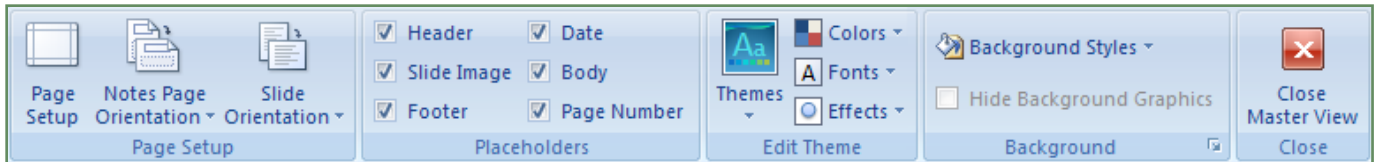


## NOTES MASTER

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
<b>Page Setup Group</b>	
<b>Page Setup</b>	Click this button to open the Page Setup 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.
<b>Notes Page Orientation</b>	Use this button to change the orientation for the Notes Page. The options are portrait and landscape.
<b>Slide Orientation</b>	To select to display the slide in either portrait or landscape orientation, click this button.
<b>Placeholders Group</b>	
<b>Header</b>	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.
<b>Slide Image</b>	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.
<b>Footer</b>	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.
<b>Date</b>	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.
<b>Body</b>	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.

<b>Group/Button</b>	<b>Description</b>
<b>Page Number</b>	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.
<b>Edit Theme Group</b>	
<b>Themes Gallery</b>	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.
<b>Themes Colors</b>	To change the overall color scheme for the presentation theme, click this button. A gallery of different colors will display.
<b>Themes Fonts</b>	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.
<b>Themes Effects</b>	Use this button to change the effects options for the presentation.
<b>Background Group</b>	
<b>Background Styles</b>	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.
<b>Hide Background Graphics</b>	To remove all the background graphics from the Slide Master, place a check mark in this check box.
<b>Close Group</b>	
<b>Close Master View</b>	Use this button to exit from the Slide Master View and return to Normal view.