Maximizing the Use of Slide Masters to Make Global Changes in PowerPoint

This document provides instructions for using slide masters in Microsoft PowerPoint. Slide masters allow you to make a change just once and apply it to every slide in your presentation, including slides that have yet to be added. Content can be placed on the slide master (like a company name or logo) as well as formatting (like making every title bold and size 44 pt) and even animation (like making every bulleted list fly in from the bottom one line at a time).

Working in Master View

1. It is a good idea to create a slide master before you start to build individual slides, rather than after.
    a. When you create the slide master first, all of the slides that you add to your presentation are based on that slide master.
    b. However, if you create a slide master after you start to build individual slides, some of the items on the slides may not conform to the slide master design.
2. To work with slide masters, go to the **View** tab and choose **Slide Master**.


    a. A shortcut for getting to the Slide Master view is to hold the **Shift** key while clicking the **Normal View** button in the status bar in the lower right corner of the window.


3. What you now see is not the content of the slides, but rather the layout of the slides. The slide thumbnails that appear on the left side of the window are slide masters for each of the different layouts available.
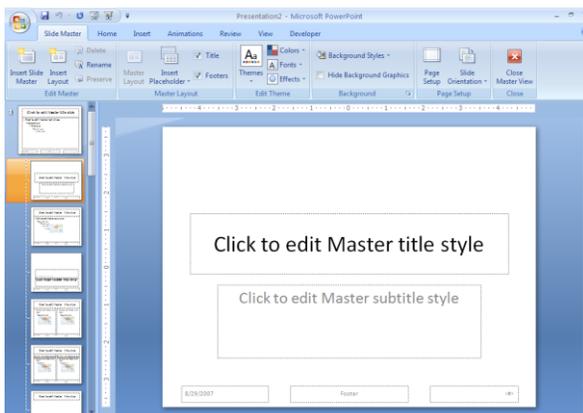
4. Changes made to any of the slide masters will apply to all slides of that layout (both those that are already created as well as any future slides).
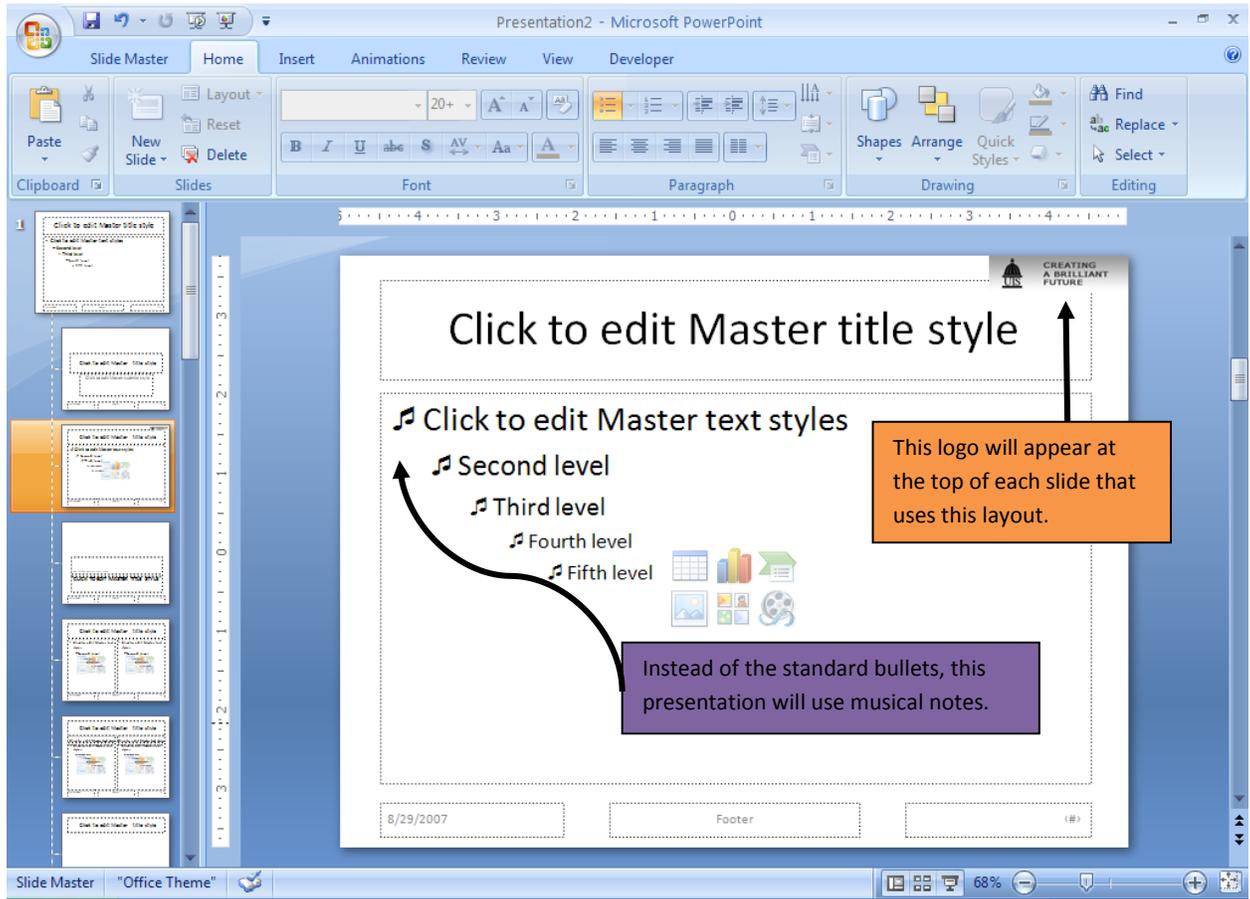

5. You can also remove, add, move, and resize placeholders.
    a. To remove a placeholder, click on its border to select it and then press **Delete** on your keyboard.
    b. To add a placeholder, click the **Insert Placeholder** button on the **Slide Master** tab. Select the type of placeholder you would like to insert, and then draw the placeholder on the slide in the desired location.
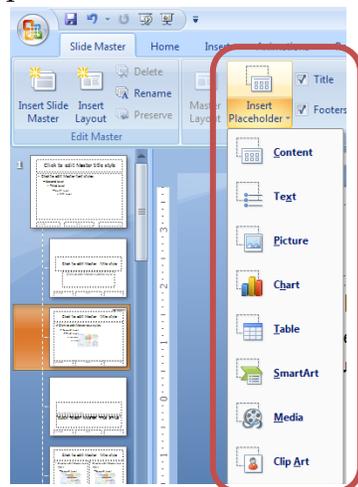
      c. To move a placeholder, click on its border to select it and then drag it to the desired location. Your pointer will look like a 4-headed arrow ⊕.

      d. To resize a placeholder, click on its border to select it and using the border handles, adjust it to the desired size. Your pointer will look like a 2-headed arrow ↔.

6. You can adjust the font, size, color, and other formatting characteristics of the content of a placeholder by selecting the border of the placeholder. Then adjust the formatting as desired.

7. You can rename a layout by selecting it and clicking the **Rename** button in the **Slide Master** tab.
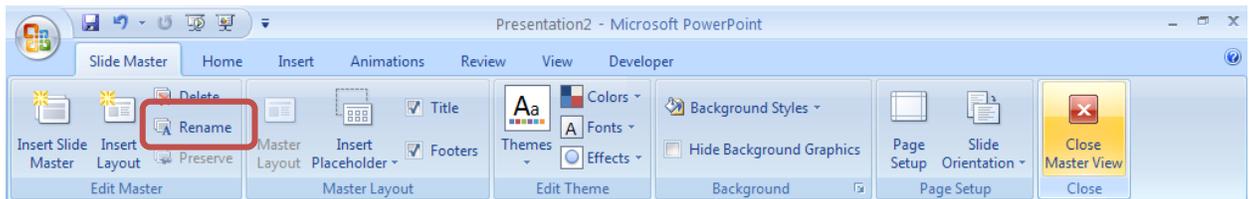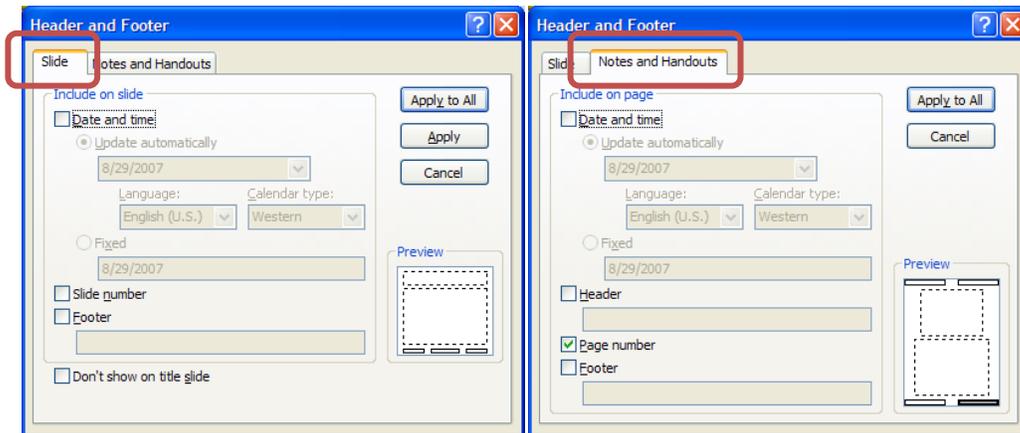

8. To close the Slide Master view, click **Close Master View** on the **Slide Master** tab.
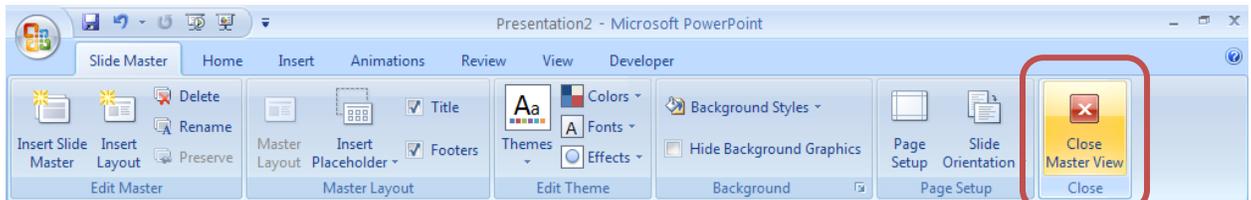

9. Header and footer information (for slides as well as notes and handouts) can be added by going to the **Insert** tab and choosing **Header & Footer**.
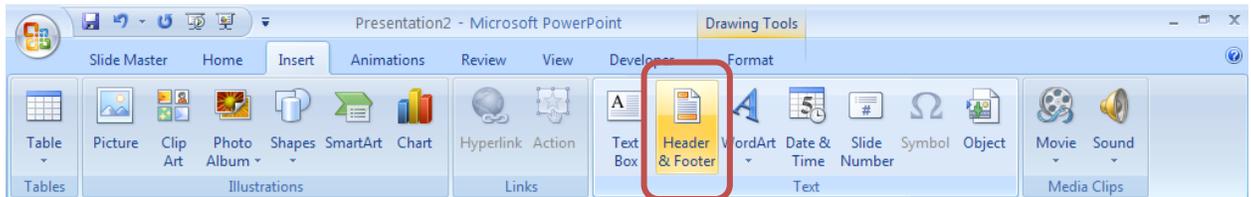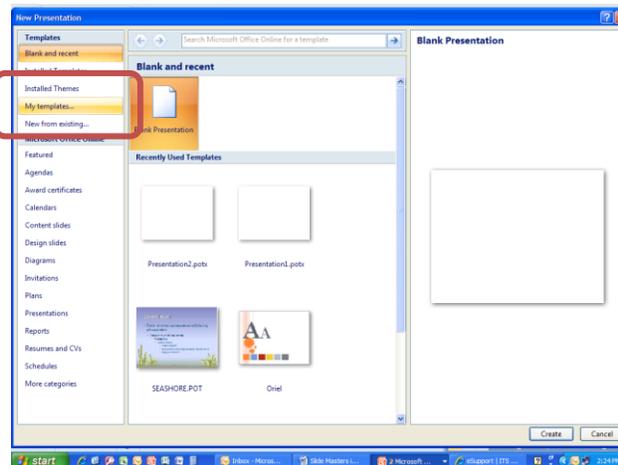
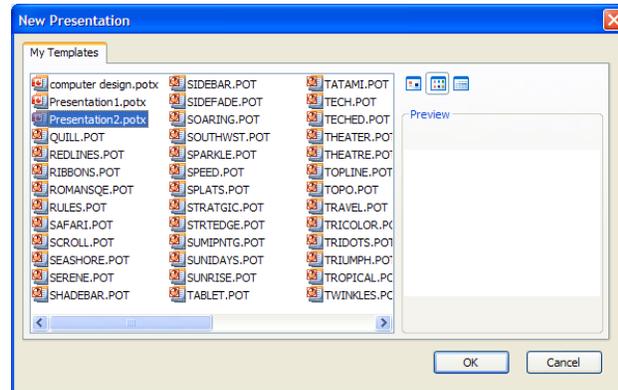## Saving a Slide Master for Use in New Presentations

1. To use the slide master in other presentations, you need to save it as a PowerPoint template.

    a. If Slide Master View is still open, on the **Slide Master** tab, click **Close Master View**.

    b. Click the **Microsoft Office button** , and then click **Save As**.

    c. In the File name box, type a file name.

    d. In the Save as type list, choose **PowerPoint Template**, and then click **Save**.

2. To use your customized Slide Master for new presentations,

    a. Click on the **Microsoft Office button** and choose **New**.
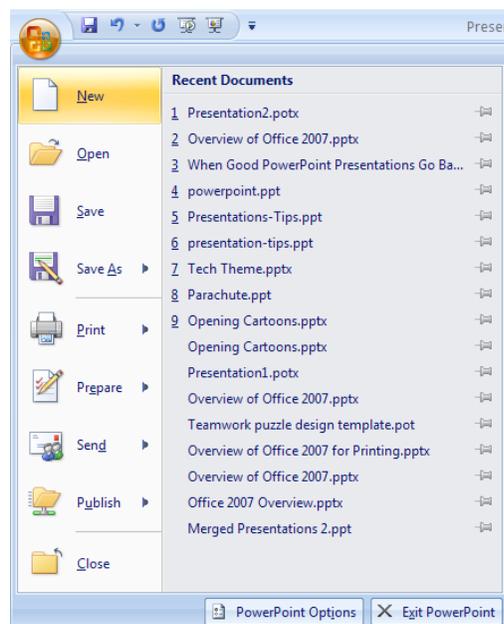
b. Choose **My Templates**.

c. Then browse for your template and click **OK**.

d. Your customized slide masters will now be available for use in this new presentation.

## Copying a Slide Master for Use in Existing Presentations

1. Open both the presentation that contains the slide master that you want to copy and the presentation that you will paste the slide master to.
2. In the presentation that contains the slide master that you want to copy, click the **Slide Master** button on the **View** tab.
3. In the slide thumbnail pane, **right-click** the slide master that you want to copy, and then click **Copy**.
4. On the **View** tab, click **Switch Windows**, and then select the presentation that you want to paste the slide master to.
5. In the presentation that you want to paste the slide master to, click the **Slide Master** button on the **View** tab.
6. In the slide thumbnail pane, click the location where you want the slide master to reside, and then do one of the following:
    a. If the destination presentation contains a blank slide master, select the blank slide master.

b. If the destination presentation contains one or more customized slide masters, scroll to the bottom where the last layout resides, click below it, and then paste the slide master.

7. **Right-click** the slide master, and then click **Paste** on the shortcut menu.
8. To apply additional slide masters, follow steps 1 through 7.
9. When finished, click **Close Master View** on the **Slide Master** tab.

Reusing Slides from Existing Presentations

There may be times when you want to insert an entire slide (including its content) into your presentation.

1. Open the presentation that you want to add a slide to.
2. In the pane that contains the Outline and Slides tabs, click **Slides**, and then click where you want to add a slide.
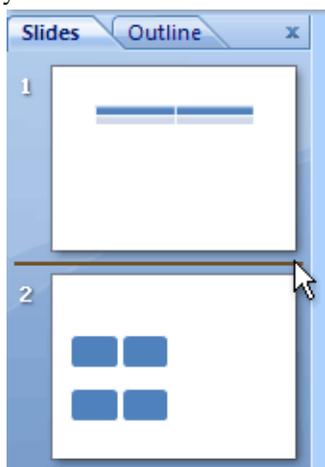
3. On the **Home** tab, click **New Slide**, and then click **Reuse Slides**.
4. In the **Reuse Slides** pane, click **Open a PowerPoint File**.
5. In the Browse dialog box, **locate and click** the presentation file that contains the slide that you want, and then click **Open**.
    a. In the Reuse Slides pane, PowerPoint displays thumbnails of the slides from the presentation that you selected. Rest the pointer on a thumbnail to see a larger version of the slide's contents.
4. In the Reuse Slides pane, do one of the following:
    b. To add a single slide, **click** the slide.
    c. To add all of the slides, **right-click** any slide, and then click **Insert All Slides** on the shortcut menu.
    d. If you want the slide that you are adding to the destination presentation to maintain the formatting of the original presentation, select the **Keep source formatting** check box before you add the slide to the destination presentation.