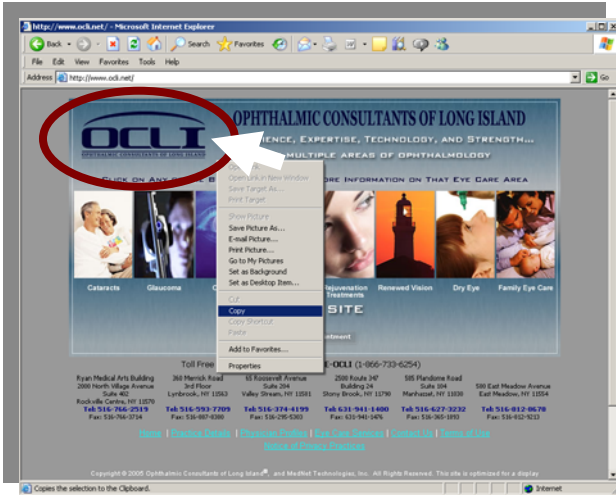


BSM Connection™ Online Library Software Tips – PowerPoint

CUSTOMER PRESENTATIONS: Make It All About THEM



Adding a practice's logo to the slide design conveys the message that the information presented is personalized for that practice's needs.

1. Open your PowerPoint® presentation and scroll to the slide you would like to add a logo to.
2. Open your internet browser in a separate window and go to the practice's website.
3. Right mouseclick on the branding or logo from the homepage, and choose "Copy."
4. Return to the PowerPoint® presentation window.
5. Click on a blank space within the slide (if you click within a text box, you will be inserting the graphic into the text box which makes it very difficult to manipulate).
6. Right mouseclick in the blank space and choose "Paste."
7. To modify the size of the graphic, or how it is oriented on the slide (in front or behind text boxes):
 - a. Click on the graphic.
 - b. From the menu bar, choose "Format Object."
 - c. Click on the "Size" tab to adjust the size of the graphic, or
 - d. Click on the "Layout" tab to adjust the orientation on the slide.
 - e. You can also add lines around the object by selecting the "Colors and Lines" tab.

