

## How to insert your logo image:

1. On the Insert menu, point at Picture, and then select Picture From File.
2. In the dialog box that opens, browse to the picture that you want to insert, select that picture, and then select Insert.

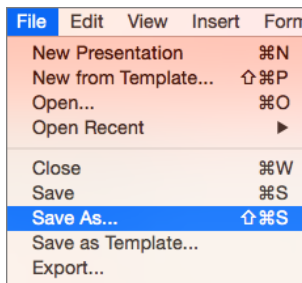
To insert multiple pictures at the same time, press and hold the Shift key while you select all the pictures you want to insert.

## How to add text to a slide:

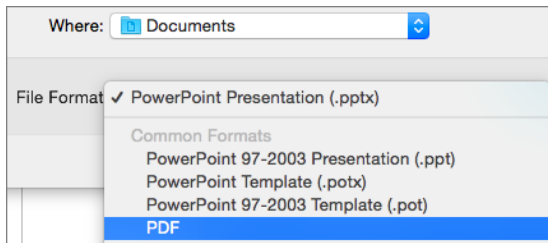
1. On the Home tab, in the Insert group, click Text Box.
2. On the slide, click the location where you want to add the text box.
3. Type or paste your text in the text box.

## How to save PowerPoint file as a PDF:

1. Select File > Save As.



2. Choose the location where you'd like to save your PDF, and then in the File Format menu, choose PDF.



3. If you would like to only save on specific slide, please create a new PowerPoint file, past over the slide, and save that file as a PDF.