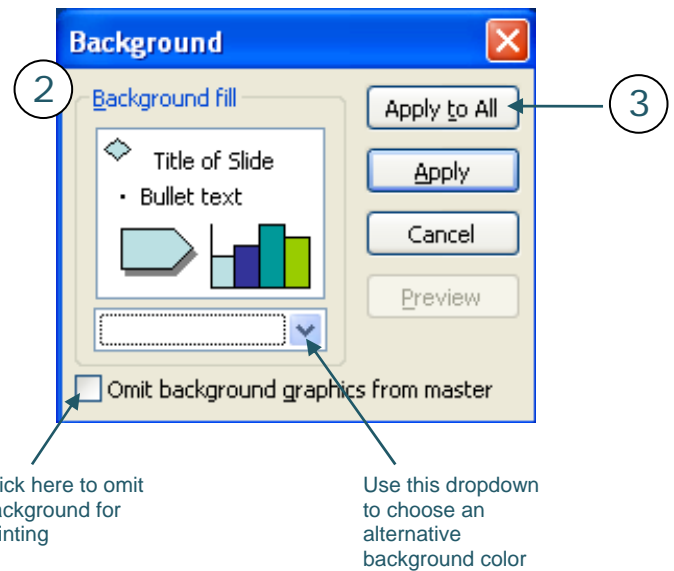
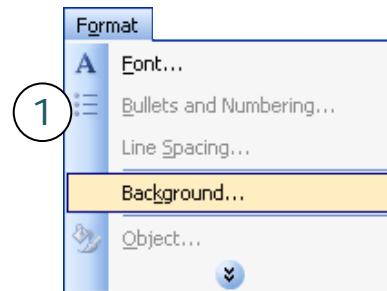


BSM Connection™ Online Library Software Tips – PowerPoint

OMITTING BACKGROUND GRAPHICS FOR PRINTING

Some PowerPoint templates have ornate or dark backgrounds that, when printing the presentation for handouts, may make the slide text difficult to read or may require an excessive amount of ink to print properly. There is an easy way to clear the template for printing purposes.

- 1 With your presentation open in Normal View, click “Format” on the top toolbar and choose “Background.”
- 2 This automatically opens a dialogue box labeled Background. From here you can choose to “Omit background graphics from master” and, if necessary, select a background fill to replace the omitted graphics. In most cases the default white fill is suitable, but note that if your slide text is white, you must choose a color fill for your background or the text will blend with the white fill and be illegible.
- 3 Be sure to apply your changes to all slides.



You are now ready to print your presentation. When you wish to restore the background graphics after printing, simply return to the Background dialogue box by choosing “Format” and then “Background” from the tool bar, and deselect the “Omit background graphics from master” checkbox.