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**To insert an image in the background shape:**

Right click on the background shape > Format Shape > Shape Options > Fill (Paint Bucket) > Picture or texture fill

* Play around with the size, shape, and transparency if need be.

*For more information, visit* [*www.cityofmadison.com/human-resources/professional-development/courses*](http://www.cityofmadison.com/human-resources/professional-development/courses) *or scan the QR code if viewing this on a printed flyer.*

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