How to Change the Cover Slide Images in the NRCS PowerPoint Template

1. Open the template. On the **View** tab, click **Slide Master**.

2. The slide master appears at the top of the thumbnail pane with related layouts beneath it. Select the cover slide you want to edit. *(Red arrows identify the photos that can be changed.)*

3. Right click the picture you want to change. Select **Change Picture** from the dropdown menu.
4. Browse files on your computer or local network, select a new picture, and then click **Insert**.

![Insert Pictures dialog](image)

5. New image will appear on the slide.

![New image on slide](image)

6. Repeat the process to change additional photos on the slide.

7. After you are finished changing the photos, return to normal view to create your presentation. On the **View** tab, click **Normal** to return to normal view.

![Normal view](image)