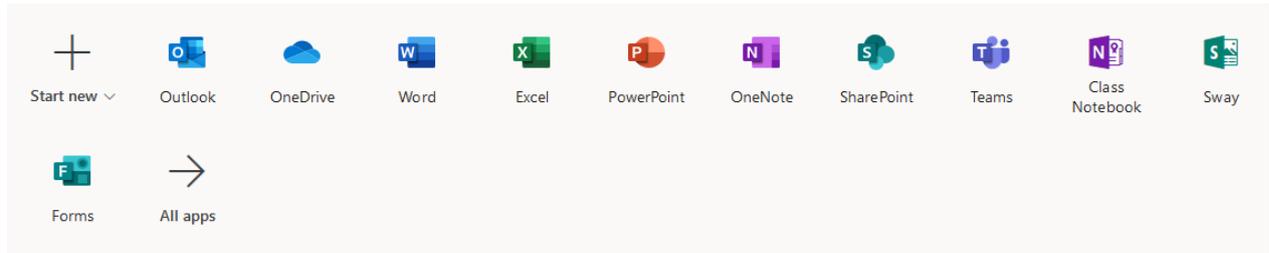


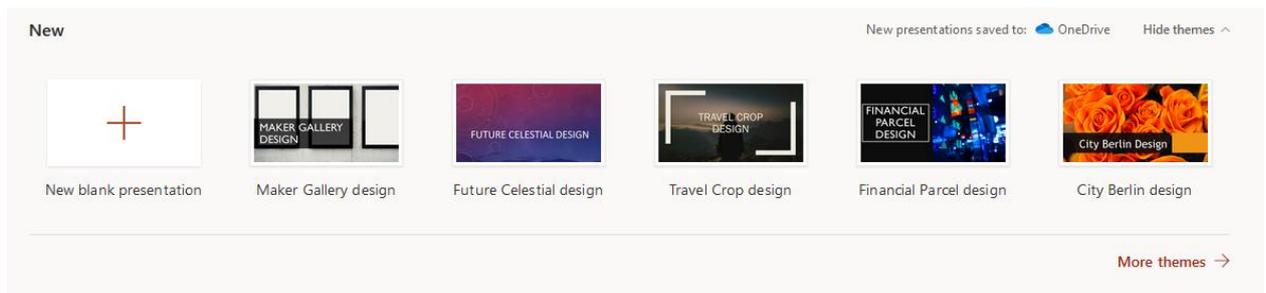
## Creating a title slide for your Forge projects

The following instructions will cover making a title slide image for your Forge projects using Microsoft PowerPoint online.

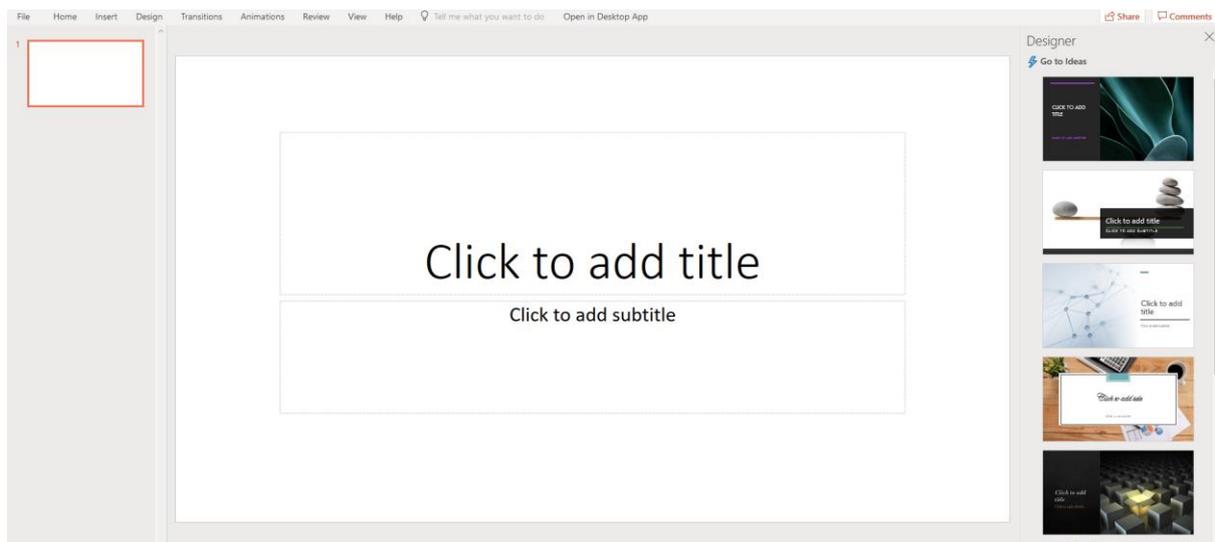
First visit <https://www.office.com> and login using your UHI credentials. Once you are logged in you should see your available apps to use under your Microsoft 365 account.



Launch PowerPoint from the icons on page, or from the waffle icon at the top left of the screen and choose a “New blank presentation”.

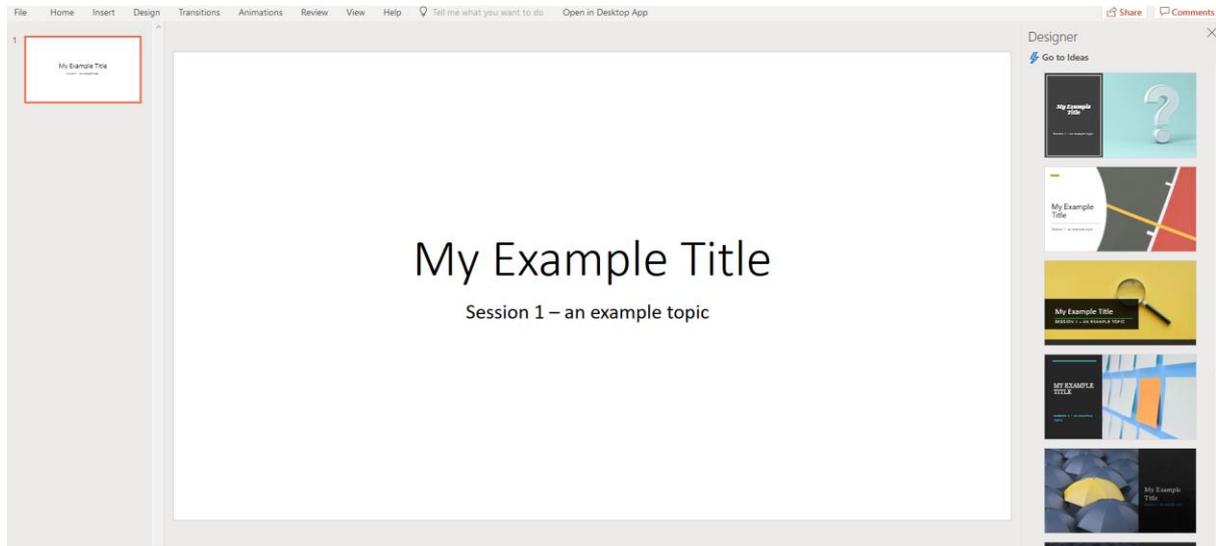


You will see a new screen open like this:

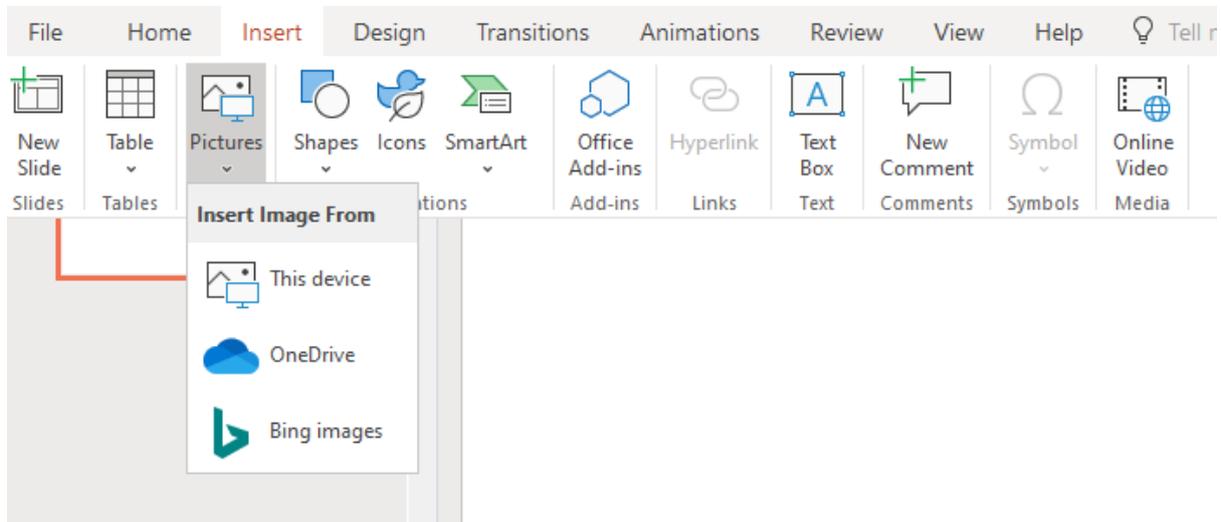


Note: on the right-hand side of the screen you will see the “Designer” tab (found under Design > Designer ideas). This will respond to what you have on your current slide. We will add some images to this slide and see how it reacts...

First, change the title and subtitle text on the current slide to reflect the topic title, or session number for example. You will see how the designer changes based on the text.



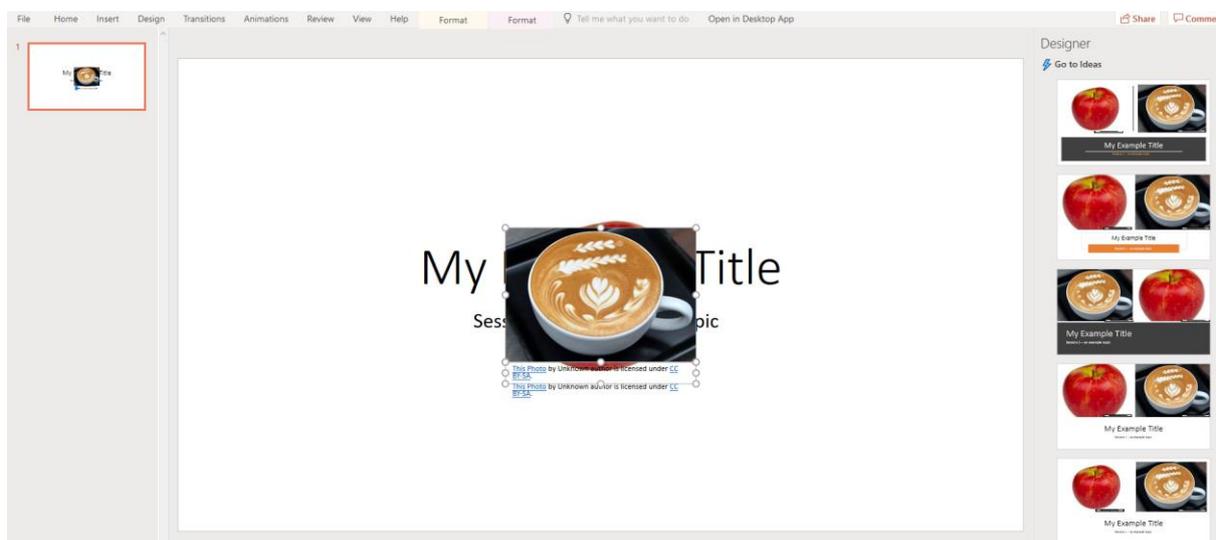
Now let’s add a few images to the slide. Import as many images as you like onto the slide, and as you add them, watch as the designer tab adapts to give new design ideas..



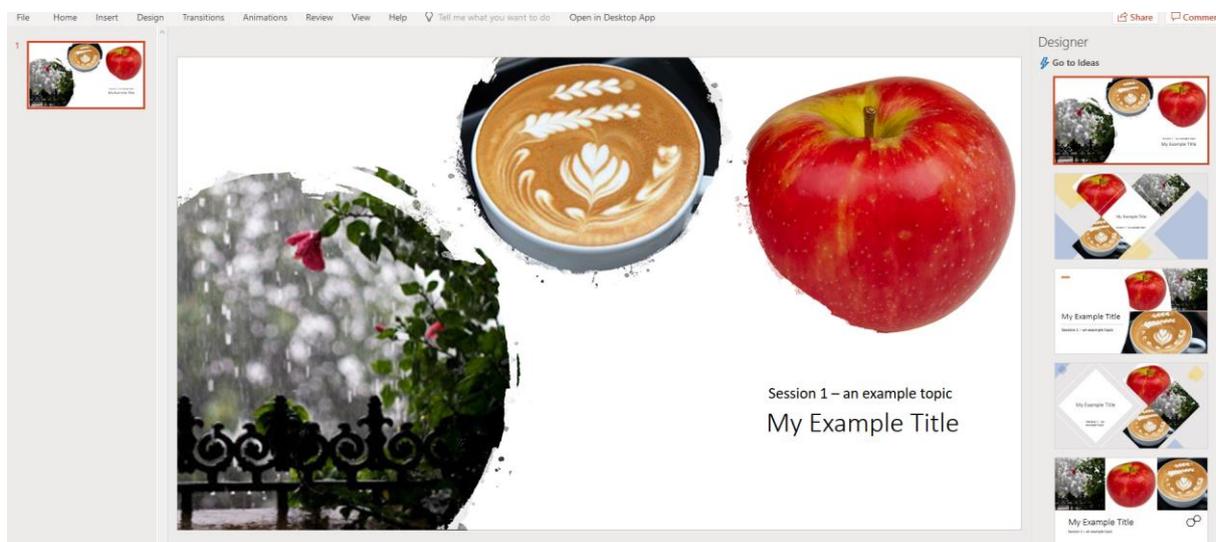
One image added...



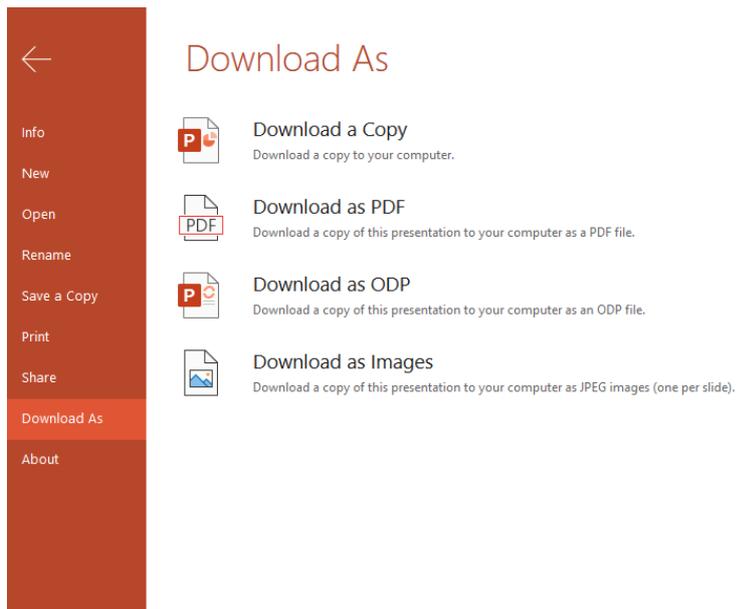
Another added...



Once happy with the images, simply choose your desired look for the slide form the Designer by clicking on one



Once you are happy, you can export your slides as images via the file menu



Download all the slides from your current slideshow as jpg images in a zip file, then you are ready to import them into your Forge project. Below is the final image form this example:



Session 1 – an example topic  
My Example Title