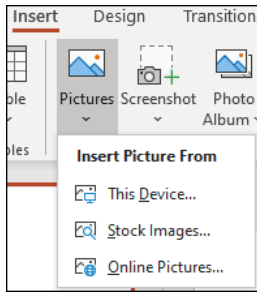



How to insert your logo image:

1. Select the place in the slide where you want to insert the picture.
2. On the Insert tab, in the Images group, select Pictures and then select This Device.



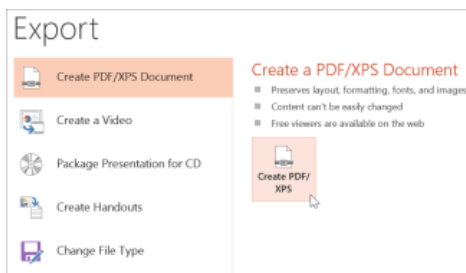
3. In the dialog box that opens, browse to the picture that you want to insert, select that picture, and then select Insert.

How to add text to a slide:

1. On the ribbon, select the Insert tab, then select  Text Box.
2. On the slide, click and drag to draw the text box in the position and size you want.

How to save PowerPoint file as a PDF:

1. Select File > Export.



2. Click Create PDF/XPS Document, then click Create PDF/XPS.
3. In the Publish as PDF or XPS dialog box, choose a location to save the file to. If you want it to have a different name, enter it in the File name box.
4. Optionally, to save the current slide only as a PDF, Click Options, and under Range, select Current slide. To save specific slides as PDF, in Slides(s), enter the slide number range in From and To boxes.
5. Click Publish.