

Step-by-Step: Add a Logo Using Slide Master

Step 1: Open Slide Master View

1. Open your PowerPoint presentation.
2. Ideally, have a few PPT slides inserted first in normal view to see the effect.
3. Go to the **View** tab on the ribbon.
4. Click **Slide Master**.

Step 2: Select the Master Slide

1. In the left-hand pane, you'll see a list of slide layouts.
2. Click the **top-most slide** (the Master Slide) moving the slide pane to the top — changes here will apply to all slide layouts.

Step 3: Insert the Logo

1. Go to the **Insert** tab.
2. Click **Pictures** > choose **This Device** (or another source). This applies if you have a logo saved as a picture onto your device. If choosing the UWTSD logo then you can navigate to online sources and choose from there.
3. Locate and select your logo image file.
4. Click **Insert**.

Step 4: Position and Resize the Logo

1. Drag the logo to your desired location (e.g., bottom-right corner).
2. Resize it by dragging the corners (while holding **Shift** to maintain proportions).

Step 6: Exit Slide Master View

1. Click **Close Master View** in the Slide Master tab.
2. Your logo should now appear on **all** slides based on the layouts you edited.
3. Just a **caveat**, if the layout is perhaps a block colour, the image will not appear as the logo is hidden – you could try changing the layout in normal view by going to right click and change layout such as the following example...

