

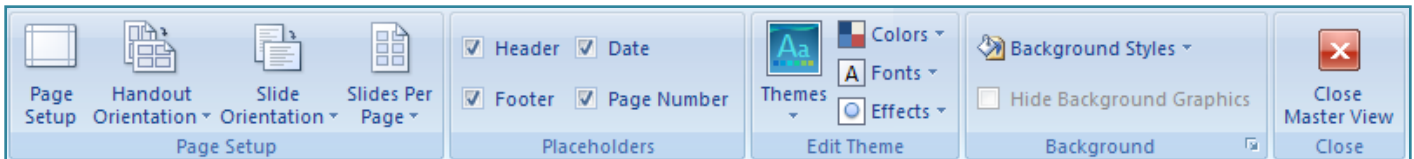
Changing the Handout Master

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:

- ❖ Click the **View Tab**.
- ❖ In the **Presentation Views Group**, click the **Handout Master** button (see illustration below).



- ❖ 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	
Page Setup	Click this button to open the Page Setup dialog box. In this dialog box, it is possible to change the margins for the Handout Master as well as making changes to the orientation of the handout.
Handout Orientation	This button is used to change the orientation for the handout from portrait to landscape.
Slide Orientation	To change the slide orientation, click this button. The options are portrait or landscape.
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.

Group/Button	Description
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.
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.
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 Group	
Background Styles	To make changes to the background style for a theme, click this button.
Hide Background Graphics	Click this button to hide all graphics from the background on a Slide Master.
Close Group	
Close Master View	To exit from Master View, click this button.