

Add Business Information to the Title Slides

There is a text box on the master title slide in which you may include your business information. It will then appear on all title slides used in your program. To edit or delete this text box, access the Slide Master.

Click on the **View** tab on the menu ribbon and select **Slide Master**.

Click on the master title slide.

Move your cursor to the actual slide on the right and click the business information text box in the bottom-right corner of the slide.

Highlight the placeholder information and enter your own information. If you wish not to have any information, simply delete the entire text box.

See Add a Logo to the Title Slide for instructions on how to include your company logo.

Click **Close Master View** in the Slide Master tab at the top of the screen to return to Normal slide view.