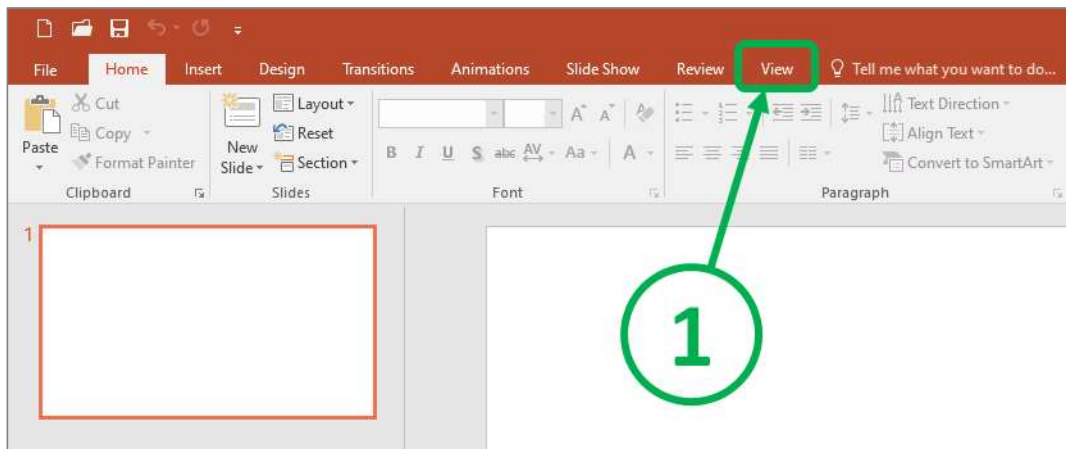
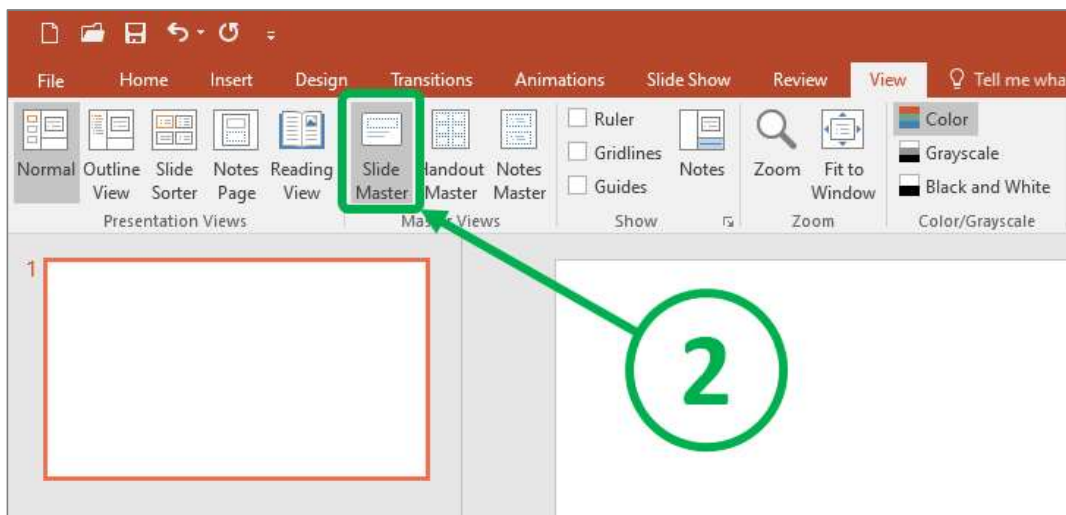


HOW TO USE SLIDE MASTER TO ADD YOUR OWN BACKGROUND

Create a new presentation and click on the **VIEW (1)** tab.

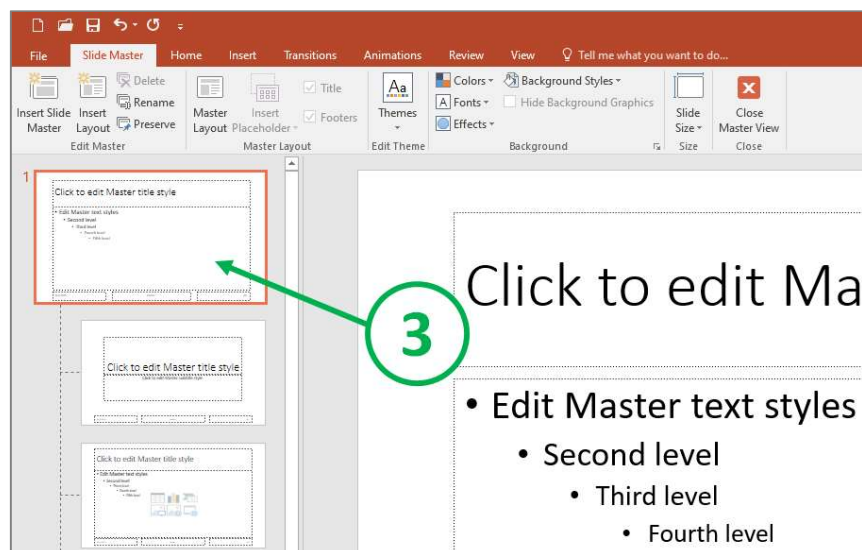


Under the VIEW tab click the **SLIDE MASTER (2)** button.

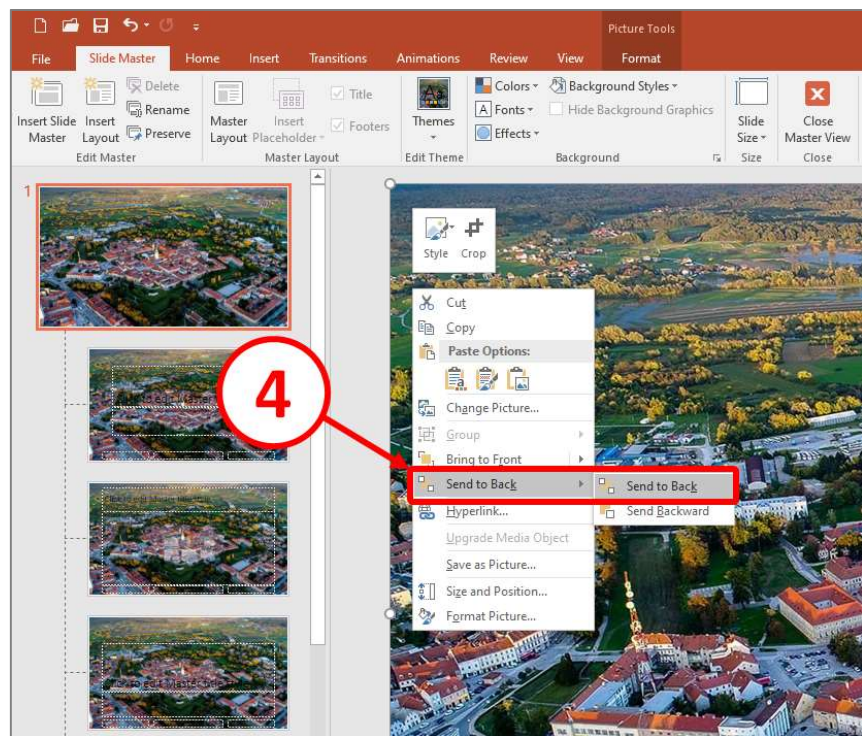


BECAREFUL: we do not use the Slide Master to create the presentation itself. We only use it to set the background and adjust the text frames.

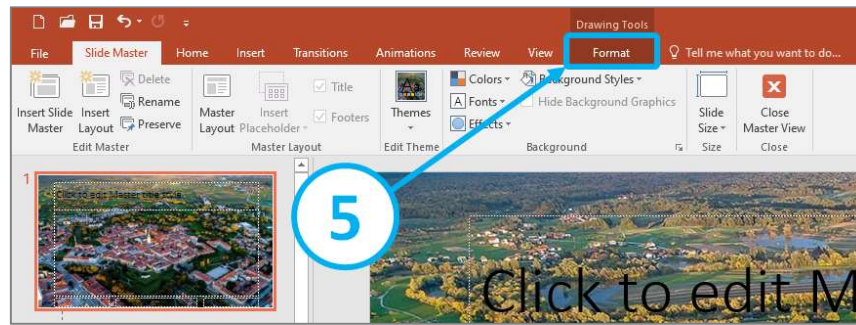
Click the slide on the very top of the slide panel (3). The slide in question is bigger than all the other slides.



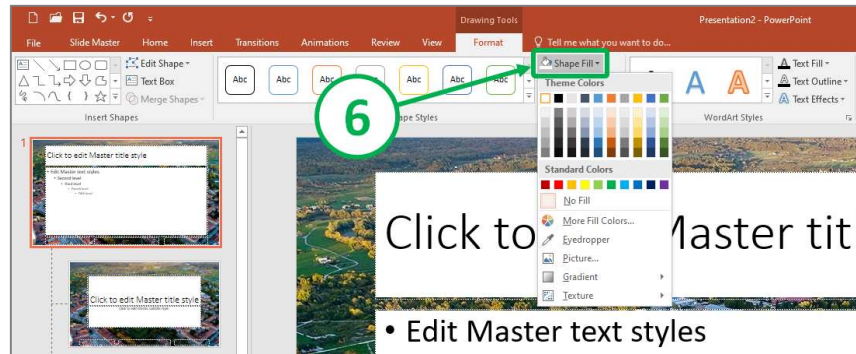
Copy and paste the image you want to use. The parts outside of the slide frame will not appear on the slide itself. Right-click the image and choose the **SEND TO BACK (4)** option to set the image as the default background.



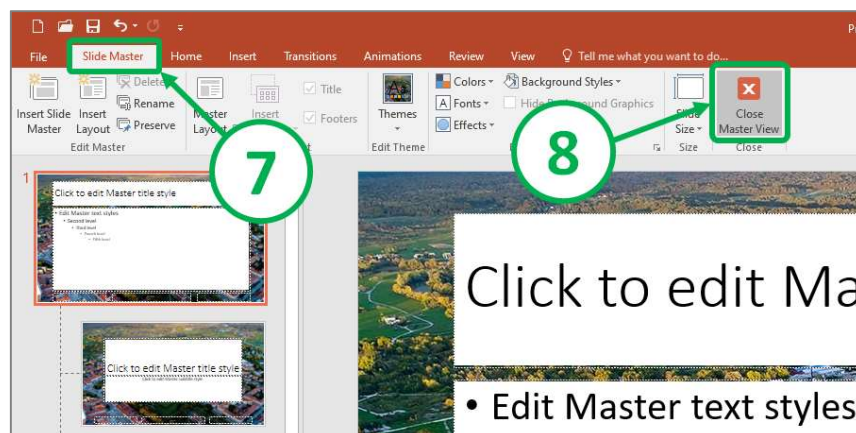
We just have to set the background color of the text frames and we're done. Click on a text frame and choose the **FORMAT (5)** tab.



Under the **FORMAT** tab click the **SHAPE FILL (6)** button and choose the color you want to use. Repeat steps (5) and (6) for other text frames.



Click on the **SLIDE MASTER (7)** tab and choose the **CLOSE MASTER VIEW (8)** button.



The background is all set! You may begin with building your presentation.