



Inserting, Deleting and Editing Background Photos Using the Ballad Template

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Please take NOTE:

This tutorial has been designed to show you how you can create the Ballad of an Eagle Scout presentation using Microsoft Power Point 2010. Other versions of Microsoft Power Point such as 2003, 2007 and 2013 are available, however, some have experienced issues using these versions. For best results you should use Microsoft Power Point 2010.

This tutorial also demonstrates how to design the Ballad of an Eagle Scout presentation using the original music score “Men of Honor” by Randy Edelman. This presentation is “Timed” to this music. If you wish to use a different sound track for the presentation you will need to “re-time” the presentation to fit your new sound track.

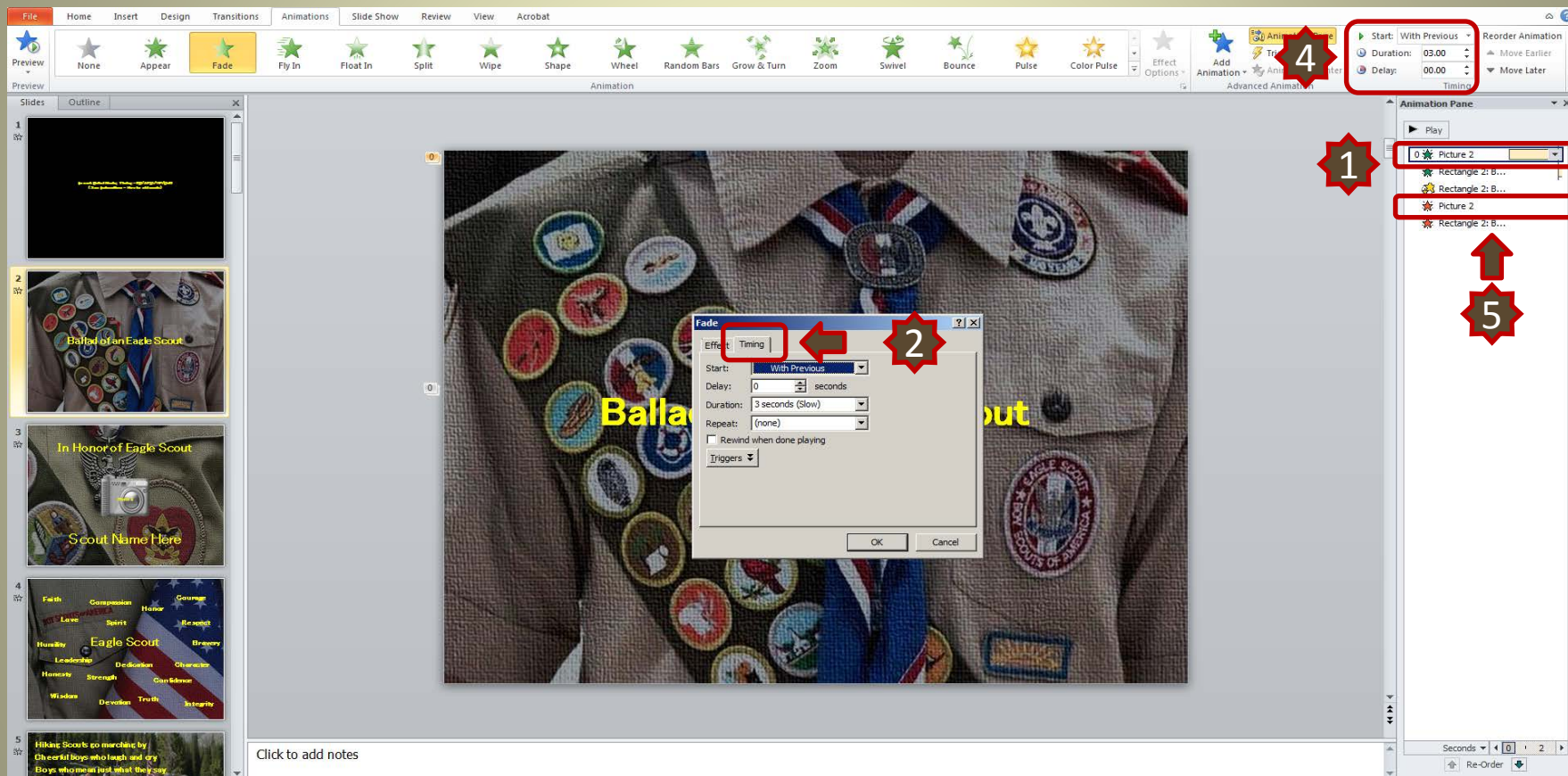
Editing the Background Photos

Note: The background photos are timed to the presentation. Any background photos you add will also have to be timed to the presentation.

1. Select **1** “Animation”, **2** “Animation Pane”. Click on the first entry in the animation pane **3**. This is the timing for the background photo.

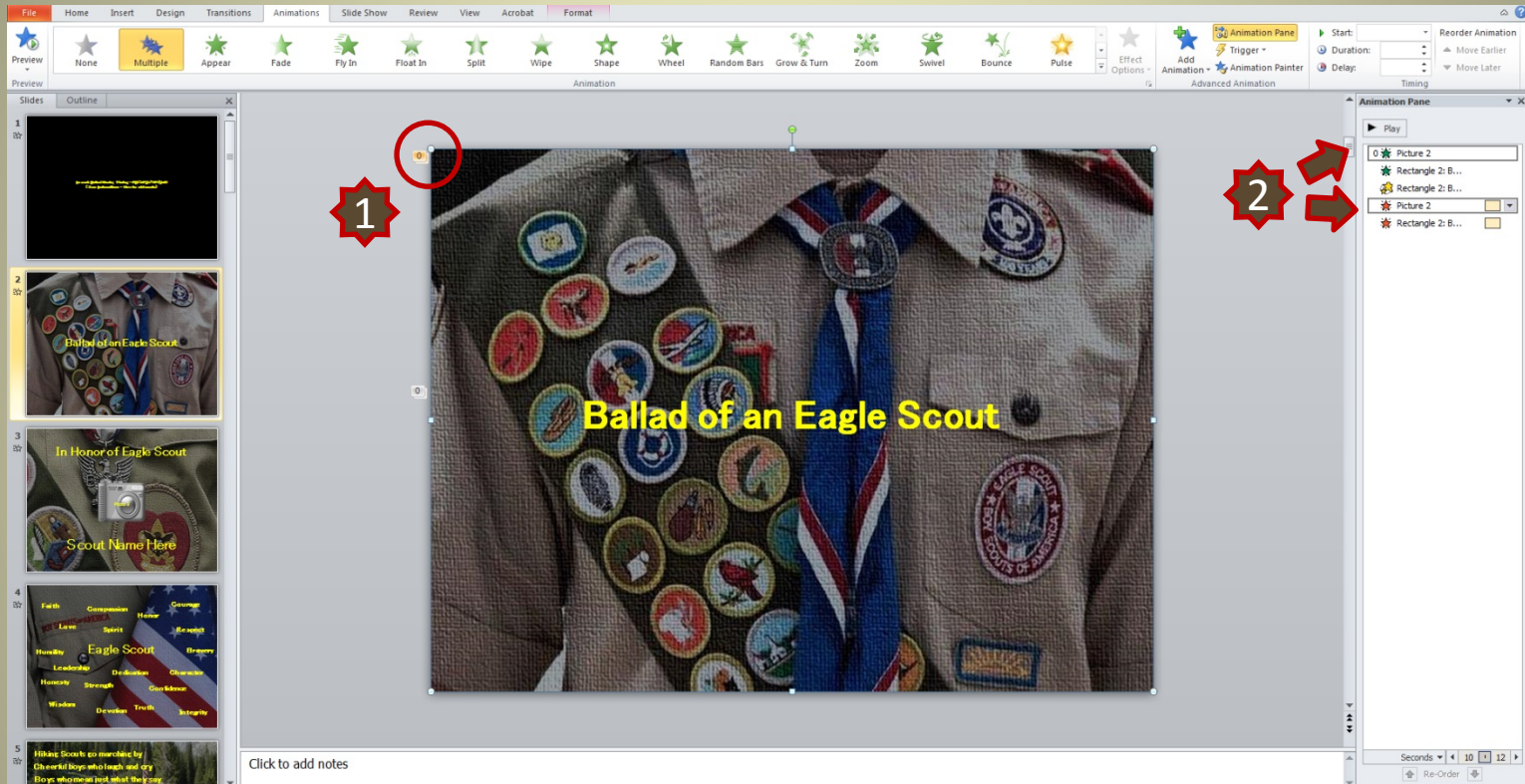
The screenshot displays the Microsoft PowerPoint interface. The **Animations** tab is selected in the ribbon, with the **Animation Pane** button highlighted by a red box and a red star labeled '1'. The **Animation Pane** on the right side of the slide is also highlighted with a red box and a red star labeled '2'. The first entry in the animation pane, 'Picture 2', is highlighted with a red box and a red star labeled '3'. The main slide area shows a background image of a Scout uniform with the text 'Ballad of an Eagle Scout' overlaid in yellow. The slide thumbnail in the left-hand pane is also highlighted with a red box and a red star labeled '1'.

2. Double click the entry **1** and the timing for the photo will appear. Select the “Timing” tab **2**. As you can see the timing for the background photo is “Start – With Previous”, “Delay – 0 seconds” and “Duration – 3 seconds (Slow)”. This timing also appears in the tool bar ribbon **4**.



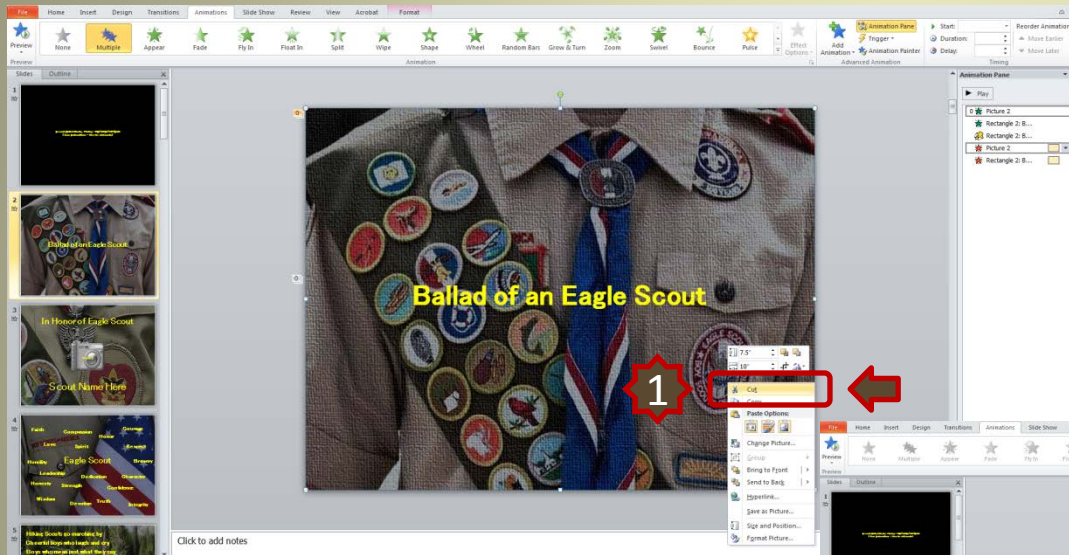
Note: Some background photos will have both a “Fade In” and “Fade Out” effect as this one does **5**. If you change one of these slides be sure to modify both “Fade In” and “Fade out”.

Note: Clicking on the photo will highlight the photo **1** and indicate in the animation pane if there are more than one animations for the photo (in this case both a "Fade In" and "Fade Out" effect. **2**)



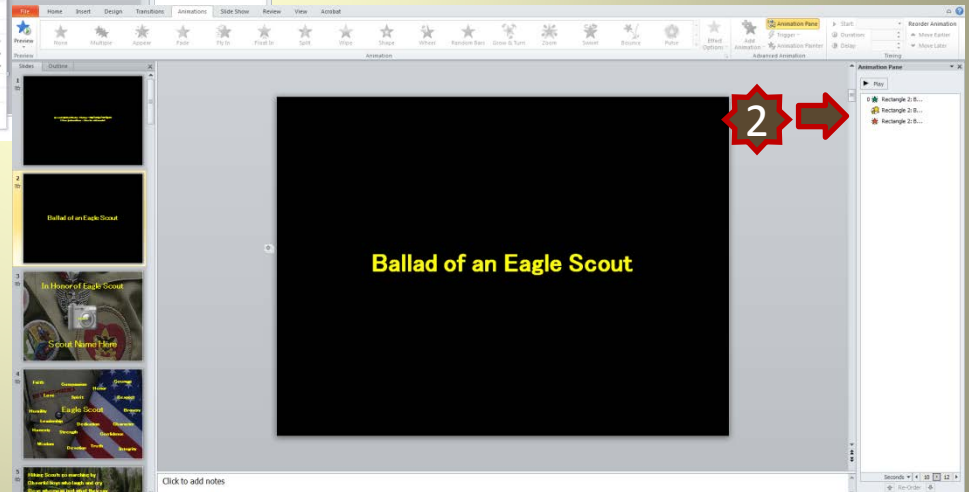
Deleting the Background Photo

1. Right click on the photo and select “Cut” **1** or right click on the photo and select “Delete” from your keyboard.



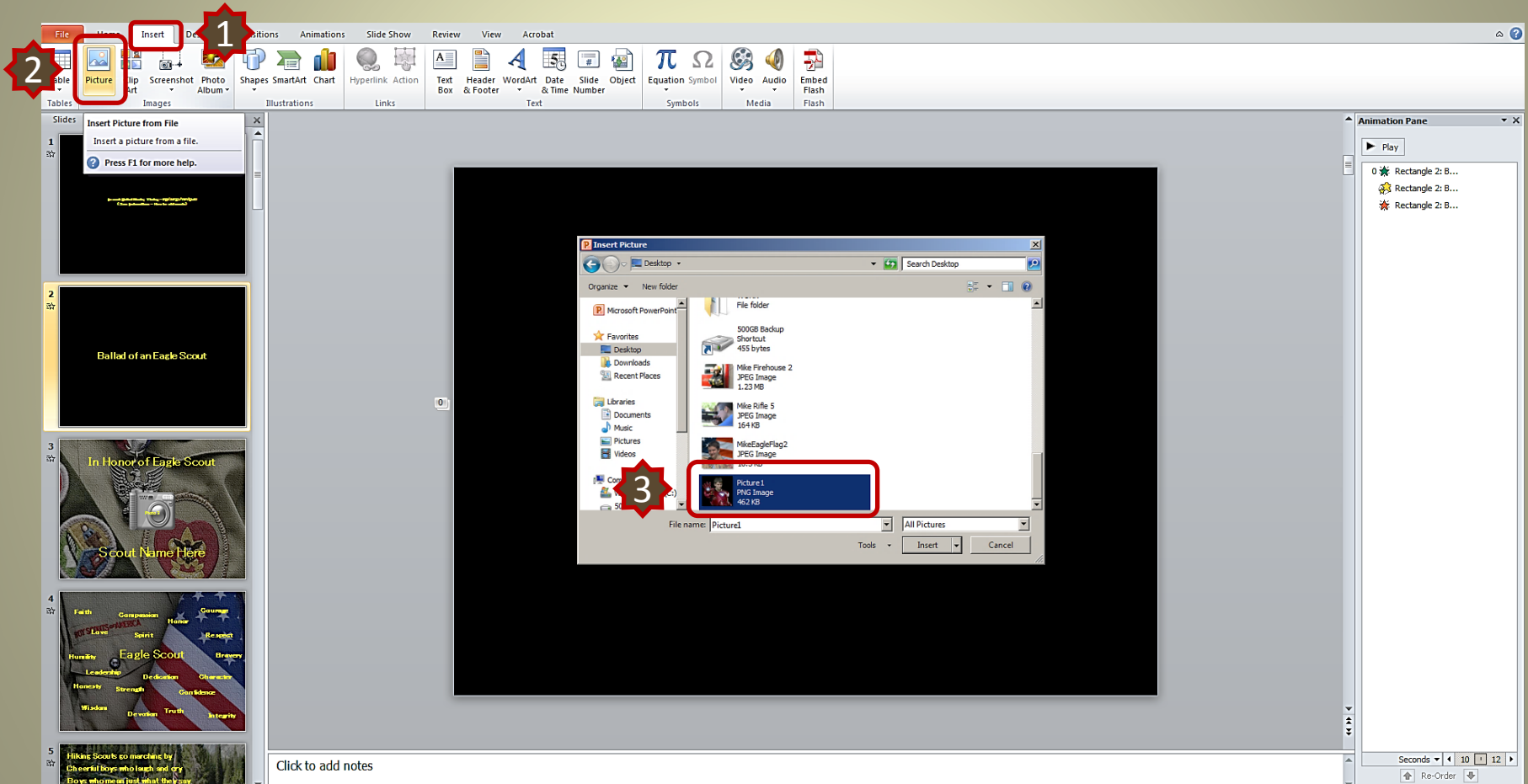
Note: when the photo was deleted the timing in

the animation pane was also deleted **2**.



Inserting a Different Background Photo

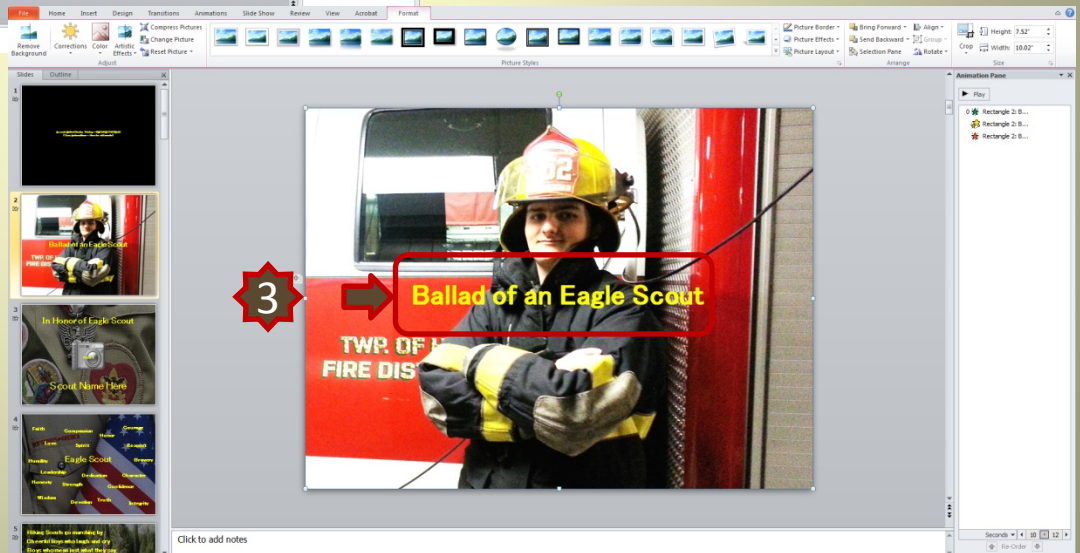
1. Select **1** “Insert”, **2** “Picture”. Navigate **1** the photo you desire and **3** double click the photo.



2. Click on the photo **1** and re-size **2** to fill the whole slide.



3. Right click on the photo **1** and select “Send to Back” **2** . The text will now appear in front of the photo **3** .



Thank you for choosing to Honor Your Eagle Scout with our presentation.

If you have any questions regarding this tutorial please send us an email at:

Scoutworks@gmail.com

Visit Us at scoutworks.weebly.com

