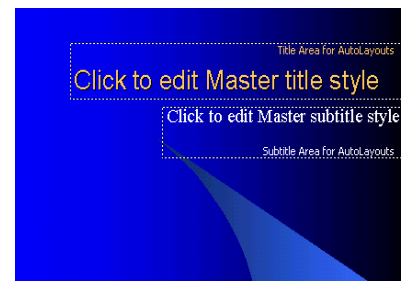


Changing the Slide Master

Displaying 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 reflect the change. If you add a graphic to the slide master, it appears on every slide. 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 **View** on the **Menu Bar**.
- ❖ Point to **Master** in the list that appears.
- ❖ Click **Slide Master**.
- ❖ To **Master** slides will appear in the pane on the left.
 - The first one is the **Slide Master**.
 - The second one is the **Title Master**.
- ❖ Click the **Slide Master** thumbnail.
- ❖ Do one of the following on the slide master:
 - Click the title or level of body text that is to be changed.
 - To change footer text, select the default bracketed text.
 - Click **Format** on the **Menu Bar**.
 - Click **Font** to display the **Font** dialog box.
 - In the **Font** dialog box, make the changes you want such as font style, font size, or color.
 - See the illustration on the right for other options that may be changed.
 - Click **OK** to close the dialog box.
 - To change the font for any other text, repeat the above steps.
- ❖ To return to your previous view, click the **Close Master View** button on the **Master** toolbar.
 - The font changes should appear in the text on your slides.
 - If no text yet exists for the text level you changed, such as a level three in a bulleted list, you will see the changes when you add text for that text level.






Note:

Any font changes that have already been made to individual slides will be preserved, regardless of the changes made to the slide master or title master.

Slide Master Toolbar

This toolbar contains buttons that are useful when inserting multiple slide masters or title masters in a slide show. The table below provides an illustration and explanation of each of the buttons on the Slide Master View Toolbar.

Button	Description
Insert New Slide Master	 Use this button to add multiple slide masters to a slide show.
Insert New Title Master	 This button is used to add multiple title masters to a slide show.
Delete Master	 This button is used to delete a slide master from a slide show. When a slide master is deleted, the title

master is deleted automatically.

Preserve Master



Use this button to protect a slide so it is not deleted automatically when all slides following that master are deleted or when another design template is applied to all slides that follow the master.

Rename Master



This button is used to give a slide master a customized name.

Master Layout



Use this button to display elements on the master, such as the title, subtitle text, header and footer placeholders, lists, pictures, tables, charts, AutoShapes, and movies.

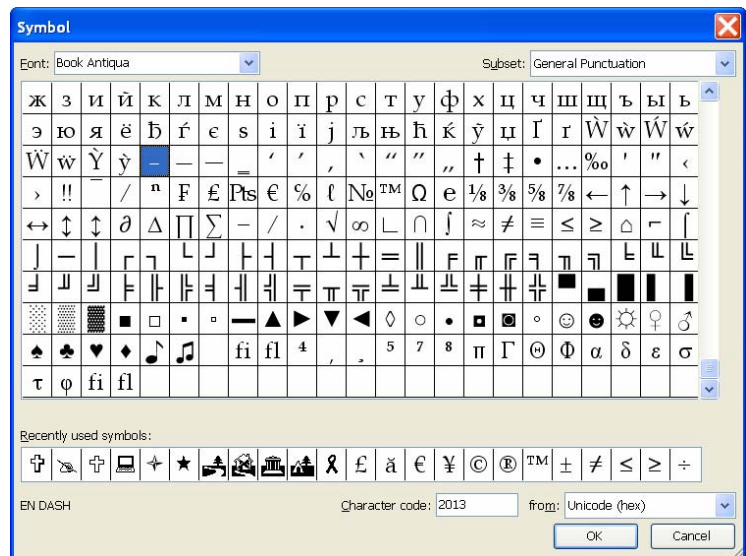
Close Master View



This button is used to hide the Slide Master View toolbar.

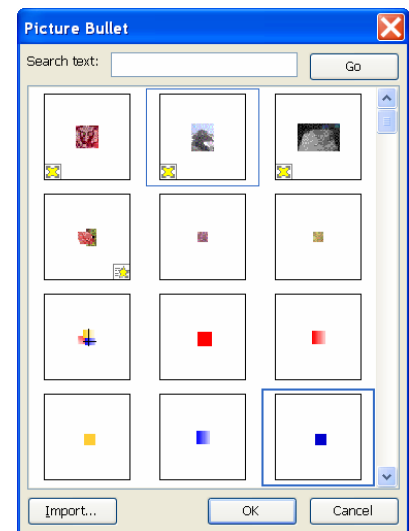
Changing Bullet Characters on the Slide Master

- ❖ Click **View** on the **Menu Bar**.
- ❖ Select **Master, Slide Master** from the list of options.
- ❖ Select the first level bullet on the **Slide Master**.
- ❖ Click **Format** on the **Menu Bar**.
- ❖ Select **Bullets and Numbering** from the list of choices.
- ❖ Click the **Customize** button in the **Bullets and Numbering** dialog box.
- ❖ Click the drop-down arrow for **Font**.
- ❖ Scroll down to find the **Wingdings** option and click it.
- ❖ The **Symbol** dialog box will appear.
- ❖ 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 and choose a color.
- ❖ Click **OK** again to exit the **Bullets and Numbering** dialog box.
- ❖ Click the **Close Master View** button on the **Master** toolbar to return to the presentation.



Adding Picture Bullets

- ❖ Click **View** on the **Menu Bar**.
- ❖ Select **Master, Slide Master** from the list of options.
- ❖ Select the first level bullet on the **Slide Master**.
- ❖ Click **Format** on the **Menu Bar**.
- ❖ Select **Bullets and Numbering** from the list of choices.
- ❖ Click the **Picture** button in the **Bullets and Numbering** dialog box.
- ❖ The **Picture Bullet** dialog box will appear (see illustration).



- ❖ Select a **Picture Bullet** for the slide by clicking on a particular bullet.
- ❖ Input a value into the **Search text** box, to search for a particular category.
- ❖ Click the **Go** button to execute the search.
- ❖ Click **OK** to apply the bullet.
- ❖ Click **OK** again to exit the **Bullets and Numbering** dialog box.

Displaying and Changing the Title Master

- ❖ Click the **Title Master** thumbnail.
- ❖ Do one of the following on the Title Master:
 - Click the title or subtitle text that is to be changed.
 - To change footer text, select the default bracketed text.
 - On the **Format** menu, click **Font**.
 - In the **Font** dialog box, make the needed changes and click **OK**.
 - To change the font for any other text, repeat the previous steps.
 - To return to the previous view, click **Close** on the **Master** toolbar.
- ❖ Changes such as Design, Background, Animation, and so forth can be changed on the Title Master.
- ❖ Make any desired changes to the **Title Master**.
- ❖ To add a picture or clip art image to the Title Master:
 - Choose **Insert** on the **Menu Bar**.
 - Click **Picture** from the list.
 - The **Insert Clip Art Task Pane** will display.
 - Input a category for the clip art image.
 - Click the image that is to be included on the Title Master.
 - Position the image on the master.
 - In order for the image to appear on all the slides in the presentation, the image needs to be copied and then pasted into the Slide Master.
- ❖ Click the **Close Master View** on the **Slide Master View** toolbar to return to the presentation.

Note:

- 🔒 By changing font styles on the title master, the default styles for the current presentation only are changed.
- 🔒 To preserve the font changes for later presentations, the current presentation must be saved as a template.