to your PowerPoint Presentation. You will learn how to add an image of your choice to serve as the background for your entire presentation.

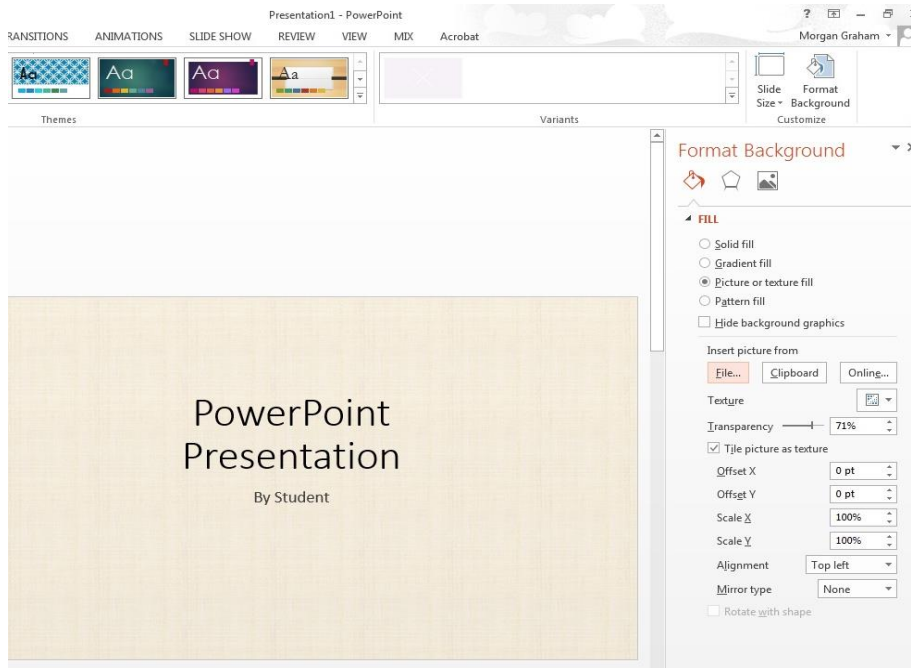
1. First, open your PowerPoint Presentation and make sure you have the image you want to add saved on your computer.
2. In the top tool bar, select “Design”. Here you will find a large assortment of different designs created by Microsoft. To add your own image as the background, select the “Format Background” option at the right end of the design bar.



3. The “Format Background” menu should have appeared with various options you can toggle with. To add your image, select the “Picture or Texture Fill” option.



- Another settings menu should have dropped down after you made the previous selection. Here, you can select the “File...” option under the “Insert Picture From” subheading. Your computer's document folder will open in a new window. Now you can select your desired picture.



- Your image will likely be at a low transparency and also be zoomed in. To change this, there will be a transparency toggle. You can drag the bar around to get the desired amount of transparency you want. For the position of the image, you can toggle with the settings by changing the percentages of the offset. If you want your picture to appear on all slides, then left-click on the “Apply to All” option at the bottom of the “Format Background” menu.