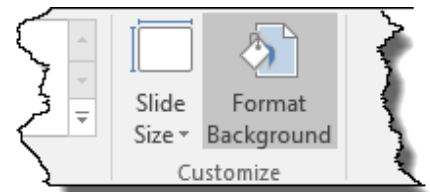
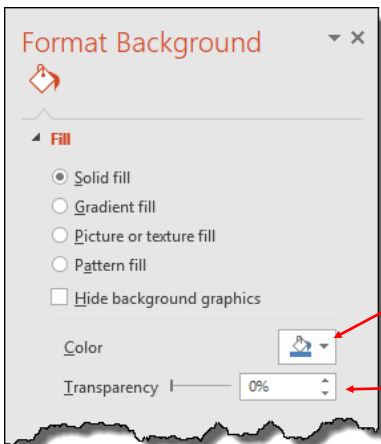


## Changing the Slide Background

Click the **Design** tab, then click **Format Background** located in the **Customize** group. This opens the **Format Background** pane on the right-hand side.



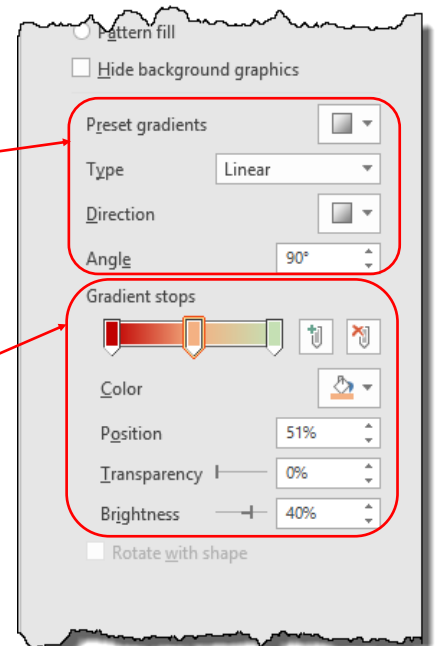
### Add a colour to the slide background



1. Select **Solid fill** to add a single block of colour to the slide background.
2. Click on the down arrow next to the **Color:** options to select the colour required.
3. Once an appropriate colour has been selected, use the **Transparency** slider to make the colour more or less see-through.

### Add a gradient to the slide background

1. Select **Gradient fill** to add a gradient of colour to your slide background.
2. A set of options are displayed. **Preset gradients** provides a selection of gradients to use as a starting point. You can also change the **Type**, **Direction** and **Angle** of the gradient fill.
3. You can use **Gradient stops** to create your own gradient fill. These are the places on your slide where the colour gradient stops. You can add or remove stops. **Color:** select the colour to be used at the gradient stop. **Position:** use the slider (or % field) to place the **Gradient stop** on the slide.



You can also set the **Transparency** and the **Brightness** of the colour.

Once you are happy with your colour or gradient fill, click **Close** to apply the background to the current slide. Click on **Apply to All** to apply this colour to all the slides in the presentation. To cancel without making any changes to the background, select **Reset Background**.

