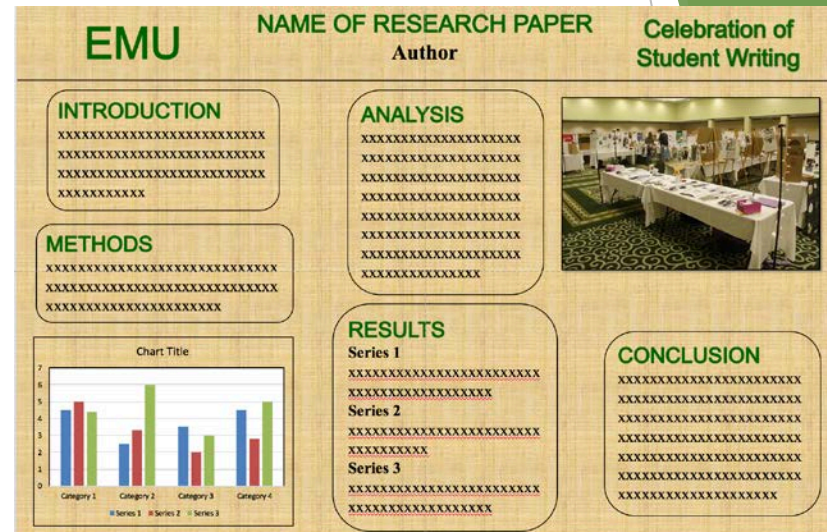


# **Formatting a Background in Microsoft PowerPoint 2015 for Mac OS.**



# Let's Continue. . .

You've opened up a New Document and gone through the Page Setup. Now you want to pick a Background for your poster. Picking a nice background will help set your poster apart from other students and aid in setting the tone for your presentation. These directions will walk you through the steps in Formatting the Background using Microsoft PowerPoint 2015 for Mac. If you have an earlier version of PowerPoint, look for a tutorial for that specific version online.



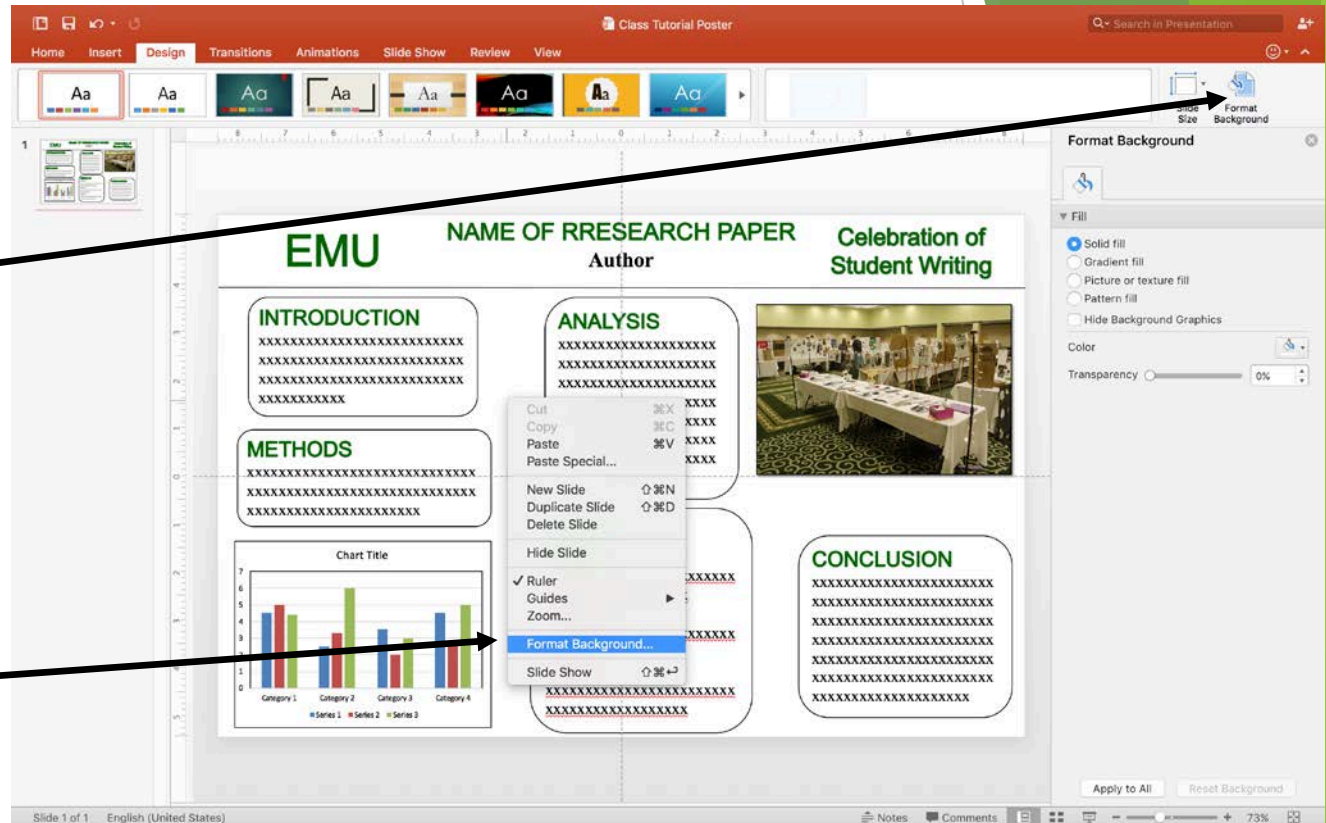
Go to Step 1. . .

# Step 1: Open the Format Background sidebar

- Click Format Background in the Design Tab

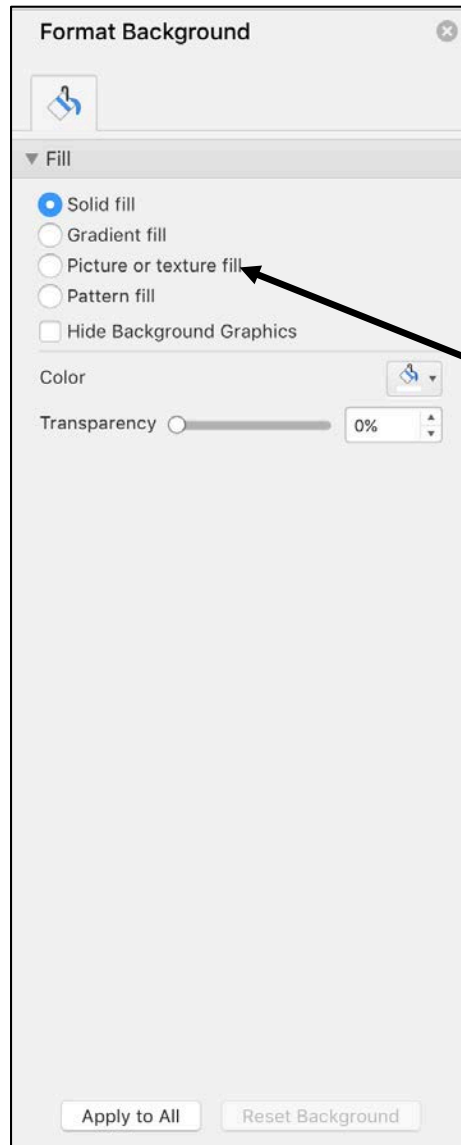
OR

- Click Format Background in the right-click menu



Open the Format Background sidebar and go to Step 2. . .

. . .This menu should now appear on the right side of your screen.

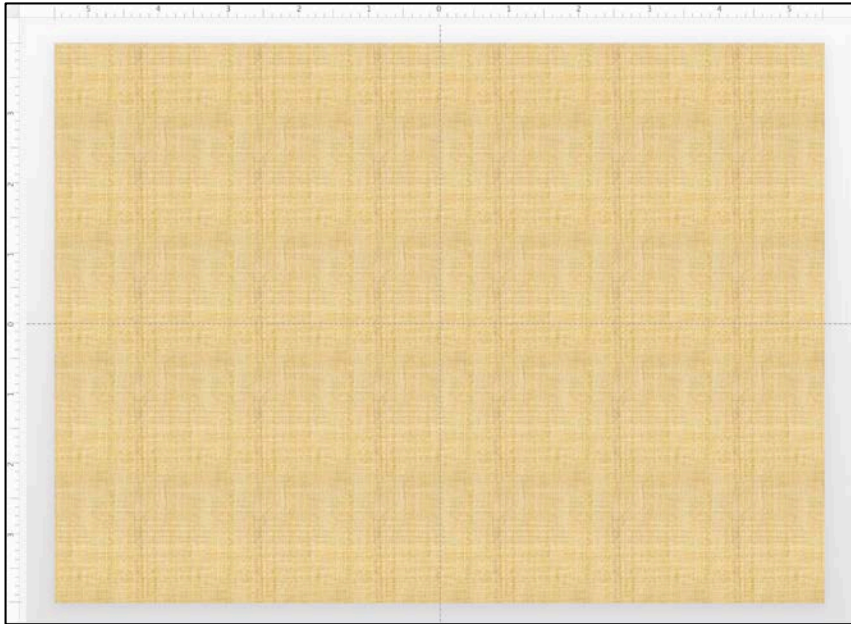


## Step 2: Choose a texture for your poster's background

- Click the Picture or texture fill option in the Format Background sidebar.

Go to Next Step. . .

. . .This is what your background should look like now.



**Congratulations!**  
**Your background is**  
**formatted. Now you**  
**can start adding**  
**stuff like text boxes.**

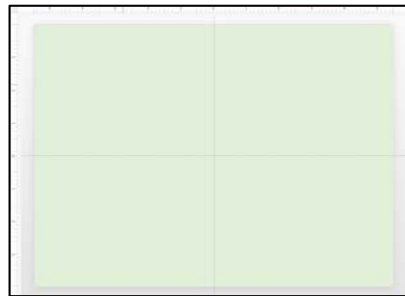
Try something different  
first. . .

. . .There are endless options!

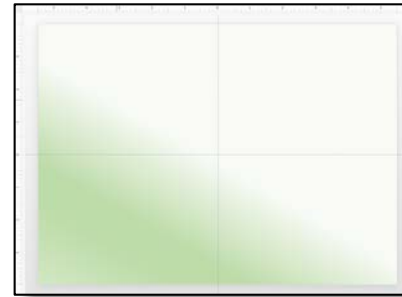
Try playing around with the different editing tools in the Format Background sidebar menu to make your unique poster. There really are an infinite number of ways to format a background.



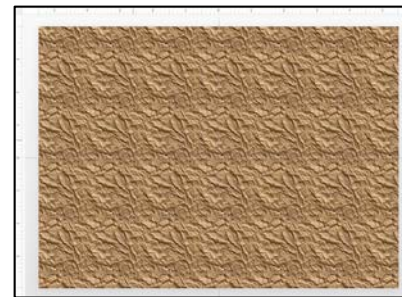
Add a Picture



Solid Colors



Gradient Fill



Different  
Textures

**You can now Format  
a Background in  
PowerPoint!**