

## Create a Transparent Background



Use a photo to create a background for your slides.

1. Open a blank PowerPoint presentation or a completed presentation to which you want to add a background.
2. You can either apply the background to the master slide or to select slides in your presentation. To add a background to all the slides in a blank presentation, click **View** on the menu toolbar, point to **Master**, and click **Slide Master**. To add a background to a single slide, select a slide and follow the same steps.
3. Choose the photo you want to use as a slide background. Click **Insert** on the menu toolbar, point to **Picture**, and click **From File** to use a picture you have on your computer.
4. Select the image you want to use as the slide background and click **Insert**. The image appears on the slide, but is not yet transparent.
5. Right-click the image on the slide and click **Format Picture**.
6. Click the **Picture** tab, click the arrow next to the **Color** box, and click Washout. Click **OK**.
7. Resize the photo to fit on the slide, if necessary.
8. With the image selected, right-click and choose **Save as Picture**. Save the image on your computer.
9. Delete the original image from the slide. You will replace it with the transparent version you just prepared and saved.
10. Click **Format** on the menu toolbar, and choose **Background**.
11. In the Background dialog box, click the arrow in the box under **Background fill** and choose **Fill Effects**.
12. Click the **Picture** tab, and click **Select Picture**.
13. Find and select the picture you formatted as a transparent background, click **Insert**, click **OK**, and then click **Apply**.
14. If you were working on a slide master, your transparent image has been added to the master slide as a background and the new background will appear on every new slide you add to the presentation. If you selected a single slide, the background has been added to the slide you selected.

*Instructions from Microsoft Office PowerPoint 2003 Online Help*