PowerPoint
Adding a Picture to the Background of Master Slide
(Washout)

1.   Click on View and scroll down to Toolbars. Move the curser over to the side arrow. Select the "Picture Toolbar." Make sure the picture toolbar appears on your desktop.

2.   Click on View and scroll down to Master and then over to "Slide Master."

3.   Click on Insert and scroll down to Picture and move the curser over to the side arrow. Select "From file." Find your picture and insert it into the slide. Once it is inserted, stretch it out to the full length and width of the slide.

(Note: For a layered effect, you can insert more than one picture on a slide master. After you add your pictures, right click on them and select Grouping. Move the curser over to the side arrow. Select "Group.")

4.   Go to the Picture Toolbar and select the icon second from the left (color). Click on the icon and select "Washout." (Note: You can adjust the contrast and brightness of the picture(s) by using the icons on the Picture Toolbar.)

5.   Right click on the picture(s) and select Order. Move the curser over to the side and select "Send to back."

6.   A nice effect is to add a text box either at the top, or on the side. You can format the text box with font and background color if you wish.

7.   Save as a "Design Template." Click on Save as. Scroll down on the "Save as type" window and pick "Design Template."