Tips for editing the artwork in the Connected Beginnings templates

## To customise the Microsoft Word templates to feature a local First Nations artist, follow the below steps:

You should create your headers or footers at the specified sizes before attempting to insert them into the templates.

**Add images to a header and footer**

1. Double click in header or footer space, or go to the Insert tab on the ribbon > Header or Footer > Edit Header/Footer
2. Select the Place Holder Image in the header and right click > Change Picture > From a File
3. Locate and select your header Image and select Insert.
4. Once inserted, with the new image selected, right click > Edit Alt Text. In the Alt text field, insert the word ‘Decorative’. (Decorative is a common term used for images that hold no meaningful information and is well known by users of assisted technology.)
5. Repeat steps 1-4 for the footer graphics (both pages 1 and 2).
6. Select Close Header and Footer (Header & Footer tab in the ribbon).

*Please ensure you have written permissions from any artist featured in these templates.*

## To customise the Microsoft PowerPoint template to feature a local First Nations artist, follow the below steps:

You should create your slide backgrounds at the specified sizes before attempting to insert them into the templates. Both the Australian Government Initiative logo and the black strip on the title slide are foreground elements and are not a part of the background image.

**Replacing the slide background**

1. In the navigation pane on the left, click the slide or slides that you want to change.
2. Right click > Format Background.
3. Click Fill, and then click ‘Picture or texture fill’ option. Under ‘Picture source’ select Insert, locate and select your background image and click Insert.
4. Repeat steps 1-4 for all slide backgrounds.

**Note:** The background image for slide 2 should be full size and include the white section of the background.

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