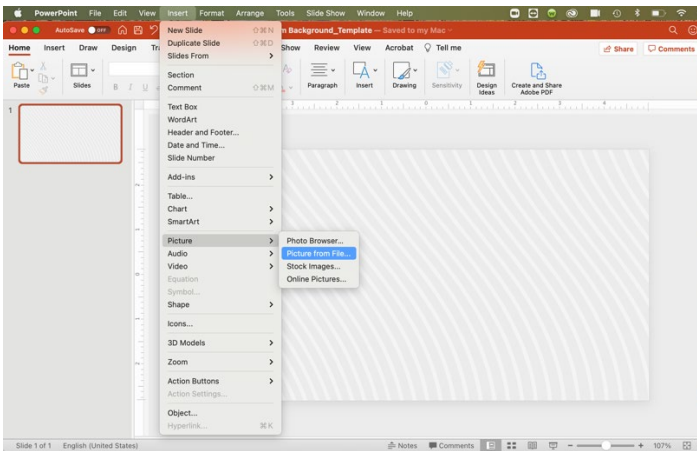
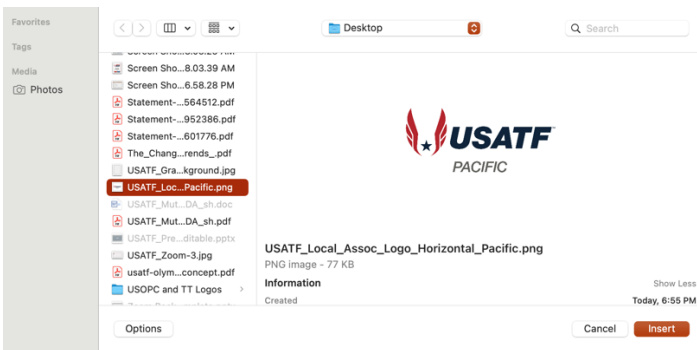


CREATING AN ASSOCIATION ZOOM BACKGROUND IN POWERPOINT

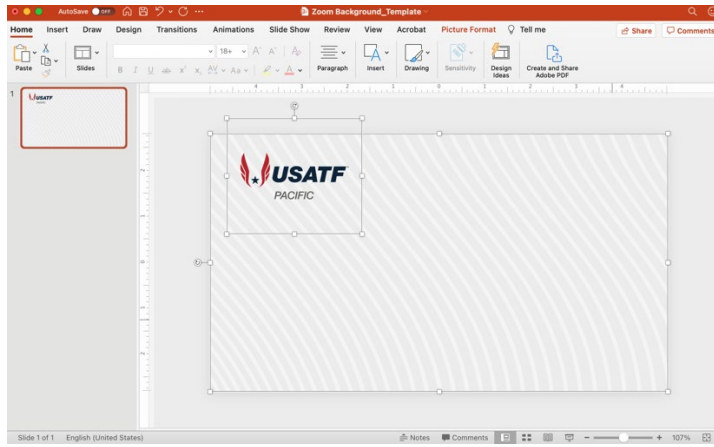
- Before beginning have the **horizontal** full color version of your Association logo available in **PNG format** from your respective association branding portal. *(the png is transparent in the background so you will not have a white box).*
- Open the attached “**Zoom Background_Template.pptx**” in PowerPoint. This template has the Journey To Gold background already inserted and formatted to the proper 16:9 Zoom background ratio.
- Next, insert your Association logo (see first bullet on format type). To do this, go to insert > picture from file



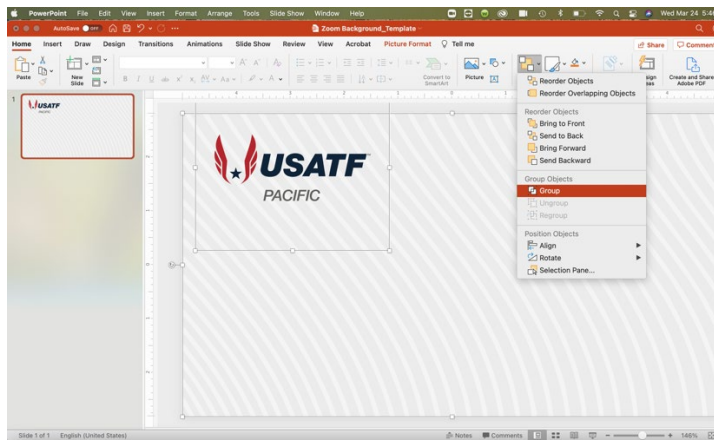
- When prompted select your file from the appropriate location on your computer.



- Next size the logo. We recommend placing the logo in the upper left or right corner so you do not block it on screen. NOTE: to size a logo you need to select the image AND hold the shift key while sizing it so the logo does not become skewed.



- Group the background image and the logo together so they are linked.



- The final step once the images are grouped is to save the grouped image as a jpg. To do this, right click and choose "Save as Picture". Save the picture as a jpg to your desired location on your computer.

