

Customizing a Slide Master

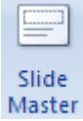
Slide masters are special slides that allow you to format basic information and apply it to every slide in a presentation. Making changes to slide masters can be an efficient way of applying formatting and design elements consistently to every slide in your presentation.

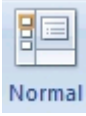
Working with Slide Masters

There is a variety of slide masters corresponding to various slide layouts. Masters let you format the title, background, color, date, time, and slide number. By using the slide masters, you can add consistency to a presentation, making it easier to follow and understand.

Modifying Slide Masters

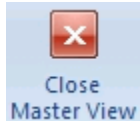
The slide master controls formatting for all slides with the specified layout. Changes made to the slide master will affect all slides with that layout.

1. From the *View* tab, in the *Presentation Views* group, click **SLIDE MASTER**  the slide masters and *Slide Master* Command tab appear.
2. To make changes to your slides, in the *Slides* area, select the desired slide master layout
HINT: You can work on the slide master just as you would a regular slide.
3. Make the appropriate changes to the slide master
NOTE: For instructions on how to change the background, fonts, bullets, color schemes, or removing images, see Customizing Slide Elements.
4. When you have finished making your changes, from the *View* tab, in the *Presentation*

 **NORMAL**

OR

from the *Slide Master* tab, in the *Close* group, click **CLOSE MASTER VIEW**



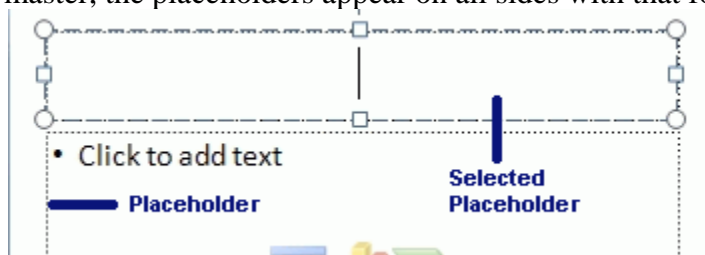
the changes will appear on all slides in your presentation.

Customizing Basic Slide Elements

You can change the color, size, and style of fonts and bullets. You can also change the background color or give it a shading effect or texture. Instructions for customizing the font, background, and bullets can be found in the Customizing Slide Elements document.


Working with Placeholders

Placeholders are specified areas for text that appear when you create a new slide. Just click within a placeholder to add text. Placeholders can be moved, resized, and reformatted on the slide master by clicking and dragging them. When you format the placeholders on a slide master, the placeholders appear on all slides with that format.



Working with Placeholders: Resizing


1. Select the placeholder you want to resize by clicking within that placeholder
2. Place the mouse pointer over any of the handles (squares) that appear around the outside of the selected placeholder

the mouse appears as a double arrow .

3. Click and hold the mouse button
HINT: To maintain the aspect ratio when resizing, press and hold **[Shift]** while selecting a corner handle.
4. Drag the handle until the placeholder reaches the desired size
5. Release the mouse button

Working with Placeholders: Moving

1. Select the placeholder you want to move by clicking the mouse within that placeholder
2. Place the mouse pointer over the shaded border of the selected placeholder

the pointer turns into a four-sided arrow .

3. Click and hold the mouse
4. Drag the placeholder to the desired location
5. Release the mouse button

Inserting Date, Time, and Slide Numbers

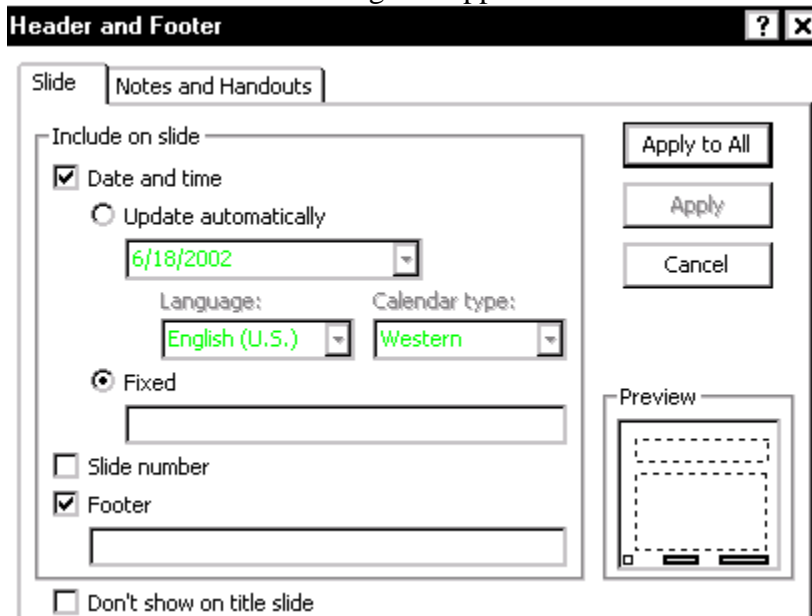
Anytime during your creation process, you can go to the slide master to add the time, date, and slide numbers. The time, date, and slide numbers will be shown on slide shows, printed slides, handouts, and the notes pages. The time, date, and slide numbers will also be shown throughout every view (e.g., *Normal*, *Slide Sorter*, *Slide Show*, *Notes Page*, and the *Slides* and *Outline* tabs).

NOTE: Date and time symbols are generally used to keep track of draft versions as the presentation goes through development stages. You might want to omit date and time symbols from the final printed versions.

1. Open the desired slide master



2. From the *Insert* tab, in the *Text* group, click **DATE & TIME** the *Header and Footer* dialog box appears.

The 'Header and Footer' dialog box is shown with the 'Slide' tab selected. The 'Include on slide' section has 'Date and time' checked, 'Update automatically' selected, and a date field containing '6/18/2002'. Below this, 'Language' is set to 'English (U.S.)' and 'Calendar type' is 'Western'. The 'Fixed' radio button is selected, with an empty text box below it. 'Slide number' is unchecked, and 'Footer' is checked with an empty text box below it. At the bottom, 'Don't show on title slide' is unchecked. On the right side, there are buttons for 'Apply to All', 'Apply', and 'Cancel'. A 'Preview' window shows a slide with dashed boxes indicating where the date, time, and footer will appear.

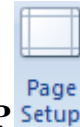
3. Select the *Slide* tab
4. In the *Include on slide* section, select the desired options:
 - a. To have the date and time or slide number to appear on your slide, select those options
 - b. To have the date and time to update each time you open the presentation, select *Update automatically*
 - c. To have a static date and time appear, select *Fixed* » select the desired date and time
 - d. To have a footer appear, select *Footer* and type the footer message
 - e. To suppress the options on the title slide, select *Don't show on title slide*
5. To apply changes to all slides (including the masters), click **APPLY TO ALL**

NOTE: Because you are changing the header and footer from a slide master, you will not

be able to apply the changes to only one slide. You are automatically making the changes to all the slides that are based on that slide master.

Resetting the Slide Numbers

If you do not want the numbers on your PowerPoint slides to start from the number one, you can change this in the *Page Setup* dialog box. The *Page Setup* dialog box allows you to type the number you wish to start numbering the slides.



1. From the *Design* tab, in the *Page Setup* group, click **PAGE SETUP** the *Page Setup* dialog box appears.
2. In the *Number slides from* text box, use the nudge buttons or type the number from which to start numbering slides
NOTE: This number determines the numbering in *Normal*, *Slide Sorter*, *Slides and Outline* views.
3. Click **OK**

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