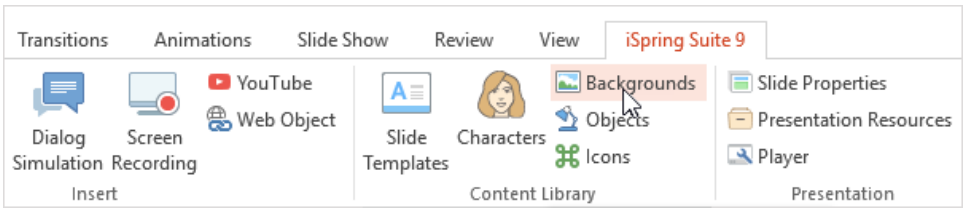
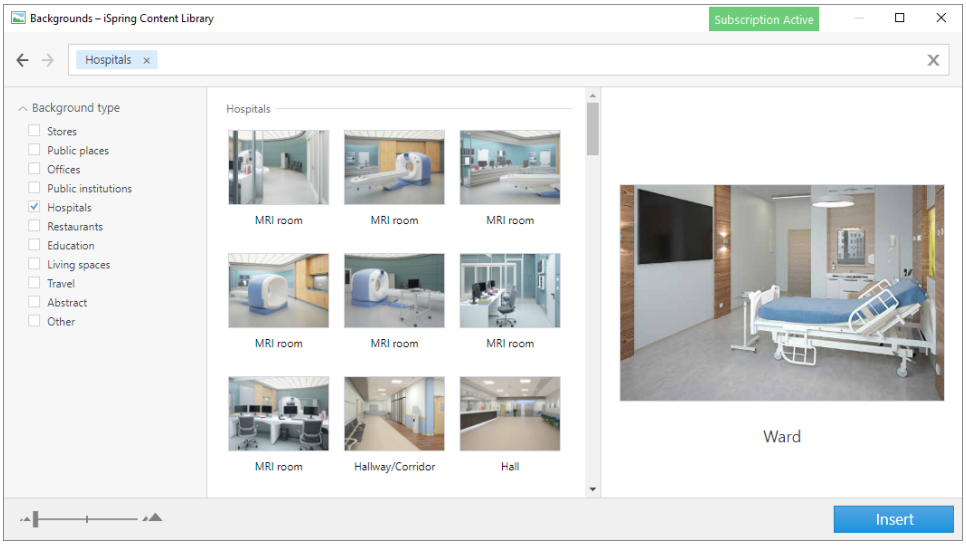
Adding Backgrounds

To add a background from the Content Library to a slide, do the following:

1. First, click the **Backgrounds** button on the toolbar.



2. Next, enter search terms at the top, or narrow down your criteria on the left.



3. Then, choose a background from the list.
4. Finally, click the **Insert** button. The background you have chosen will be inserted onto the slide. You can change the size of the image, place, rotate, flip or crop it the way you like.