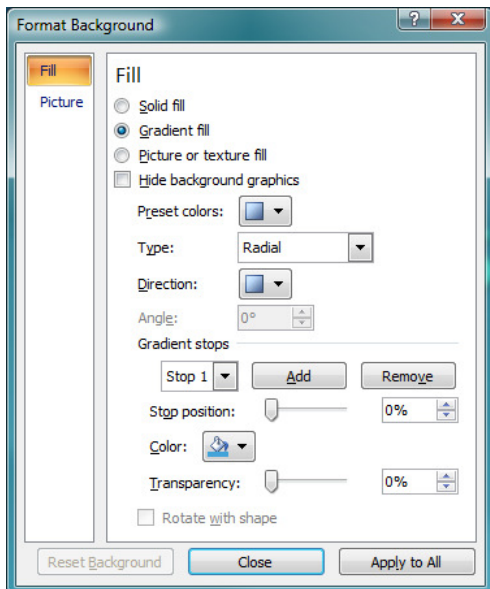


How to Create a Custom Background for Your Slides

To set a custom background in your slides:

1. Select the slide(s) in which you want to change the background. For hints on selecting slides in the slide tab, refer to the previous page.
2. Click on the *Design* tab
3. Click on *Background Styles* in the *Background* group.
4. Click on *Format Background*. The *Format Background* dialog box appears:



5. Click on the *Fill* item in the left pane, if it's not already selected.
6. Change the colour and style settings (see descriptions immediately following for specific instructions).
7. Click *Close* to apply the changes only to the selected slides;
OR
8. Click *Apply to All* to change the background on all your slides;
OR
9. Click *Reset Background* if you want to get rid of your changes.

① About the Format Background Dialog Box

In the *Format Background* dialog box, you can set various different aspects of your background, including how the background is filled, what colour(s) it contains, and whether or not the template graphics will be visible.

The dialog box may contain different items depending on whether you select Solid Fill, Gradient Fill, or Picture or Texture Fill. Let's look at the items that are present on all versions of the dialog box:

Solid Fill, Gradient Fill, or Picture/Texture Fill

This item selects the overall appearance of the background (you select specific colours, textures, etc., lower in the dialog box).

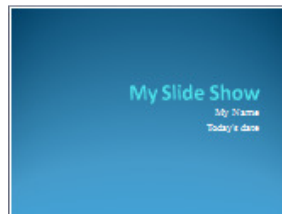
- If you choose *Solid Fill*, your background will be only one, solid colour.
- If you choose *Gradient Fill*, your background colour will fade from one colour to another, or fade in and out of multiple colours
- If you choose *Picture or Texture Fill*, your background will show the picture or texture that you select.

Hide Background Graphics

If you check this box, the graphics that are included with your theme will be hidden. For example, if graphics are hidden on the “Flow” theme, here's what it looks like:



“Flow” theme showing graphics



“Flow” theme with graphics hidden

✎ Note: This setting can be toggled on and off by checking the box beside *Hide Background Graphics* on the *Background* ribbon (*Design* tab). Remember that it is only applied to slides that are currently selected.