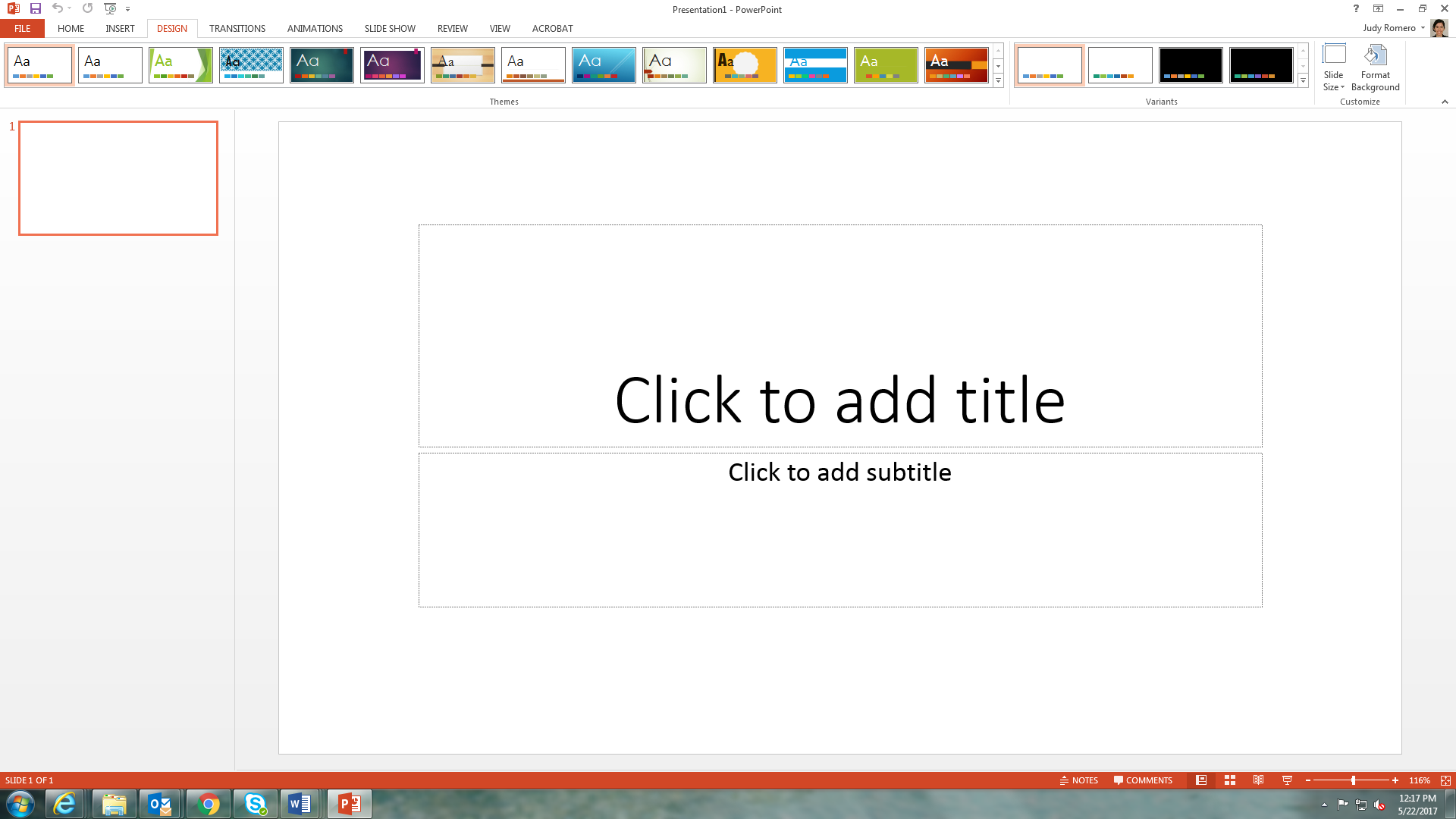
**Instructions for PC Users:**

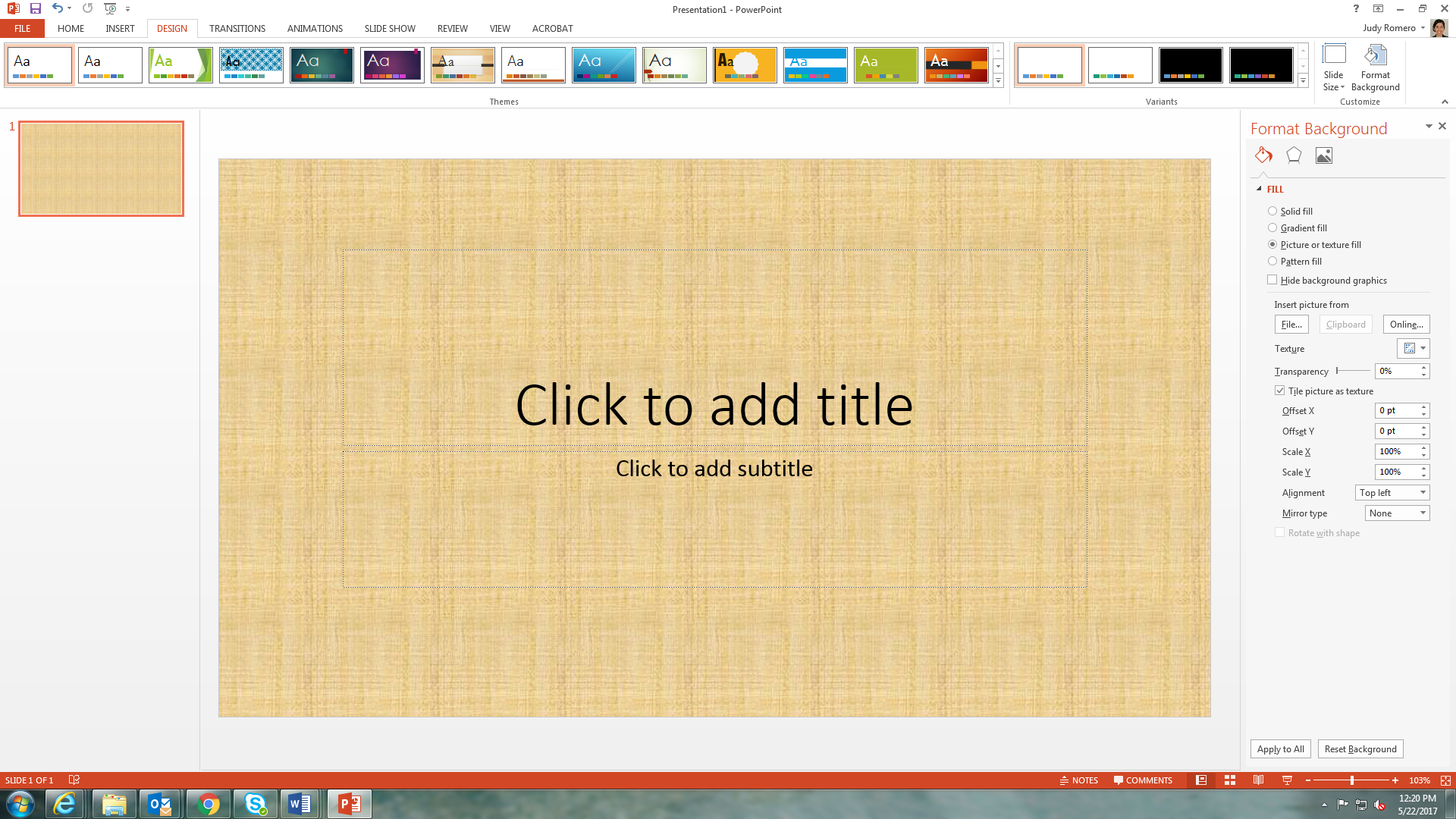
1. Save the new background image (jpg) to your desktop or a folder of your choice.
2. Open your presentation and click on the "Design" tab.



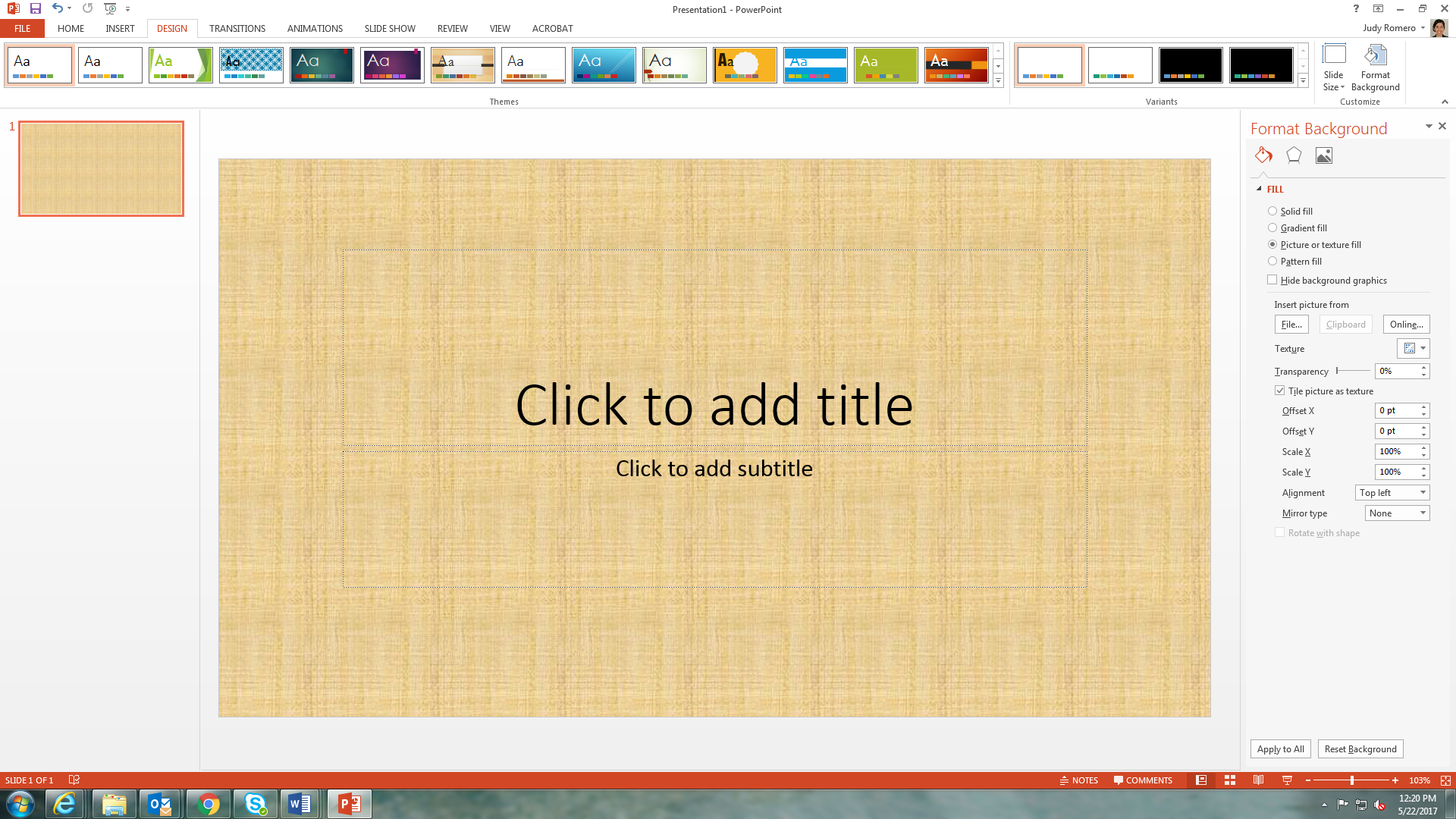
1. Click “Format Background” in the top right.

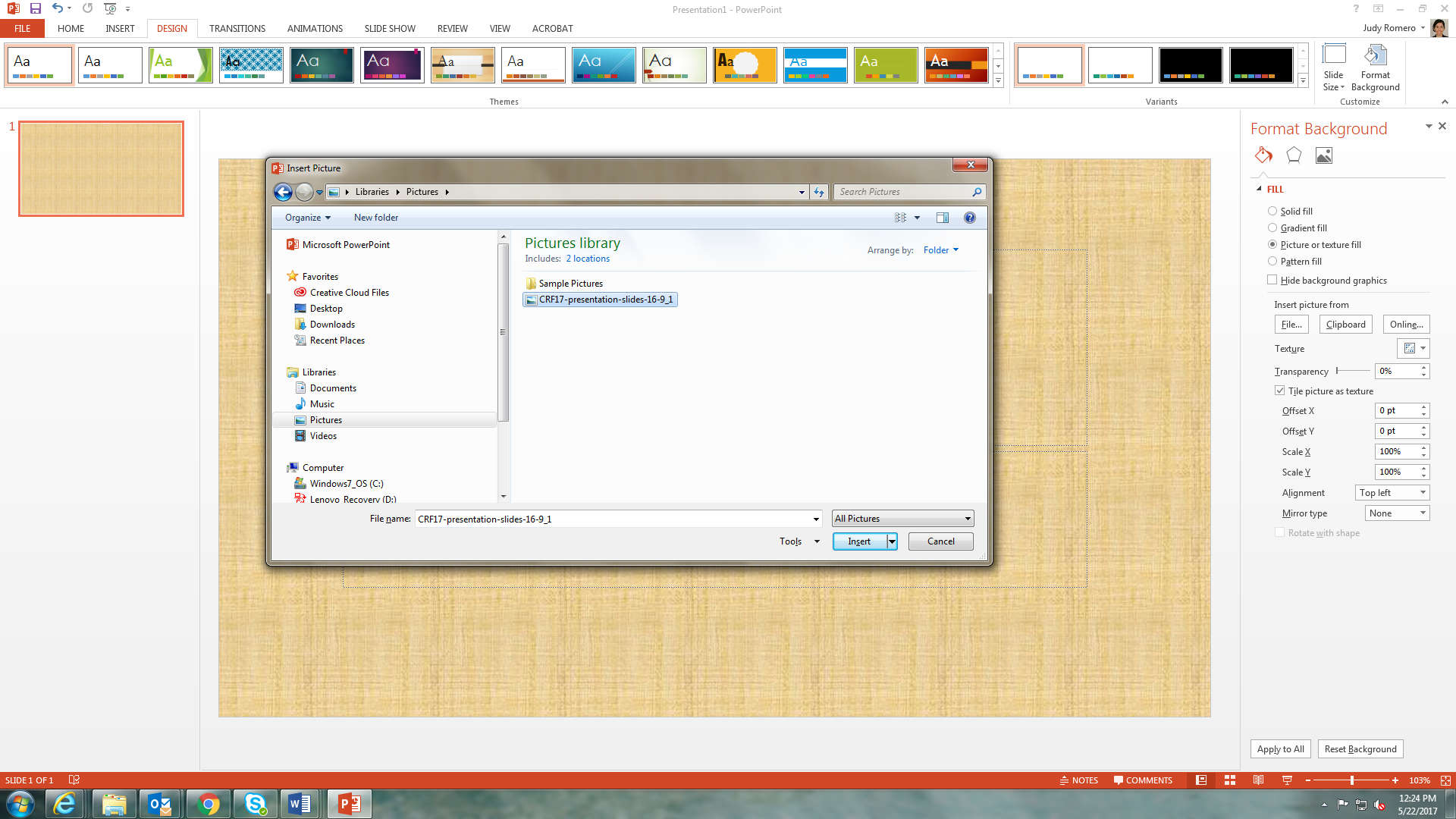


1. A new view will appear. In the right-hand menu, click on “Picture or texture fill.”

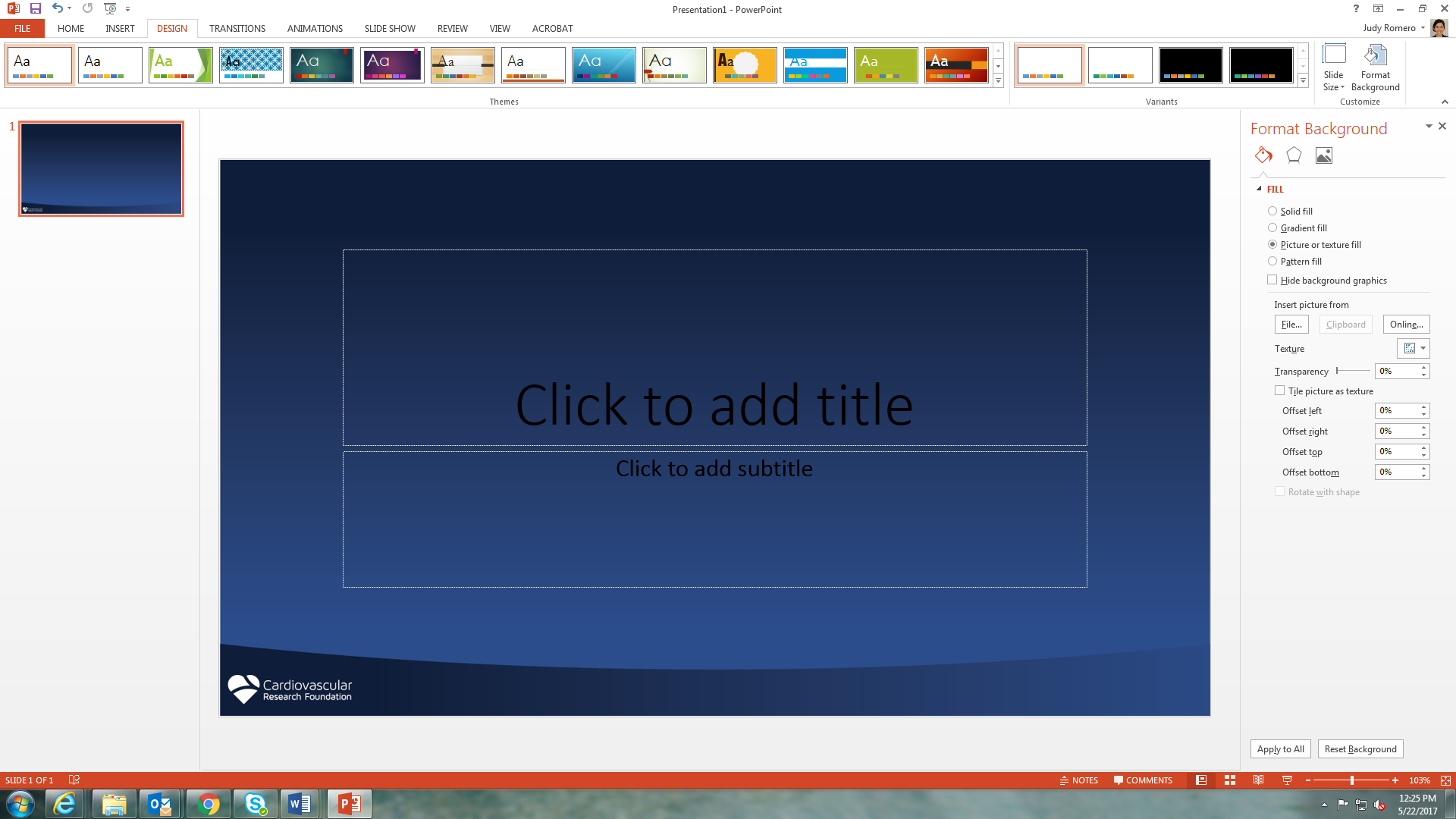


1. Below, click on “File,” browse to the folder where the new background is saved, and select the desired image.’

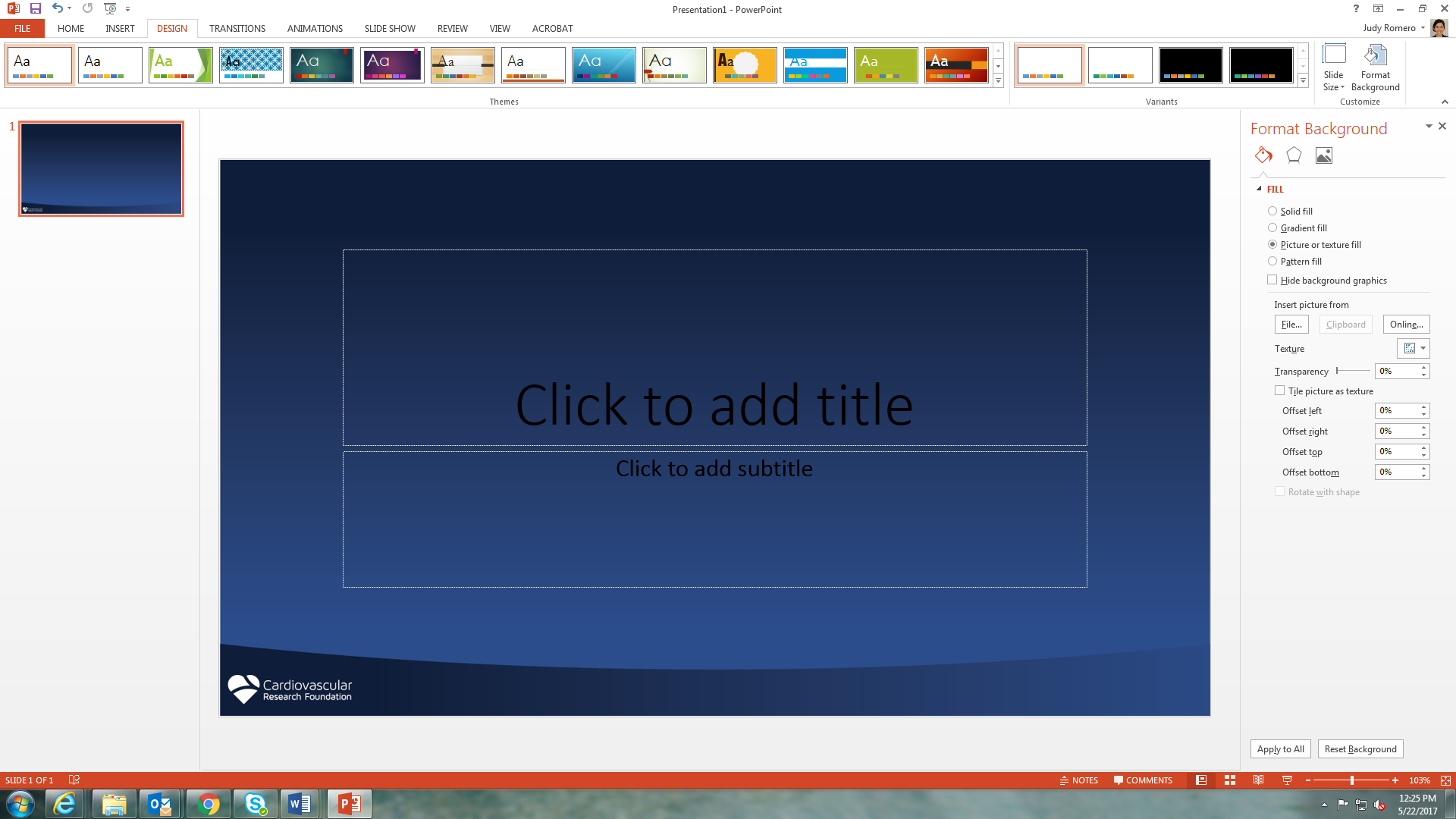




1. The background will appear behind in the slide (to the left).



7. Click “Apply to All” at the bottom of the right-hand menu.



8. All the slides in your presentation will have the new background.