

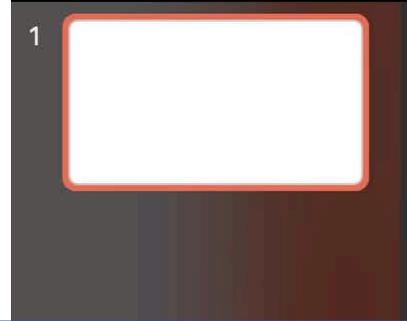
Creating a Virtual Background

Home Insert Draw Design Transitions Animations Slide Show Review View Acrobat Tell me

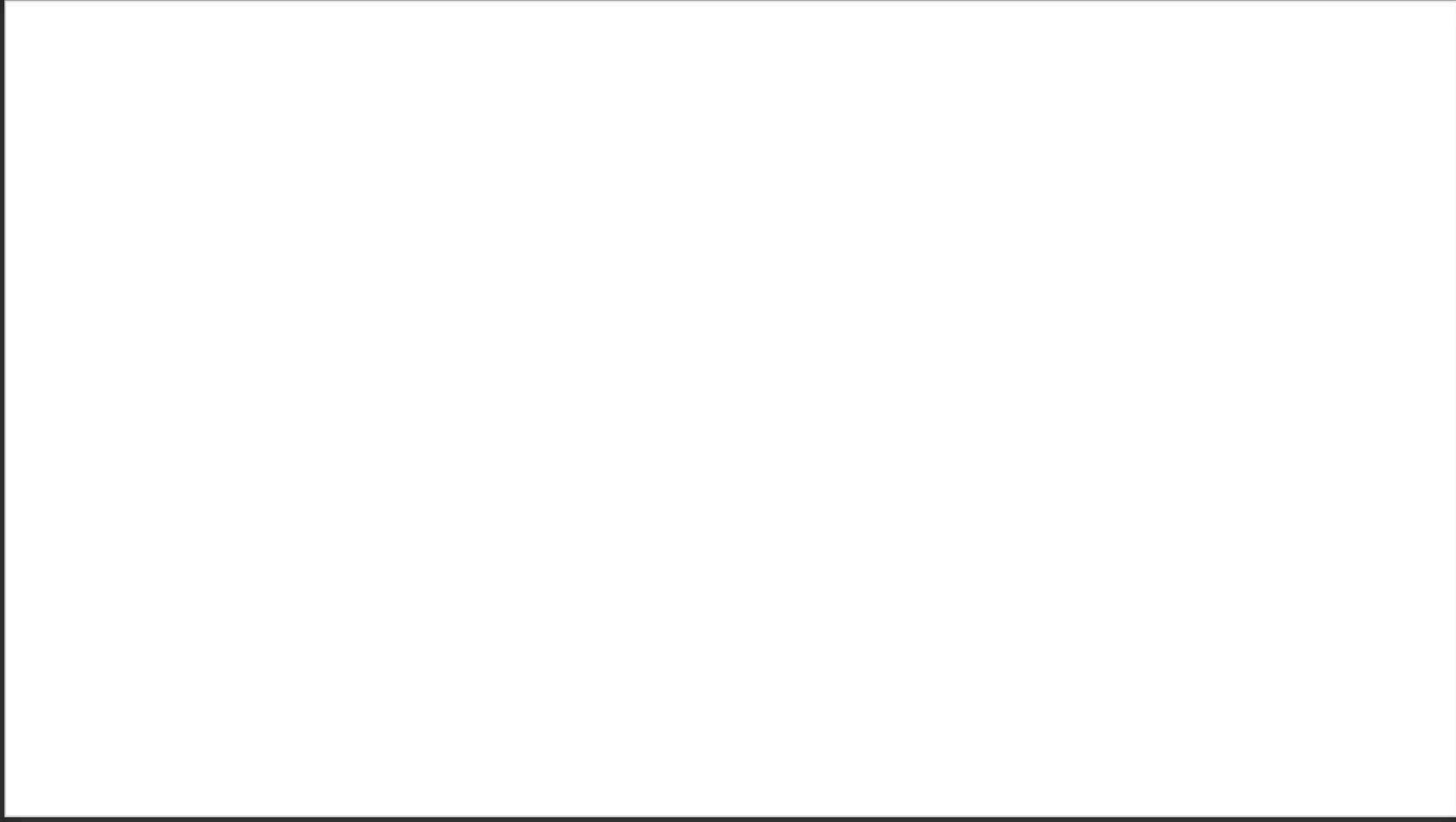
Paste New Slide Calibri (Body) 28 A A A

B I U x^2 x_2 AV Aa

Convert to SmartArt Insert Drawing Sensitivity Design Ideas Create and Share Adobe PDF



Step 1: Open PowerPoint, other image editing software of your choosing.



Click to add notes

Home Insert Draw Design Transitions Animations Slide Show Review View Acrobat **Picture Format** Tell me

Remove Background Corrections Color Artistic Effects Transparency Quick Styles Alt Text Bring Forward Send Backward Selection Pane Reorder Objects Align Crop Height: 7.5" Width: 13.33" Format Pane Animate as Background



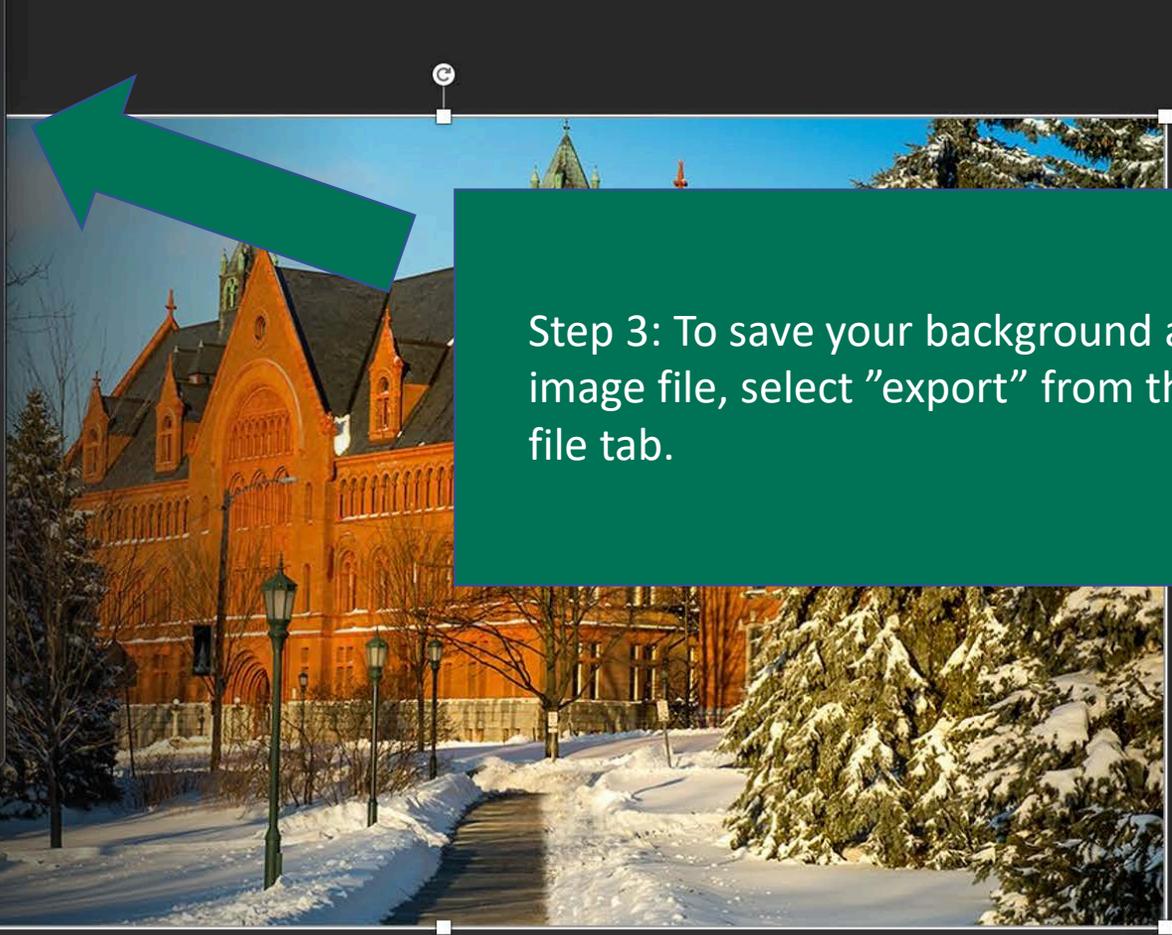
Alt Text: A picture containing tree, outdoor, snow, sky

Step 2: Select an Image that has similar dimensions to a Power Point slide (16:9 aspect ratio)

Design Ideas
 Stop suggesting ideas until I restart PowerPoint.



- New Presentation
- New from Template...
- Open...
- Open Recent
- Close
- Save
- Save As...
- Save as Template...
- Export...**
- Move...
- Rename...
- Browse Version History
- Share
- Always Open Read-Only
- Restrict Permissions
- Passwords...
- Compress Pictures...
- Page Setup...
- Print...
- Properties



Step 3: To save your background as an image file, select "export" from the file tab.

Design Ideas

Stop suggesting ideas until I restart PowerPoint.





Export As: **My Teams Background**

Tags: _____

Where: **Documents**

Online Locations

File Format: **JPEG**

Save Every Slide
 Save Current Slide Only

Width: **720** Height: **405**

Change the file format to a usable image, such as JPEG or PNG, and click the export button.

Design Ideas
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