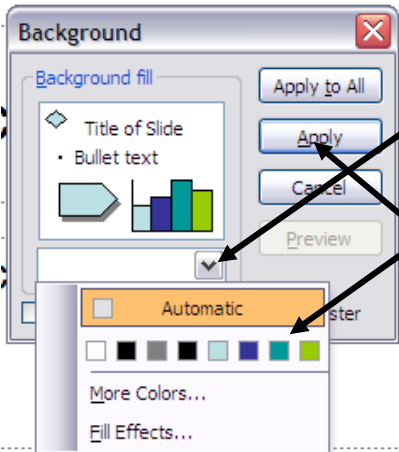
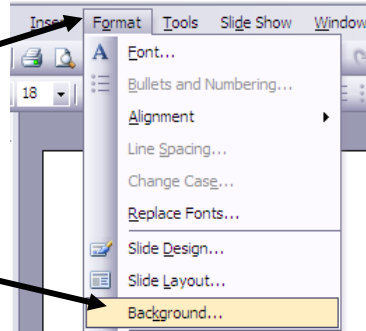


# Backgrounds

The background should not get more attention than the message.

To add or change a background;

1. Click **Format**
2. Click **Background**



3. Click the down arrow

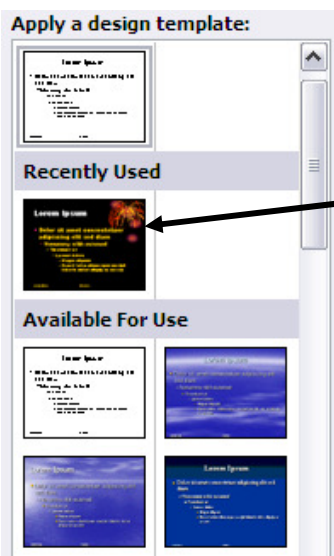
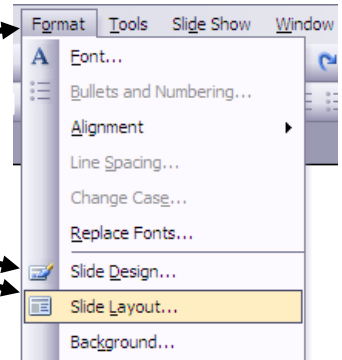
4. Select the **Colour** or **Fill Effect** you want
5. Click **Apply**

If you want the background to be the same for all of your slides click **Apply to All**

# Slide Design / Layout

To change the slide design or layout;

1. Click **Format**
2. Click the icon



3. Select the **Slide Design**

To change the colour scheme of the background

1. Click **Color Schemes**  
(You may need to go through **Format** and **Slide Design**)
2. Select the colour and click on it.

