**Directions for inserting picture as a background in PowerPoint**

* Right click the picture and click “Save as Picture”
* Save the picture to your “My Picture” file
* Right click on the white background of the slide
* Click “Format Background”
* Click the “Picture or texture fill” button
* Under “Insert from:” click File
* In your “My Picture” file, find the picture you saved
* Select the picture and click insert
* By using the Transparency slider, move the button around to change how dark the picture is