

## Add a Logo to the Title Slide

There is an image on the title slide to show you where you may include your company logo. When included on the Slide Master title slide, an image will appear on all title slides used in your program. To change this logo or delete the placeholder logo, access the Slide Master.

Click on the **View** tab on the menu ribbon and select **Slide Master**.

Click on the master title slide.

Click on the **Insert** tab on the menu ribbon and select **Picture**.

In the Insert Picture window, browse your computer to locate the picture file with your company logo. Double-click the image or click **Insert** at the bottom-right of the Insert Picture window.

The image will appear on the master title slide. Click and drag the image to the location you desire. Use the tools on the Picture Tools ribbon to alter the image if you wish.

See Add Business Information to the Title Slide for instructions on how to include your business information.

Click **Close Master View** in the Slide Master tab at the top of the screen to return to Normal slide view.