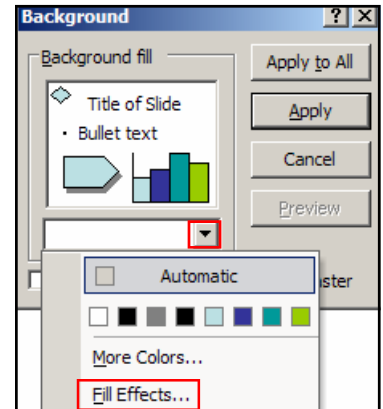
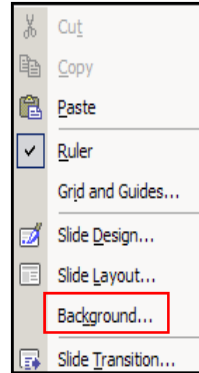


Slide Background

Changing the background of a slide

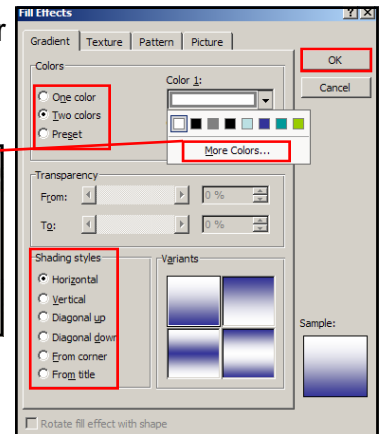
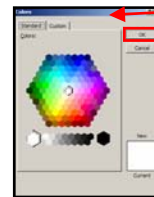
You can add color, texture, pattern or a picture to the background of a slide.

1. Right click on the background of the slide (make sure that you are not clicking on a text object) or click **Format / Background**. This will open up the *Background* window.
2. Use the pull down menu and click on **Fill Effects**. This will open the *Fill Effects* window.
3. Click the tab at the top of the *Fill Effects* window for the background effect you want. (**Gradient, Texture, Pattern, or Picture**)



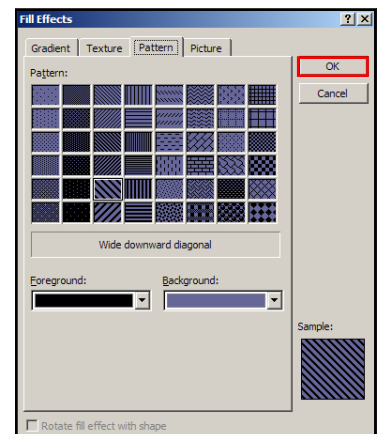
Adding Color

4. Under **Colors** click the button for the number of colors you want.
5. Click the pull down menu to select the color. If you do not see the color in the limited selection available, click **More Colors**. This will bring up the *Colors* window. Click on the color you want, then click **OK**.
6. Click a **Shading style** that you want. (It will be previewed in the far right bottom corner under *Sample*.)
7. Click **OK**.



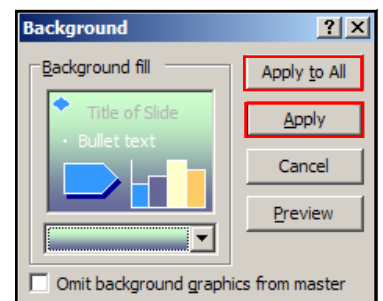
Adding Texture or Pattern

4. Choose the texture or pattern that you would like to use.
5. Click OK.



Last step for changing background

You will now be at the background window. Choose to apply the new background to all slides (**Apply to All**) or to just the slide you are on (**Apply**).



Slide Background

Adding a Picture

1. Follow steps 1 - 3 on previous page.
2. Click **Select Picture**.
3. Find the picture you would like to use and double-click on it. You will now be back at the *Fill Effects* window.
4. Click **OK**. You will now be back at the background window.
5. Choose to apply the new background to all slides (**Apply to All**) or to just the slide you are on (**Apply**).

