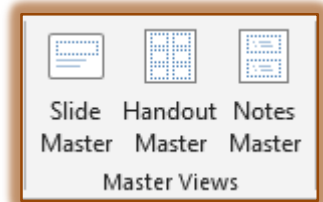


Change the Slide Master

Display the Slide Master

The slide master is used to change the appearance of each instance of a slide element. If you apply a new design template, modify the color or size of the master text, or change the background color on the slide master, all slides in the presentation that have that layout reflect the change. If you add a graphic to the design slide master, it appears on every slide in the presentation. Likewise, if you modify the layout of the title master, the slides you've designated as title slides also change. To display the slide master, do the following:

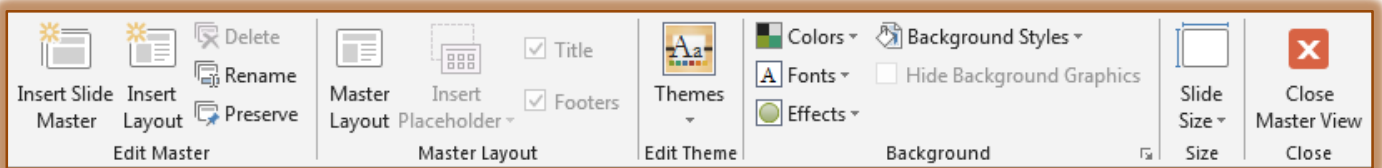
- ✦ Click the **View Tab**.
- ✦ In the **Master Views Group**, click the **Slide Master** button.
- ✦ The **Master** slides for the open presentation will appear in the pane on the left.
 - ▣ The slide master for the slide where the insertion point is located will be highlighted.
 - ▣ Scroll to the top of the slide masters to display the design slide master.
- ✦ Click the **Design Slide Master** thumbnail.
 - ▣ This is the top master in the gallery on the left; the one that is larger than all the others (see illustration at right).
 - ▣ Move your mouse over the master to display the name of the master.
- ✦ The following adjustments can be made to any of the Slide Masters.
 - ▣ Make another set of slide masters available to the presentation.
 - ▣ Add a new layout with the same background, title, and footer style.
 - ▣ Delete a layout.
 - ▣ Specify which placeholders will be displayed on a slide layout.
 - ▣ Select the theme for the master set.
 - ▣ Fine tune the theme for the master set.
 - ▣ Control the background color, font, texture, and graphics in the master slide.
 - ▣ Set the default page setup for the presentation.
 - ▣ Set animations for the content area of the slide master and for other elements in the presentation.



NOTE: There is a Slide Master for each Slide Layout available in PowerPoint. When the Slide Master button is selected, the Slide Master view will default to the master for the active slide; the one that is displayed in Normal View. To view the Design Slide Master, scroll to the top of the list.

Slide Master Ribbon

The table below provides a list of the groups and buttons on the Slide Master ribbon.



Group/Button	Description
Edit Master Group	
Insert Slide Master	This button is used to insert a new slide master into the presentation
Insert Layout	Use this button to add a custom layout to the Slide Master. This makes it easier to add slides with this layout to the presentation.
Delete	Click this button to remove a Slide Master from the presentation.
Rename	To change the name of a custom layout, click this button. The name will appear in the layout gallery when a new presentation is created.
Preserve	When working with the Slide Master, this button is used to preserve the master so that it remains with the presentation even if it isn't used.
Master Layout Group	
Master Layout	This button is only available when the Slide Master (first slide thumbnail) is selected. If a placeholder is removed from the slide, this button is used to restore that placeholder.
Insert Placeholder	Click this button to add a new placeholder to a slide layout in Slide Master View. A list of different types of placeholders will be displayed. This feature is available for all the masters except the Design Slide Master (the first master).
Title	Use this option to show or hide the title placeholder. This feature is available for all the masters except the Design Slide Master (the first master).
Footers	To show or hide the footer placeholders, click this check box. This feature is available for all the masters except the Design Slide Master (the first master).
Edit Theme Group	
Themes Gallery	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.
Background Group	
Theme Colors	To change the overall color scheme for the presentation, click this button. A gallery of different colors will display. Move the mouse pointer over each one to see a Live Preview.

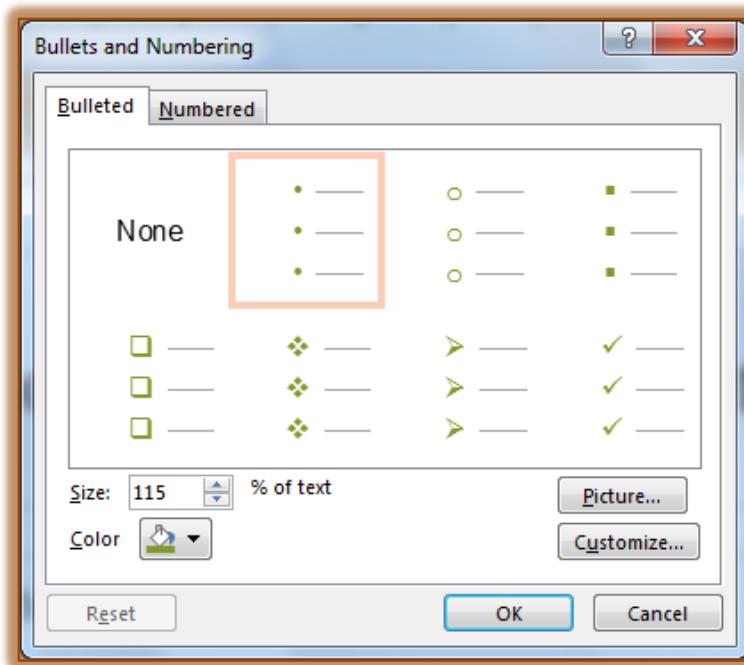
Group/Button	Description
Theme Fonts	Click this button to display a list of different font styles. Click any of the font styles to change the font for the Slide Master. Move the mouse pointer over each one to see what the fonts will look like in the presentation.
Theme Effects	This button can be used to change the effect options for the presentation.
Background Styles	To change the background style for a Slide 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. Click the Format Background option to display the Format Background Task Pane. This Task Pane is used to apply additional formatting to the background.
Hide Background Graphics	To remove all the background graphics from the Slide Master, place a check mark in this check box. This is a good feature to use when charts or SmartArt Graphics are being added to the presentation.
Slide Size Group	
Standard	Select this size to work with and display the slides in the view for regular computer monitors.
Widescreen	This view can be used to work with and display the slides on a widescreen monitor.
Custom Slide Size	Click this button to open the Slide Size dialog box. In this dialog box, it is possible to make changes to the orientation of a slide as well as make other changes to the setup of the slide.
Close Group	
Close Master View	Use this button to exit from the Slide Master View and return to Normal view.

Change Bullet Characters on the Slide Master

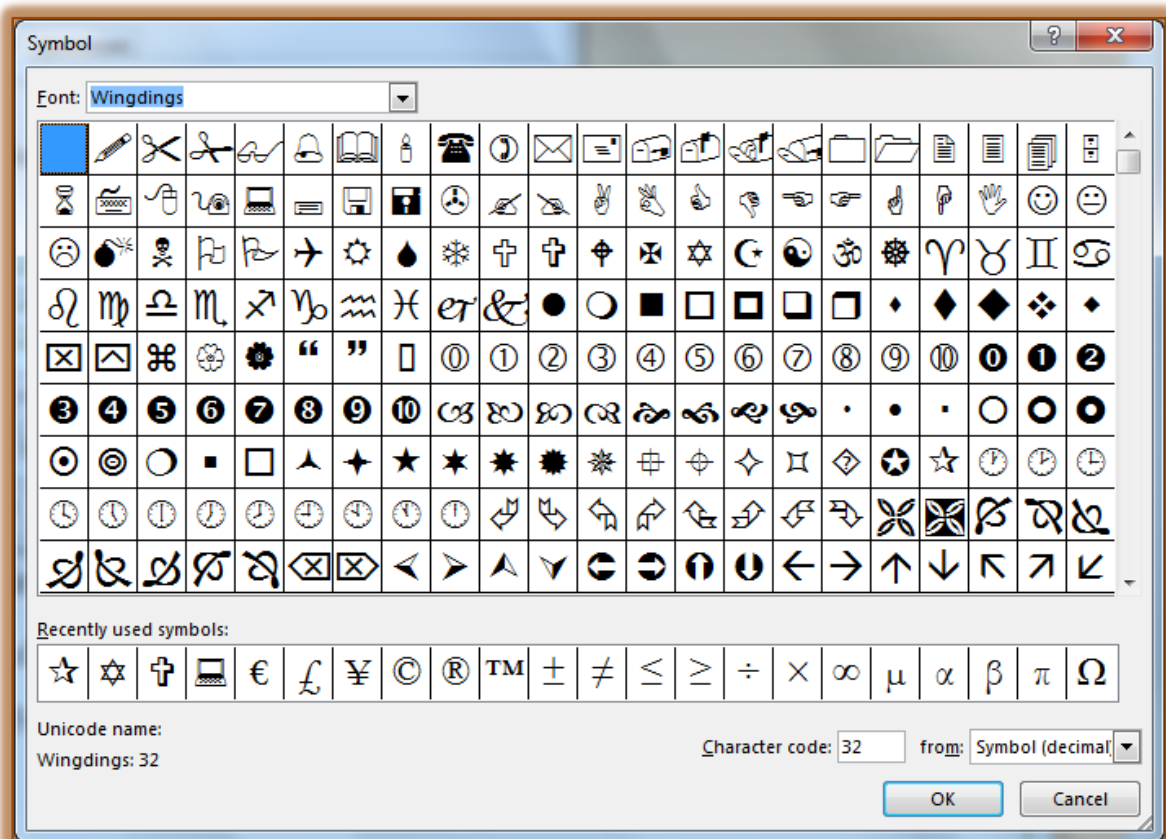
- ✦ Click the first slide in the left frame; the one that is larger than the others.
- ✦ Select the level bullet that is to be changed on the **Slide Master**.
- ✦ Click the **Home Tab**.
- ✦ In the **Paragraph Group**, click the **Bullet** button (see illustration below).



- ✦ Select one of the bullet items in the gallery of bullets.
or
- ✦ Click the **Bullets and Numbering** link.
- ✦ The **Bullets and Numbering** dialog box will open (see illustration on next page).
- ✦ Click the **Customize** button in the **Bullets and Numbering** dialog box.



✦ The **Symbol** dialog box will display (see illustration below).



- ✦ Click the drop-down arrow for **Font**.
- ✦ Scroll down to find the **Webdings** and **Wingdings** options and click one of them.
- ✦ Select a bullet style from the gallery of options that appears by clicking it.
- ✦ Click **OK** to exit the **Symbol** dialog box.

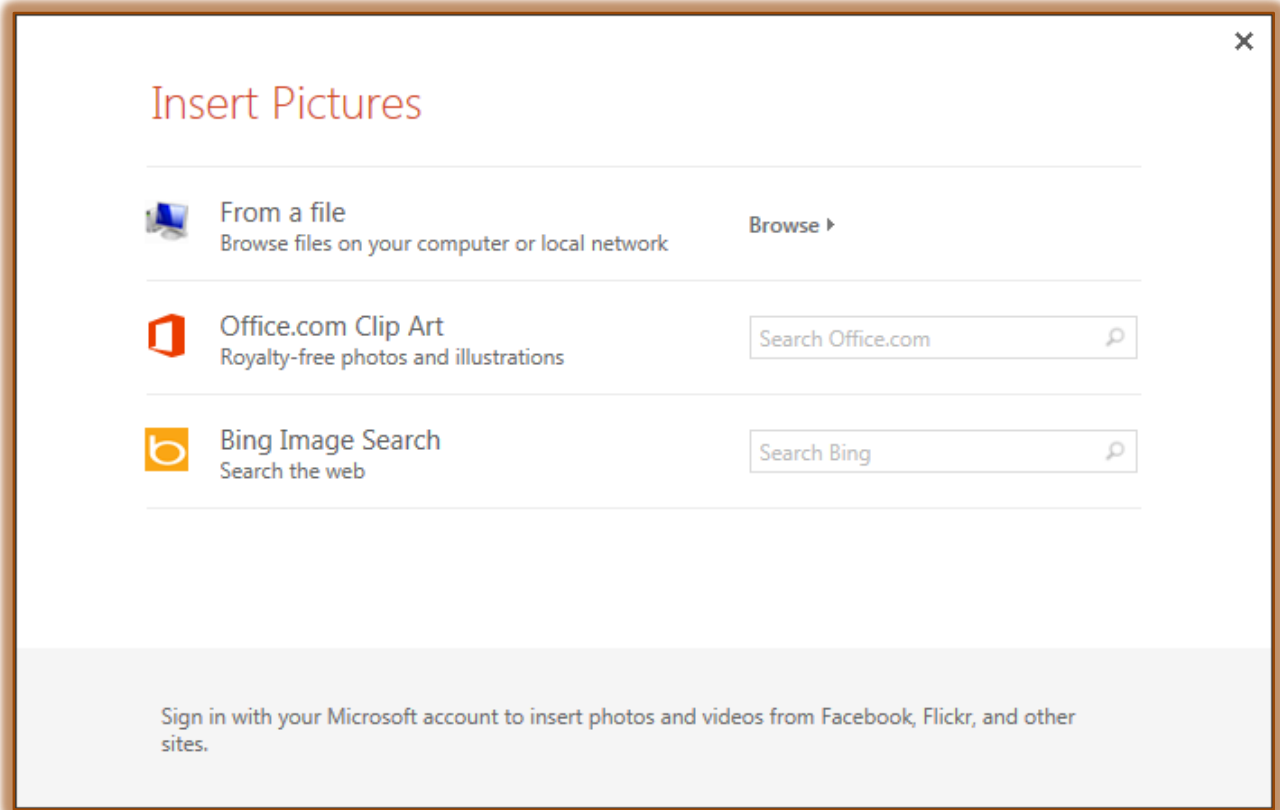
- ✦ To change the color of the bullet, click the **Color** list arrow in the **Bullets and Numbering** dialog box and choose a color.
- ✦ To change the size of the bullet, click the spinner arrows for the size.
- ✦ Click **OK** to exit the **Bullets and Numbering** dialog box to return to **Slide Master View**.
- ✦ Click the **Close Master View** button to return to **Normal View**.

Add Picture Bullets

- ✦ Click the first slide in the left frame; the one that is larger than all the others.
- ✦ Select the first level bullet on the **Slide Master**.
- ✦ Click the **Home Tab**.
- ✦ In the **Paragraph Group**, click the **Bullet** button (see illustration below).



- ✦ Select **Bullets and Numbering** from the list of choices.
- ✦ Click the **Picture** button in the **Bullets and Numbering** dialog box.
- ✦ The **Insert Pictures** window will appear (see illustration below).



- ✦ Search for a picture using one of the three options listed.
 - ▣ **From a File** – This option can be used to insert a picture that is stored on your computer.
 - ▣ **Office.com Clip Art** – Select this option to search for images in the Office.com gallery.
 - ▣ **Bing Image Search** – To search for images on the Bing Image Search Web page, select this option.

- ✦ Click the **Insert** button to select the picture and exit the folder or Web site.
- ✦ The **Bullets and Numbering** dialog box will appear.
- ✦ Click **OK** again to exit this dialog box and apply the **Picture Bullet** to the slide.
- ✦ The image will be applied to the selected bulleted items.