**Adding the UNE Background to PowerPoint presentations**

1. In PowerPoint, click on the first slide and select "Format Background."
2. Choose “Picture or Texture Fill” from the “Fill” menu.
3. Select “Insert Picture from File.”
4. Select the UNE blue or white background PDF and insert it into the presentation.
5. Click “Apply to All” to set this as the background for the presentation.

The slides are set for a standard 4:3 ratio (not widescreen), so you may need to check the slide size in your presentation. To verify the slide size:

1. Click “File”
2. Click “Page Setup”
3. In the “Slide sized for” drop-down menu, click “On-Screen Show (4:3)