










## Changing the Handout Master

The Handout Master controls how the slides on the audience handouts will look. The slide image placeholders show where slides are placed on the master. The Handout Master may be displayed and revised by completing the following steps:

- ❖ Select **View** on the **Menu Bar**.
- ❖ Point to **Master** from the list of options.
- ❖ Click **Handout Master** from the list of choices.
- ❖ Choose a **Zoom** percentage from the drop-down list on the **Standard** toolbar.
- ❖ Click a **Layout** button on the **Handout Master** toolbar to change to the desired print layout.
- ❖ Make any necessary changes to the Handout Master using either the Formatting or Drawing toolbars, such as:
  - Adding a company name or logo on each page of the handout.
  - Inserting the current date on each page of the handout.
  - Adding Headers and Footers to each page of the handout.
  - Click the **Close** button to exit the Handout Master.

### Handout Master View Toolbar

This toolbar contains buttons that are useful when working with handout masters. The table below provides an illustration and explanation of each of the buttons on the Handout Master View Toolbar.

Button		Description
Show Positioning of 1-Per-Page Handouts		Click this button to show the layout of the handout when one slide is printed per page.
Show Positioning of 2-Per-Page Handouts		To show the layout of the handout when two slides are printed per page, click this button.
Show Positioning of 3-Per-Page Handouts		To show the layout of the handout when three slides are printed per page, click this button. When this layout is chosen, the slides will be printed on the left and blank lines will print on the right.
Show Positioning of 4-Per-Page Handouts		Click this button to show the layout of the handout when four slides are printed per page.
Show Positioning of 6-Per-Page Handouts		This button is used to show the layout for the handout when six pages are printed per page.
Show Positioning of 9-Per-Page Handouts		To show the layout of the handout when nine slides are printed per page, click this button.
Show Positioning of Outline		Click this button to show the layout of how the handout will look when a slide is printed in Outline View.
Handout Master Layout		To determine what objects will appear on the handout master, click this button. A dialog box will appear with a list of the objects that are in the handout master.
Close Master View		To close the Master View and return to Normal View, click this button.