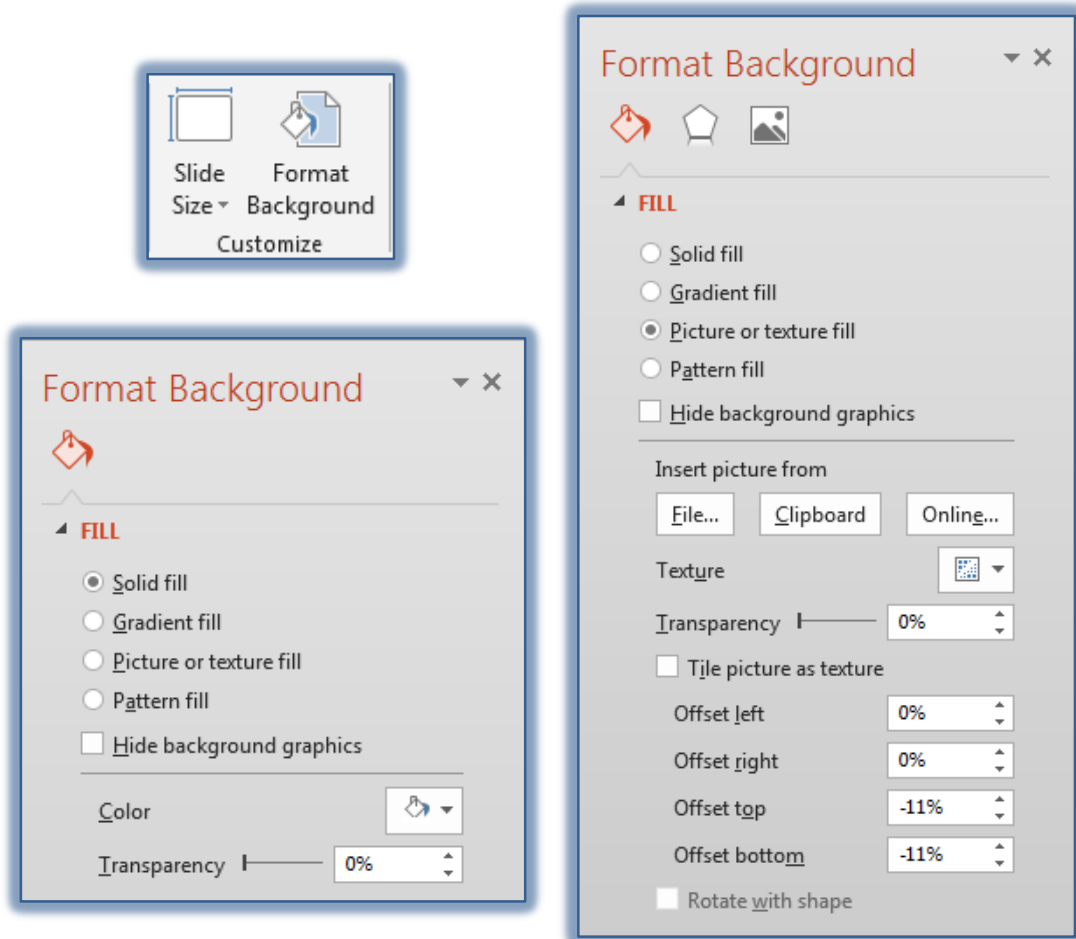


## ADD A PICTURE TO CREATE A CUSTOM BACKGROUND

When working in PowerPoint, it is possible to add a picture that has been downloaded from the Web, one that has been scanned, or one from a digital camera to the background of the presentation. Clip Art images can also be added from the Office Online gallery.

### Format Background

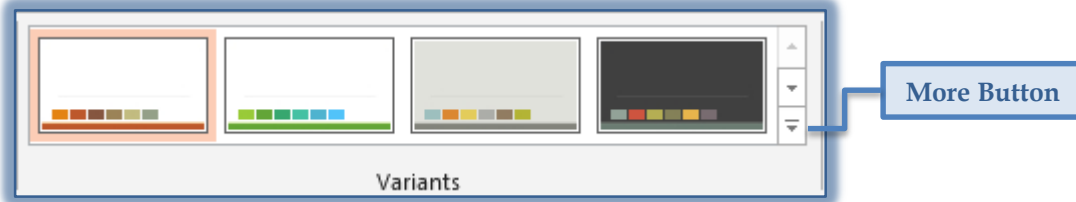
- ✦ Click the slide where the **Picture Background** is to be added.
- ✦ Click the **Design Tab**.
- ✦ In the **Customize Group**, click the **Format Background** button.



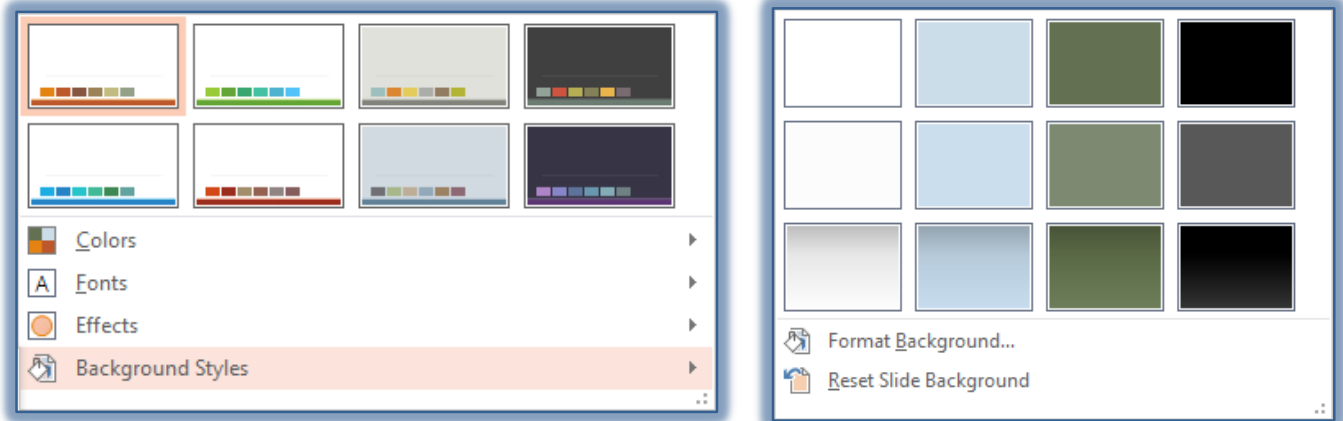
- ✦ The **Format Background Task Pane** will display (see illustration above).
- ✦ Click the **Picture or Texture Fill** option button.
- ✦ Select one of the following options:
  - ✦ **File** - Select this option to insert a picture from a folder on your computer. The **Insert Picture** dialog box will display. Locate the folder where the picture is stored, select the picture, and then click the **Open** button.
  - ✦ **Clipboard** - This option would be used to insert a picture that is stored on the clipboard. The image will immediately appear as the Background for the slide.
  - ✦ **Online** - To insert a picture from Office.com Clip Art or Bing Image Search, select this option. The **Insert Picture** window will display. Search for a picture, select the picture, and then click the **Insert** button.

## Variants

- ✦ Click the **Design** tab.
- ✦ In the **Variants Group**, click the **More** button (see illustration below).



- ✦ Move the mouse over **Background Styles**.



- ✦ A gallery of different **Background Styles** will display.
- ✦ Click the **Format Background** link.
- ✦ The **Format Background Task Pane** will display (see illustration on previous page).
- ✦ Click the **Picture or Texture Fill** option button.
- ✦ Select one of the following options:
  - ✦ **File** - Select this option to insert a picture from a folder on your computer. The **Insert Picture** dialog box will display. Locate the folder where the picture is stored, select the picture, and then click the **Open** button.
  - ✦ **Clipboard** - This option would be used to insert a picture that is stored on the clipboard. The image will immediately appear as the Background for the slide.
  - ✦ **Online** - To insert a picture from Office.com Clip Art or Bing Image Search, select this option. The **Insert Picture** window will display. Search for a picture, select the picture, and then click the **Insert** button.
- ✦ The image will be inserted on the selected slide.
- ✦ Click the **Apply to All** button to insert the picture on all the slides in the presentation.