



Create your own Background

Technology for Classroom Teachers

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Step 1. Open a new slideshow.

Step 2. In the **View** menu, click on **Master** and **Slide Master**.

Step 3. **Insert** your picture. **Resize** it to fit the whole slide. This is your background.

Step 4. If your picture is intense (many small rocks or flowers), it may be difficult to read text over this background. Click on the **Rectangle** tool from the **Draw toolbar** and draw a rectangle on your slide – leaving your picture background as a 'frame'.

Step 5. To get out of the **Slide Master**, click on **View** and **Normal**.

Note: While in Slide Master, you can also insert your school logo in a lower corner, or your name, or the date. Each of these will appear on every slide. Remember to Save!