

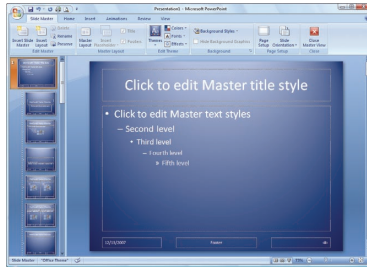


Masters

Creating a Slide Master

Slide Masters allow you to make design changes to all slides in a presentation.

1. Click on the **View** tab.
2. Click the **Slide Master View** button in the **Presentation** group.
(A blank slide master with default layouts will appear.)



*Note: To add an additional slide master, click the **Insert New Slide Master** button in the **Edit Master** group.*

Formatting a Slide Master

1. Select the master that you want to format.
2. Make formatting selections in the **Edit Theme**, **Background**, and **Page Setup** groups.
3. When you are finished, click the **Close Master View** button in the **Close** group to return to your presentation.

Renaming a Slide Master

1. Select the master you want to rename.
2. Click the **Rename** button in the **Edit Master** group.
3. Enter a new name in the **Master name** box.
4. Click the **Rename** button.

Deleting a Slide Master

To delete a slide master you must have more than one slide master in your presentation.

1. Select the slide master you want to delete.
2. Click the **Delete Slide** button in the **Edit Master** group.

Editing the Handout Master

1. Click on the **View** tab.
2. Click the **Handout Master View** button in the **Presentation Views** group.
3. In the **Page Setup** group, do any of the following:
 - To change the page setup, click the **Page Setup** button. Make selections and click the **OK** button.
 - To change the handout orientation, click the **Handout Orientation** button and select **Portrait** or **Landscape** from the resulting menu.
 - To change the slide orientation, click the **Slide Orientation** button, and select **Portrait** or **Landscape** from the resulting menu.
 - To change the number of slides per page, click the **Slides Per Page** button, and select the number of slides you want on each handout page.
4. *Optional:* To display or hide placeholders, check or clear the boxes in the **Placeholders** group.
5. When you are finished, click the **Close Master View** button in the **Close** group.

Note: Changes you make to the handout master also appear in the printed outline.

Editing the Notes Master

1. Click on the **View** tab.
2. Click the **View Notes Master** button in the **Presentation Views** group.
3. In the **Page Setup** group, do any of the following:
 - To change the page setup, click the **Page Setup** button. Make selections and click the **OK** button.
 - To change the notes orientation, click the **Notes Page Orientation** button and select **Portrait** or **Landscape** from the resulting menu.
 - To change the slide orientation, click the **Slide Orientation** button, and select **Portrait** or **Landscape** from the resulting menu.
4. *Optional:* To display or hide placeholders, check or clear the boxes in the **Placeholders** group.
5. When you are finished, click the **Close Master View** button in the **Close** group.

Backgrounds

Inserting a Background Style

You can choose from a number of background styles that will be displayed in your presentation.

1. Click on the **Design** tab.
2. Click the **Background Styles** button in the **Background** group.
3. Select a style from the resulting menu.

Formatting the Background

1. Select the slide you want to format.
2. Click on the **Design** tab.
3. Click the **Background Styles** button in the **Background** group.
4. Select **Format Background** from the resulting menu.
5. Do one of the following:
 - To make the background a solid color, select **Solid fill** and make selections.
 - To make the background a gradient, select **Gradient fill** and make selections.
 - To make the background a textured fill, select **Picture or texture fill** and make selections.
6. *Optional:* To apply the background to all of the slides in the presentation, click the **Apply to All** button.
7. Click the **Close** button when you are finished.

Inserting a Background Picture

1. Select the slide you want to format.
2. Click on the **Design** tab.
3. Click the **Background Styles** button in the **Background** group.
4. Select **Format Background** from the resulting menu.
5. Select **Picture or texture fill**.
6. Click the **File** button in the **Insert from** section.
7. Locate and select the file you want to use.
8. Click the **Insert** button.
9. *Optional:* To edit the picture, click the **Picture** shortcut in the left pane and make selections.
10. *Optional:* To apply the background to all of the slides in the presentation, click the **Apply to All** button.
11. Click the **Close** button when you are finished.