

Adding 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. The one thing that needs to be kept in mind when using this process is that the picture has to be added from a file, not from the ClipArt Gallery.

- ❖ Click the slide in the presentation that the picture is to be added to.
- ❖ Do one of the following:
 - Click **Format** on the **Menu Bar**.
 - Right-click in the slide.
- ❖ Select **Background** from the list of options.
- ❖ The **Background** dialog box will display (see illustration at right).
- ❖ Click the **List Arrow** under the **Background Fill** image in the **Background** dialog box.
- ❖ Click the **Fill Effects** button.
- ❖ The **Fill Effects** dialog box will display (see illustration at right).
- ❖ In the **Fill Effects** dialog box, click the **Picture** tab.
- ❖ Click the **Select Picture** button in the middle of the dialog box.
- ❖ The **Select Picture** dialog box will display.
- ❖ Click the **Look in** drop-down list arrow to locate the area where the picture is stored.
- ❖ Do one of the following:
 - Click the picture that is to be inserted and then click **Insert**.
 - Double-click the picture that is to be inserted.
- ❖ The picture will display in the **Fill Effects**, **Picture** preview window.
- ❖ Click the **Lock picture aspect ratio** check box, if desired.
- ❖ Click **OK** to return to the **Background** dialog box.
- ❖ Click **Apply** to display this background in just the selected slide.
- ❖ Click **Apply to All** if this image is going to be used for all the slides in the presentation.
- ❖ Click **Cancel** to exit the dialog box without making any changes.
- ❖ Click **Preview** to view the picture in the slide before exiting the dialog box.

