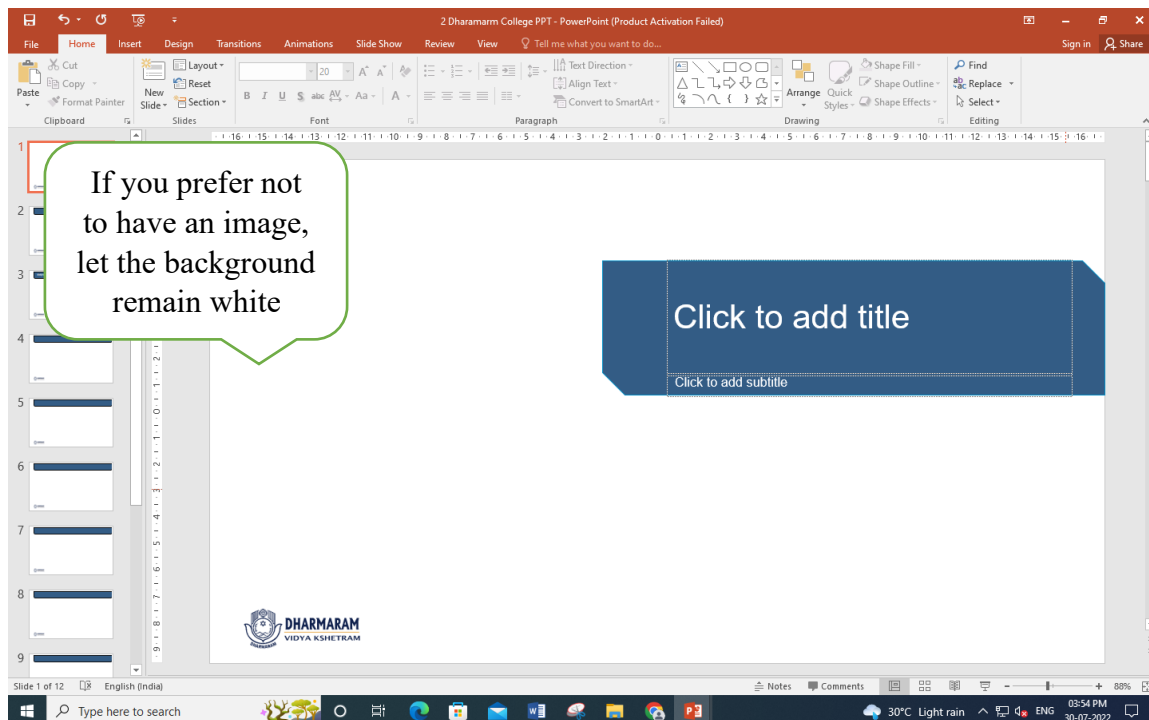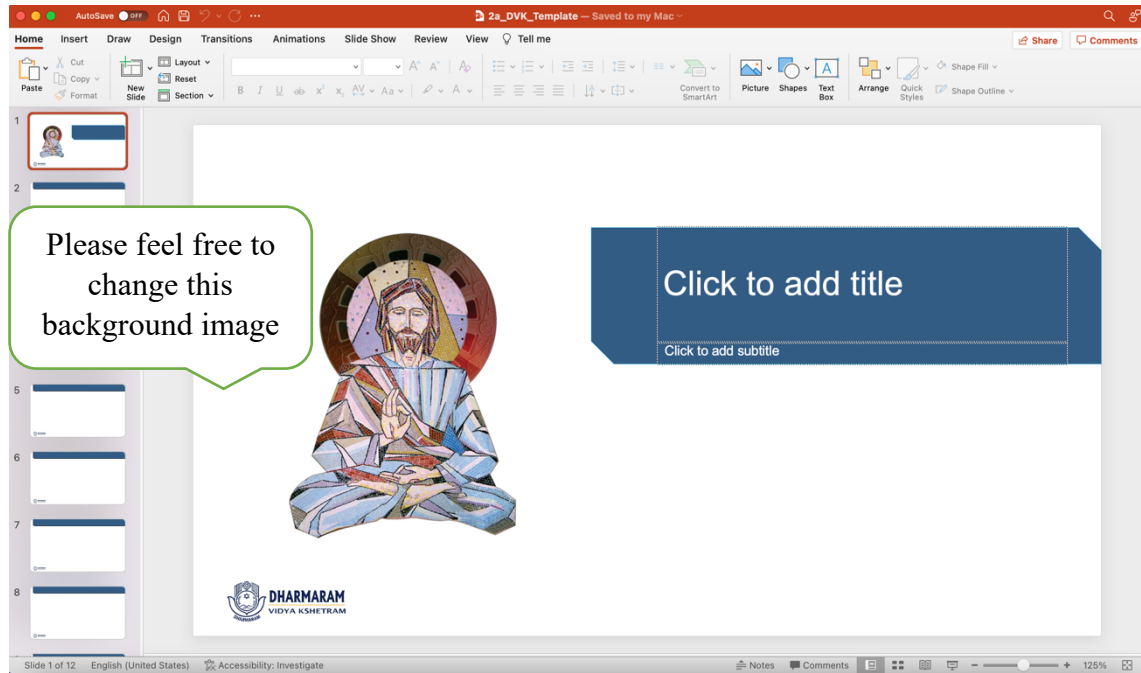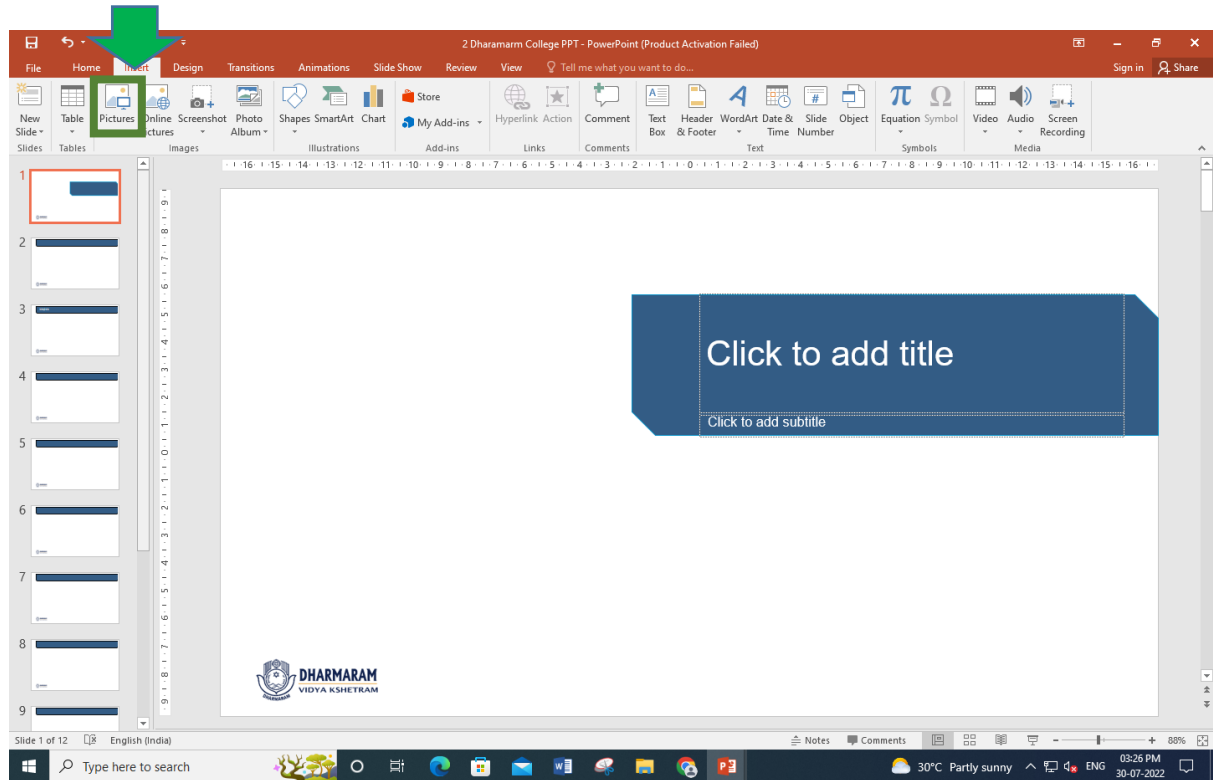# Manual for Using DVK PowerPoint Template

1. You will get three official DVK PowerPoint templates with the DVK logo on all slides. There is an image in the title slide of two PowerPoint templates and one template is without an image. You are free to change the images in the title slide and choose an image that suits your presentation topic.

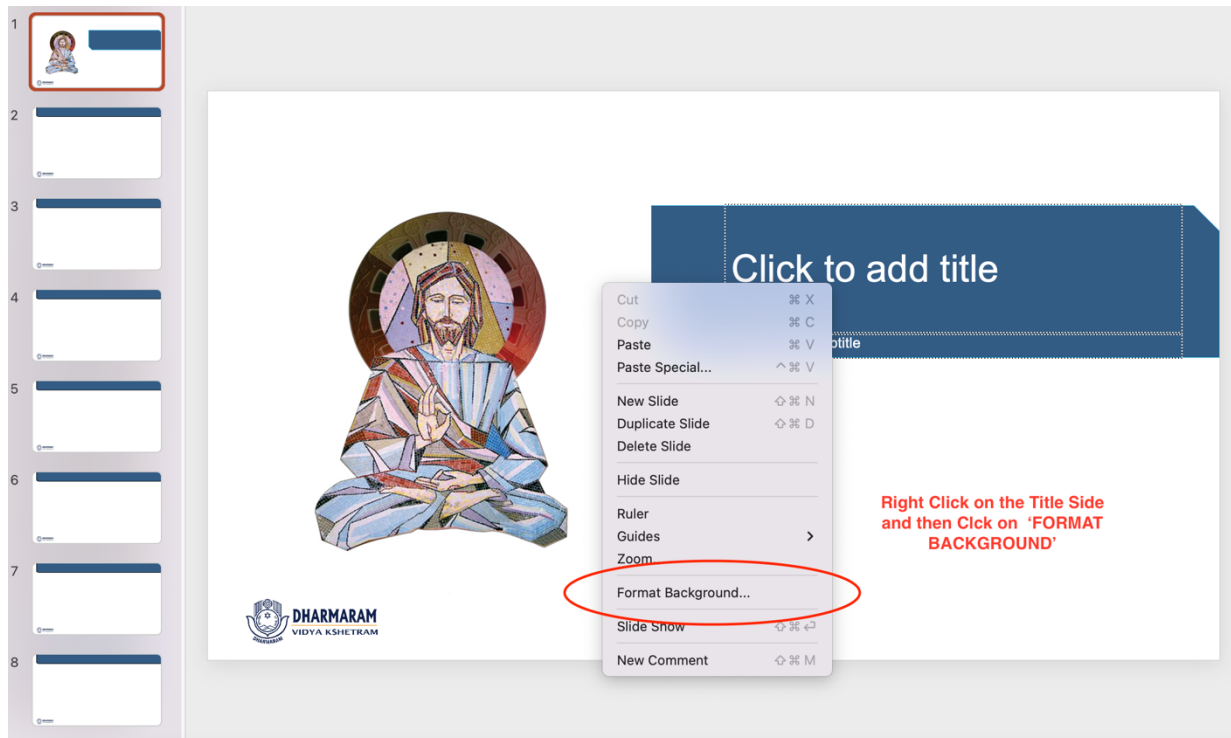2. To change or add Image in the Title slide, there are two ways.

1. The easiest way is to go to 'INSERT' option in the menu bar. Click on 'PICTURES'. Then choose the image from your computer.
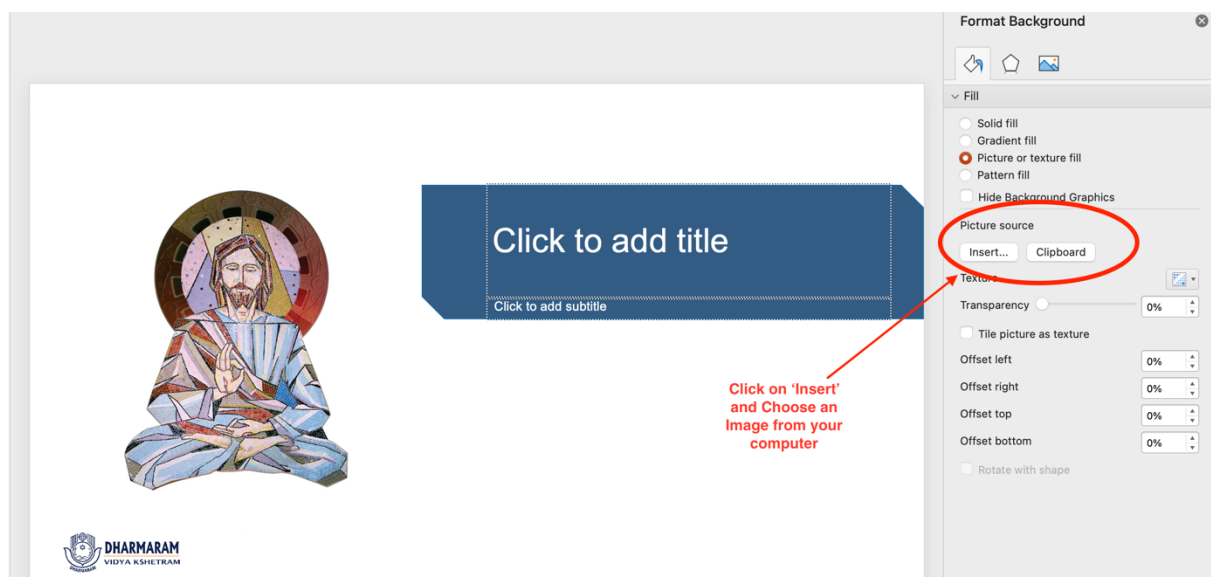
3. Following is the recommended alternate method to change the image in the title slide:

Right-click on the Title slide and then click on 'Format Background', then under 'Picture Source' click 'Insert' and choose an image from your computer.
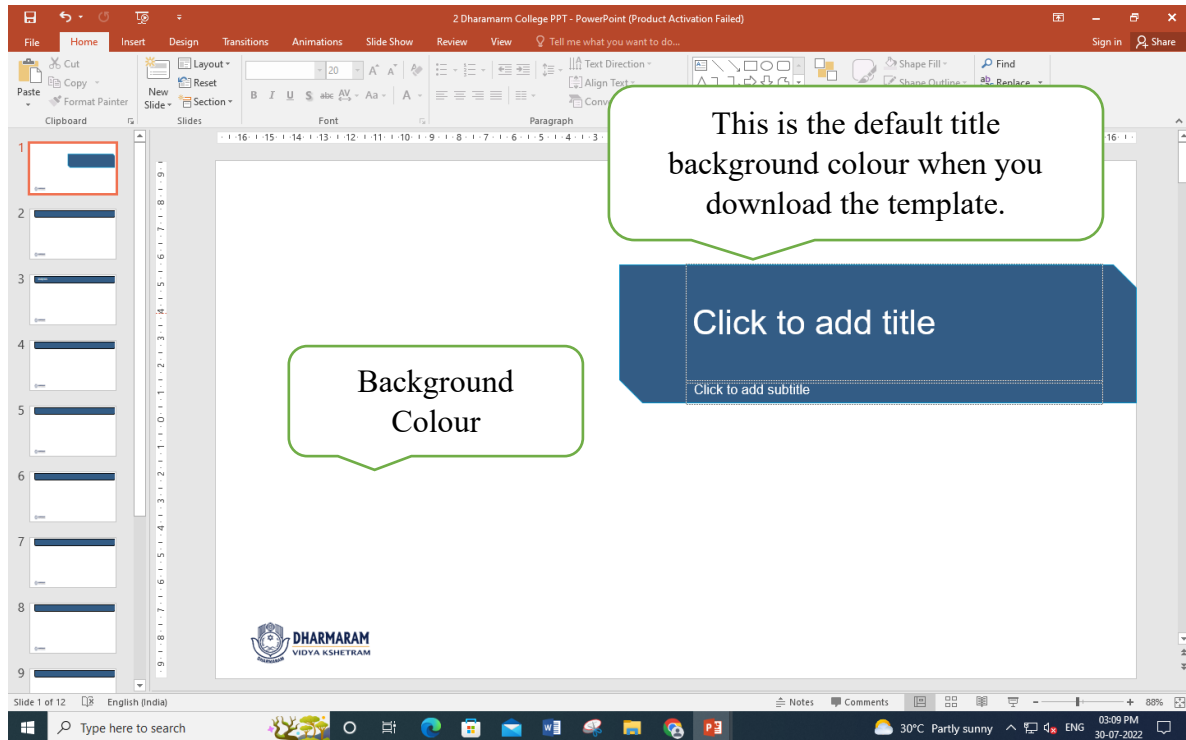
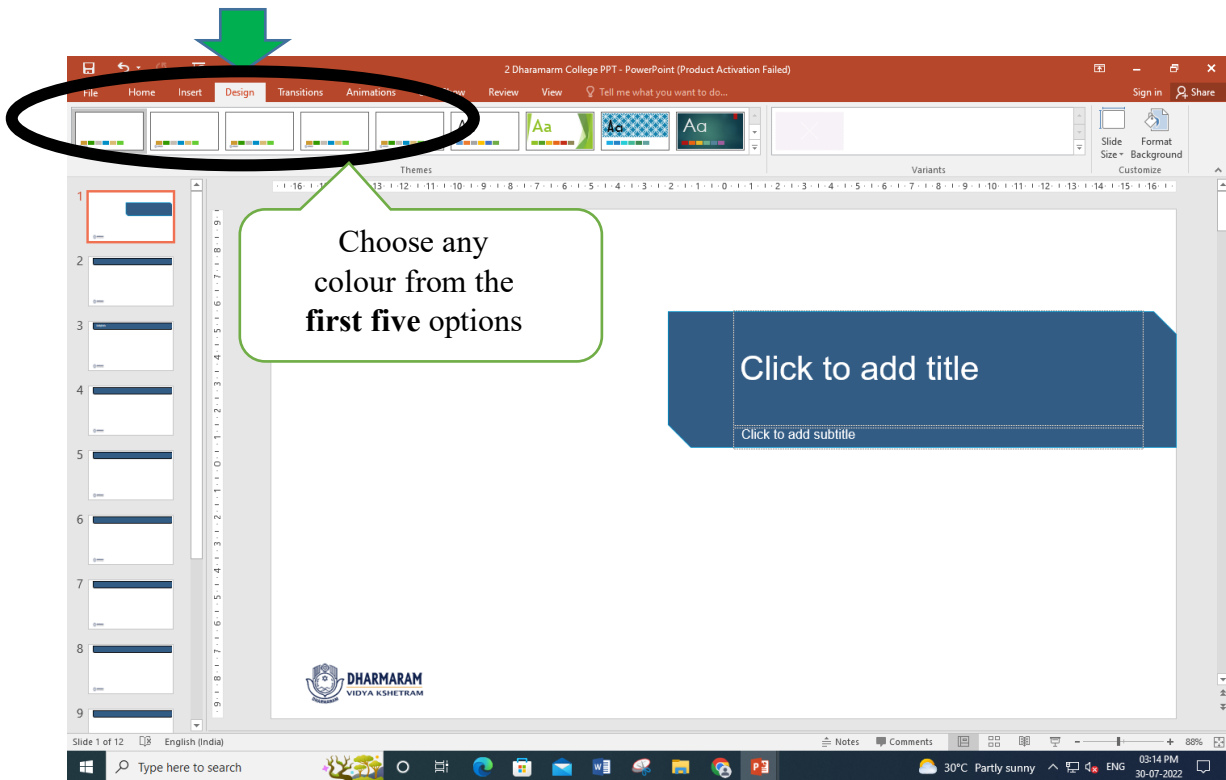   a. Right-click on the Title slide and then click on 'Format Background'

    b. After Clicking 'Format Background' a window will appear on the left. Under 'Picture Source' click on 'Insert' and choose an image from your computer.

4. Following is the default colour theme of DVK Powerpoint template. However, you can change the colours of the Title background. We will explain it in the next step. We highly recommend that the background colour (white) remains the same.

5. To change the default colour of the template got to DESIGN in the menu bar.

6. Following are the other recommended colour options in the template.