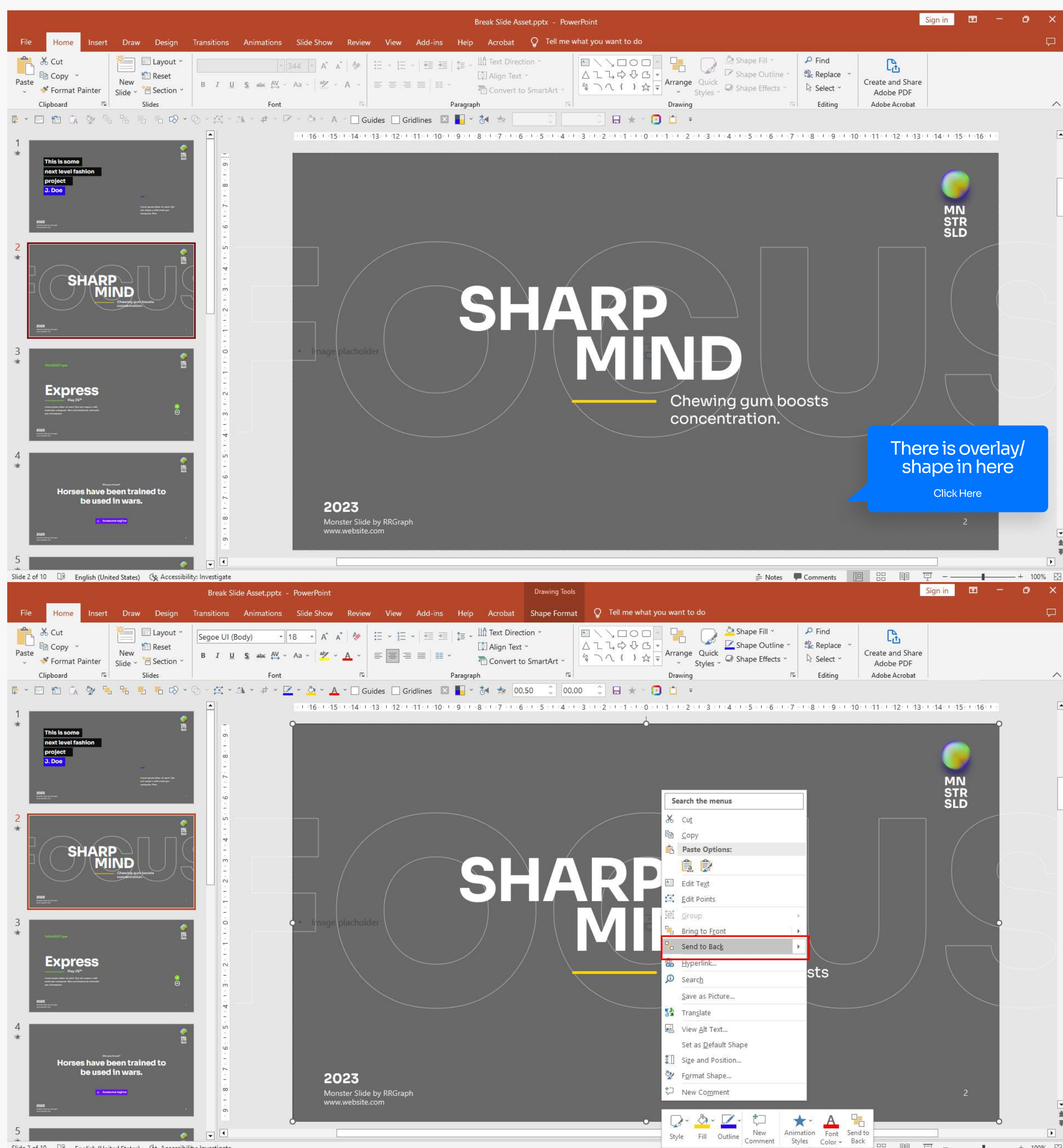


# Quick Guide

## to change placeholder

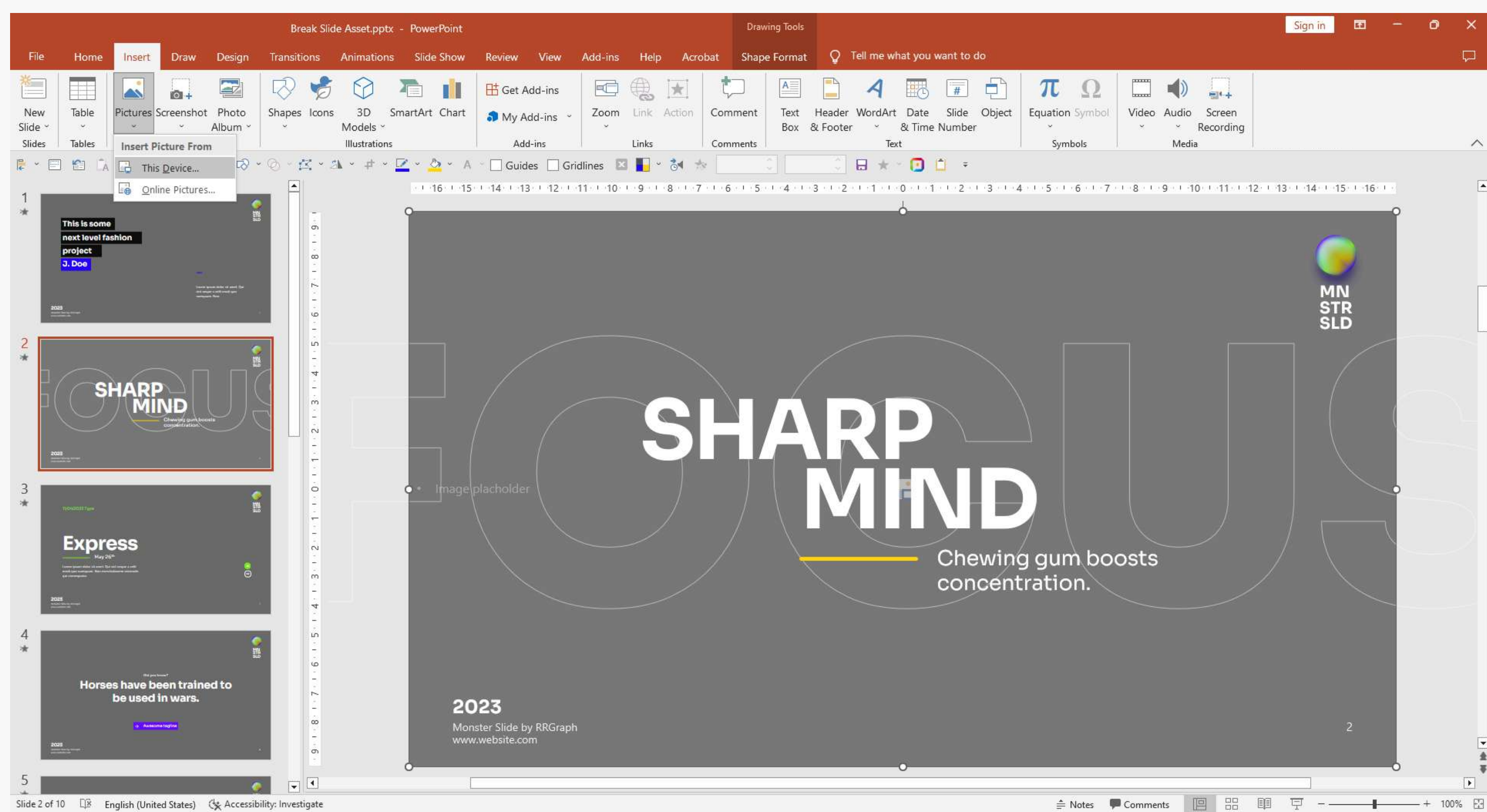
### 1. Send to back shape/overlay in slide

- Select the overlay/shape
- Click right mouse choose **send to back**



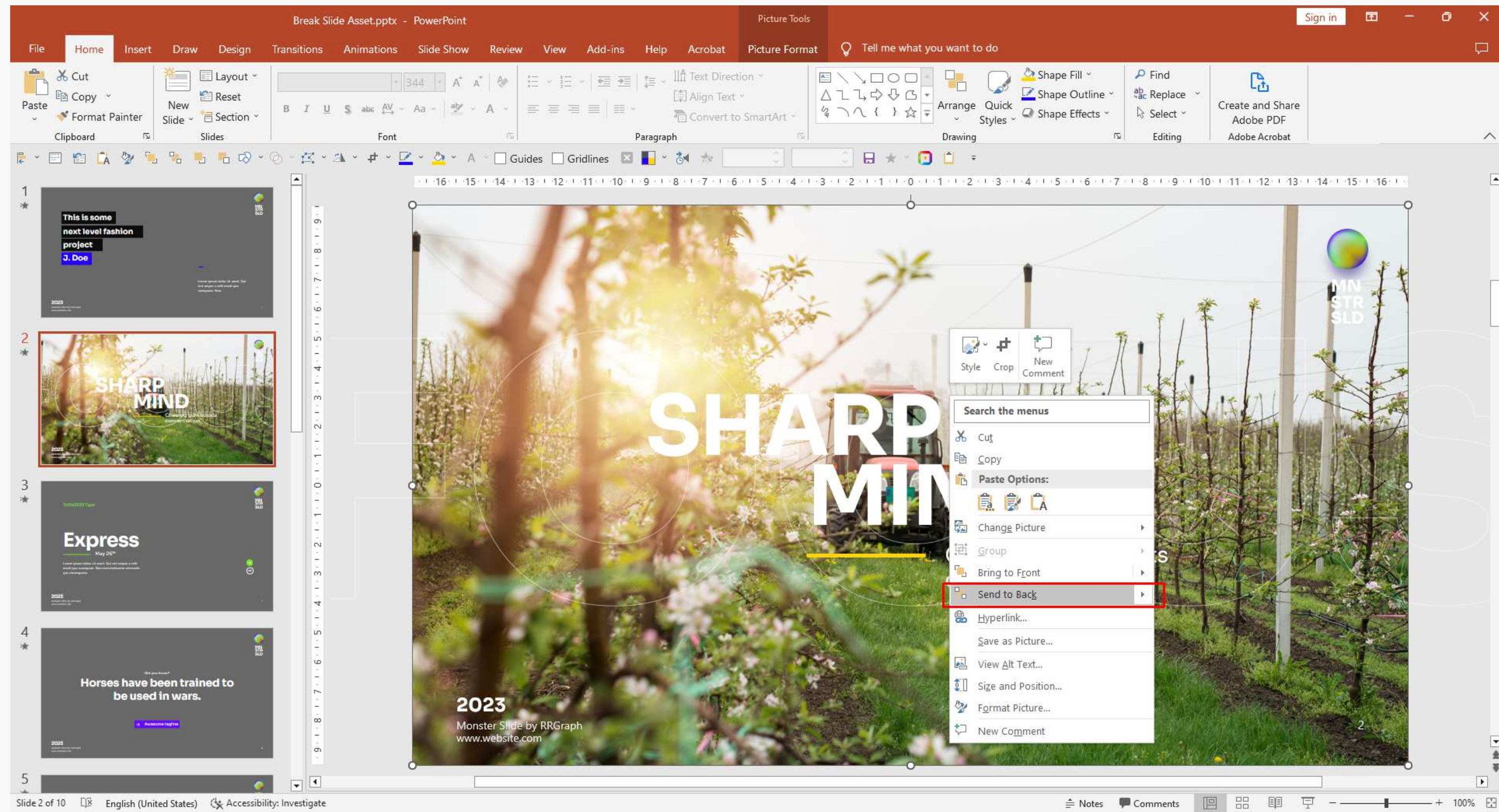
### 2. Insert picture in placeholder

- Click placeholder
- Go to tab insert > choose pictures > this device/other pictures > insert



### 3. Arrange picture order in slide

- Click picture
- Click right mouse choose **send to back**



### 4. Done

