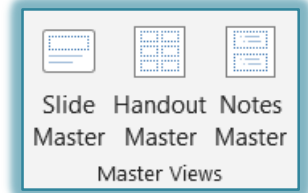


Change the Handout Master

The Handout Master controls what the slides on the audience handouts will look like. The slide image placeholders show where slides are placed on the master.

✚ Click the **View Tab**.

✚ In the **Master Views Group**, click the **Handout Master** button (see illustration at right).



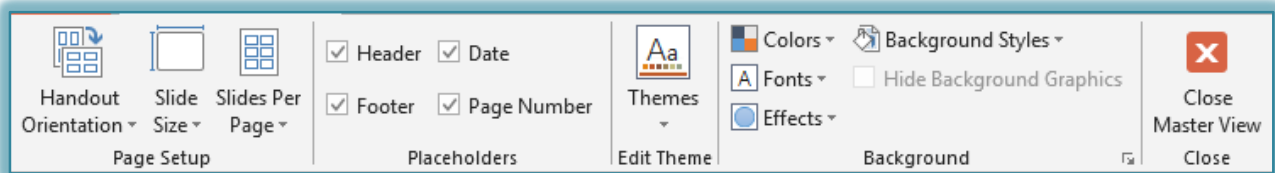
✚ The **Handout Master** window will display.

✚ Make any changes to the **Handout Master** by using the buttons on the **Handout Master Ribbon**.

✚ The groups and buttons on this ribbon are listed in the table below.

✦ A description of each button is also provided.

✦ Some of the buttons on this ribbon are available only when working with the Slide Master.



Group/Button	Description
Page Setup Group	
Handout Orientation	This button is used to change the orientation for the handout from portrait to landscape.
Slide Size	To change the slide orientation, click this button. The options are standard or widescreen. It is also possible to set up a Custom Slide Size.
Slides Per Page	Use this button to select which Handout Master changes will be made to. The options in this list are 1 slide, 2 slides, 3 slides, 4 slides, 6 slides, 9 slides, and slide outline.
Placeholders Group	
Header	The checkbox for this option must have a check mark so that header text will appear on the handout. When the check mark is removed, the placeholder for the header will be removed from the Handout Master.
Footer	To determine whether footer text will appear in the handout when it is printed, place a check mark in the check box for this option. To remove the placeholder for the footer from the Handout Master, remove the check mark.
Date	This option is used to insert the date into the Handout Master. A check mark in the box indicates that the date will be included on the printout.
Page Number	To insert a page number placeholder into a Handout Master, place a check mark in this box. When the check mark is removed, the page number placeholder will be removed from the Handout Master.

Group/Button	Description
Edit Theme Group	
Themes	This option is used when the Slide Master is being changed. When the button is clicked, a gallery of different themes is displayed.
Background Group	
Theme Colors	Use this feature when working with the Slide Master. It is used to make changes to the colors in the theme.
Theme Fonts	To make changes to the font style, click this button. This option is used when working with the Slide Master.
Theme Effects	This button is used to make changes to the theme effect. It is available when working with the Slide Master.
Background Styles	To make changes to the background style for a theme, click this button. This feature is available both in the Handout and Slide Masters.
Hide Background Graphics	Click this button to hide all graphics from the background on a Slide Master. This feature is not available in the Handout Master.
Close Group	
Close Master View	To exit from Handout Master View, click this button.