


REMINDER: Emailed to a group account. Do NOT reply using the email group account.

Productivl.T.y – For Internal Use Only

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

[Missed an issue? Click here to visit the Productivl.T.y section in MyLink for back issues.](#)

<Back Next>

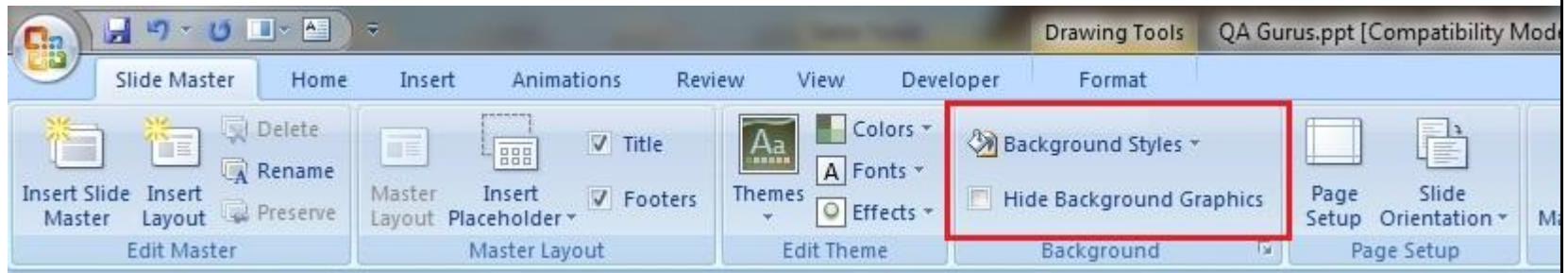
OK Cancel

Hiding PowerPoint Background Images for Printing

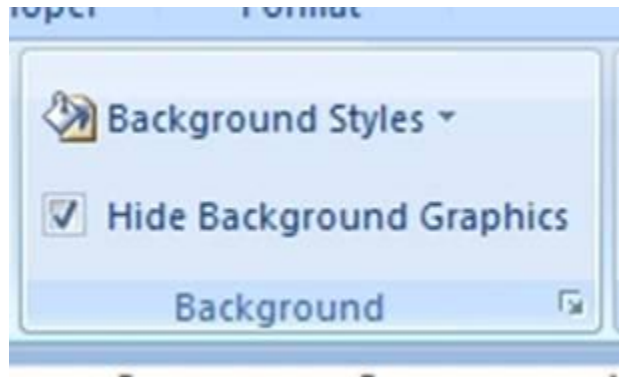
1. Go to **View** Tab. Click the Slide Master.



2. Go to Background panel under Slide Master Tab.



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



OUTPUT

Before	After
<p data-bbox="247 402 562 435">JURAN'S PHILOSOPHY</p> <ol data-bbox="254 488 863 675" style="list-style-type: none"><li data-bbox="254 488 863 537">1. Quality Trilogy - emphasizes the roles of quality planning, quality control, and quality improvement<li data-bbox="254 545 863 675">2. Quality Planning Roadmap - checklist for understanding customer requirements, establishing measurements based on customer needs, optimizing product design, and developing a process that is capable of meeting customer requirements.	<p data-bbox="1073 407 1419 440">JURAN'S PHILOSOPHY</p> <ol data-bbox="1079 505 1755 708" style="list-style-type: none"><li data-bbox="1079 505 1755 553">1. Quality Trilogy - emphasizes the roles of quality planning, quality control, and quality improvement<li data-bbox="1079 561 1755 708">2. Quality Planning Roadmap - checklist for understanding customer requirements, establishing measurements based on customer needs, optimizing product design, and developing a process that is capable of meeting customer requirements.

*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.