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WHAT's New?

Hiding PowerPoint Background Images for Printing

Using a design template can add an attractive appeal to your presentation. However, for printing purposes, the background graphics that looks so good on screen, hinder the readability of the slides on the handouts.

Below is the procedure to hide the background graphics.

NOTE: Productivl.T.y is a regular email publication of Information Security and IT Governance under ICT. For comments and suggestions, kindly email: **ict-process@pjlhuillier.com**

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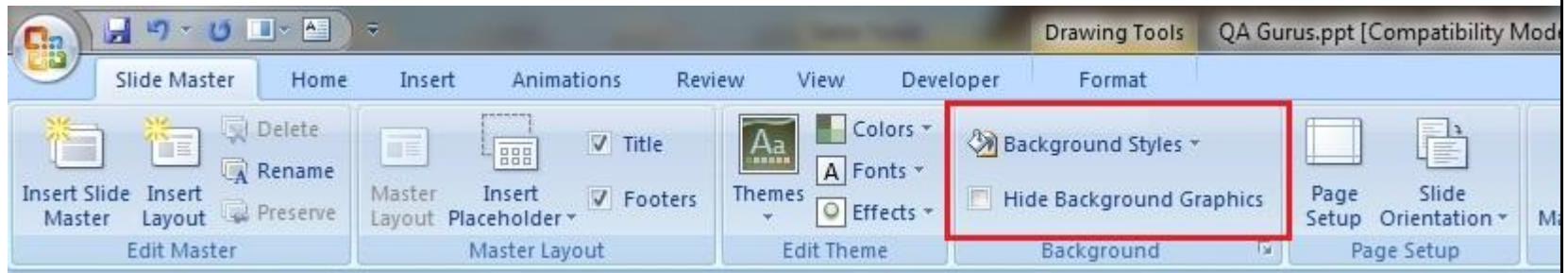*Missed an issue? Click here to visit the Productivl.T.y section in MyLink for back issues.*

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Productivl.T.y tip 77_(PowerPoint): Hiding PowerPoint Background Images for Printing_02082012
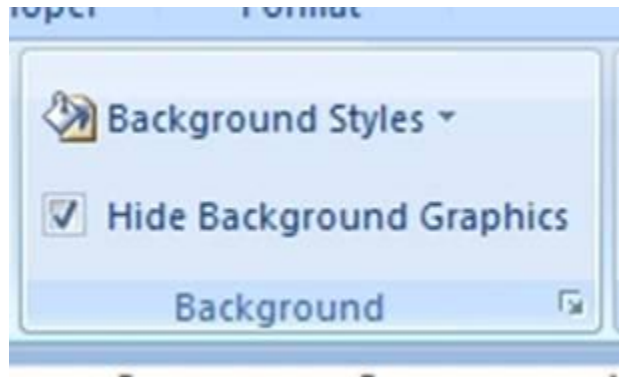
Hiding PowerPoint Background Images for Printing

1. Go to *View* Tab. Click the Slide Master.

2. Go to Background panel under Slide Master Tab.

3. Place a check mark beside the option *"Hide Background Graphics"*.

Before	After

*Note: To make the slides easy to read and all the important content still present, choose to print in gray scale or pure black and white.