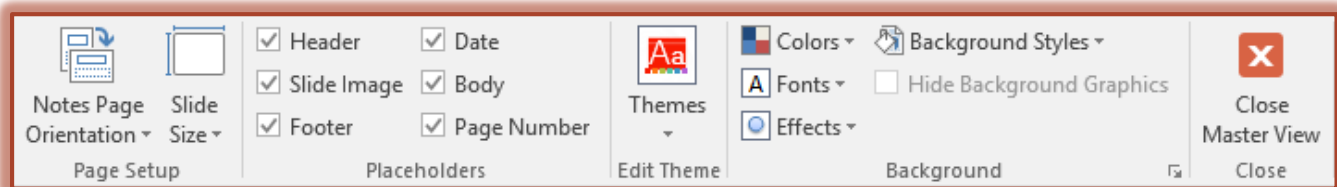
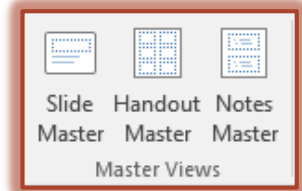


NOTES MASTER

This master is used to control the look of the speaker notes display and printout. Some features such as adding a picture or clip art, may be customized to meet individual needs.

- ✦ Click the **View Tab**.
- ✦ In the **Presentation Views Group**, click the **Notes Master** button.
- ✦ The **Notes Master** window will open.
- ✦ The **Notes Master Tab** is used to make changes to this master.
- ✦ The groups and buttons on this ribbon are listed in the table below.
 - ✦ A description of each of the buttons is also provided.
 - ✦ Some of the options can only be used when working with the Slide Master.



Group/Button	Description
Page Setup Group	
Notes Page Orientation	Use this button to change the orientation for the Notes Page. The options are portrait and landscape.
Slide Size	To select to display the slide in standard or widescreen view, select this button. It is also possible to make a custom size slide using this option.
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 Notes Master.
Slide Image	Use this option to insert or remove the slide image from the Notes Master. Placing a check mark in the box will display the slide image. Removing the check mark will remove the slide image from the 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 Notes 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.
Body	Remove the check mark from this check box to remove the speaker notes placeholder from the Note Master. To restore the placeholder, place a check mark in the box.

Group/Button	Description
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 Notes Master.
Edit Theme Group	
Themes	This button is used to change the overall theme for the presentation. A gallery of different themes will display from which a choice can be made. This feature is only available for the slide master.
Background Group	
Themes Colors	To change the overall color scheme for the presentation theme, click this button. A gallery of different colors will display. This feature is only available for the slide master.
Themes Fonts	Click this button to display a list of different font styles. Click any of the font styles to change the font for the Slide Master. This feature is only available for the slide master.
Themes Effects	Use this button to change the effects options for the presentation. This feature is only available for the slide master.
Background Styles	To change the background style for the Notes Master, click this button. A gallery of different background styles will display. Right-click any of the styles to display a list of additional options.
Hide Background Graphics	To remove all the background graphics from the Slide Master, place a check mark in this check box. This feature is only available for the slide master.
Close Group	
Close Master View	Use this button to exit from the Slide Master View and return to Normal view.