22

Creating and Modifying Master Pages (Backgrounds)

How Master Pages Work

Master pages affect nearly everything about your presentation except the content. The master page is like a template of styles for the slide it's applied to. It's a great, timesaving way to apply formatting to your presentation. You can have a different master page for every slide in your presentation, though you typically don't want to.

Master Pages Mean You Don't Have to Format Each Slide

Here's a slide I created. Everything in it is part of the master page, except the content. All comes from the master page; I didn't do any formatting on this slide.
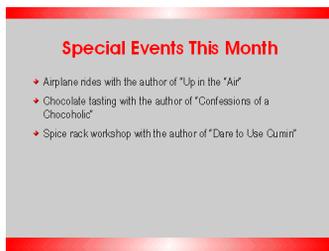
Background formatting: Two rectangles with a red gradient, and a gray page background color

Text formatting: Avant Garde title and Arial Narrow text, red diamond-shaped bullets

Slide   **Corresponding master page**

Using master pages, without manual formatting, also means it's easier to change the whole presentation just by applying a new master page.

Master Pages Are Different Than Slide Layouts

Here's a comparison of master pages versus slide layouts.

Master page   Slide layout

- ◆ Master pages affect formatting and backgrounds
- ◆ Slide layouts affect the structure of the slide and what text and object components are in it. See *Changing the Slide Layout* on page 347.

You Can Use Existing Master Pages, Create Your Own, or Import New Ones

Any presentation you create has a few master pages included by default. If those don't do it for you, you can create your own, or import master pages from an existing presentation or presentation template.

Everything With Master Pages Is Easier When They're in Templates

Keeping your master pages around, and importing master pages, is simplest when you create a template of all the presentations you work with.

It's easy to do. Just open the presentation, choose File > Templates > Save, select a category, name the presentation, and click OK.
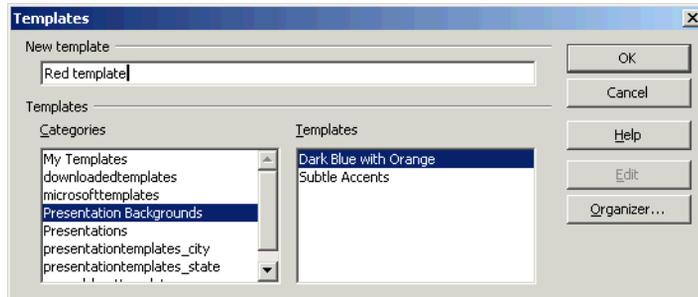
Applying an Existing Master Page to a Slide

When you create a new presentation, there are a few built-in master pages ready for you to use. Here's how to apply one of those—or any other presentation you create or load.

Applying a Master Page to the Whole Presentation

1   Click the Master Pages item at the far right.
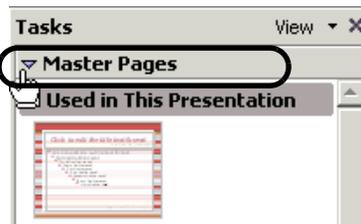
2   Click on a master page in the Available for Use section. The master page will be applied to **all the slides** in the presentation.

You can also right-click on the master page and choose Apply to All Slides.)
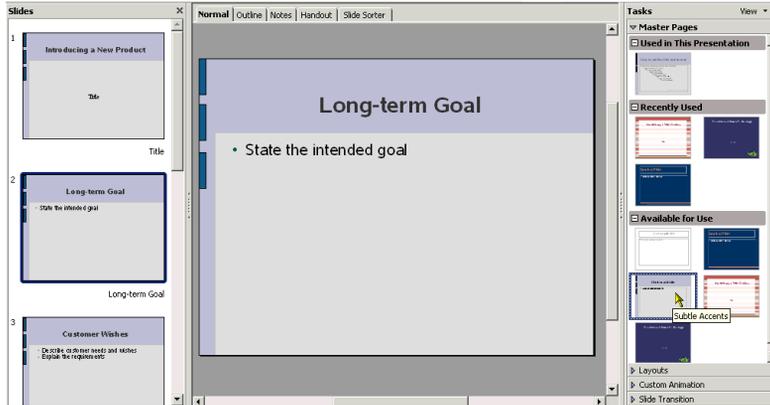
Applying a Master Page to One or More Slides

In the left-hand pane, select the thumbnails of the slides you want to apply the master page to, then just make the appropriate selection in the right-hand pane.

1   To select two or more slides, click on the thumbnail for the first one, hold down Ctrl, click on the next one, and so on.

2   Click on the Master Pages item on the right side, and find the master page to apply.
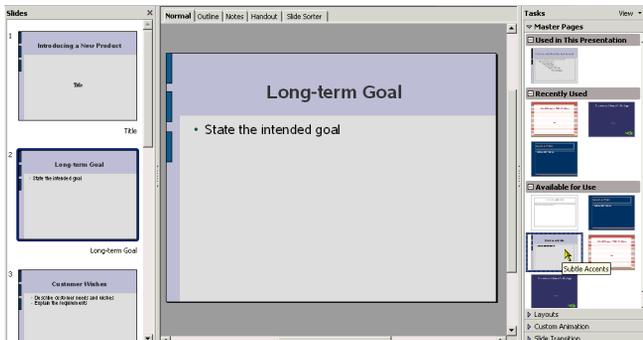
3 Right-click on the master page and choose Apply to Selected Slides.

4 The master page will be applied to the selected slide or slides.
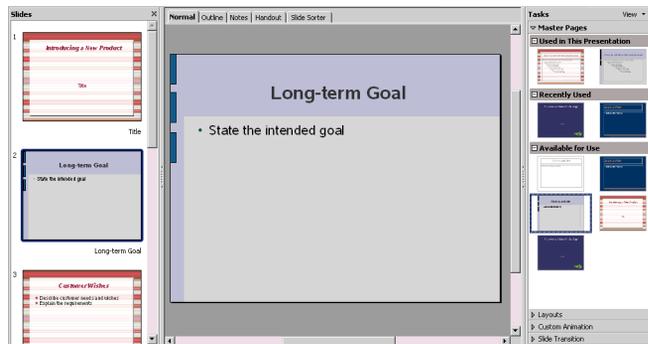
Creating and Modifying Master Pages

You have the most control over formatting when you modify or create master pages.

Important Note on Creating Master Pages

Once you create a master page, you need to do one of the following so you won't lose it:

- Keep it applied to at least one slide in the presentation. If you apply a different master page to the whole presentation, *your own master page will disappear*.

- Make the presentation into a template; the master pages of all your templates are available for use in a new presentation. See *Creating a New Template* on page 41.

Modifying a Master Page

1 Select a slide that has the master page you want to modify. If there isn't a slide with that master page applied, select a slide in the left pane, then right-click on a master page in the right pane and choose Apply to Selected Slides.
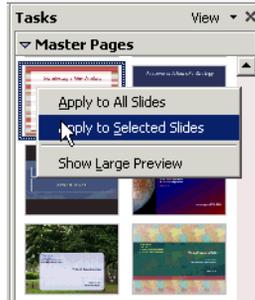
2 Choose View > Master > Slide Master. The master view will be displayed.
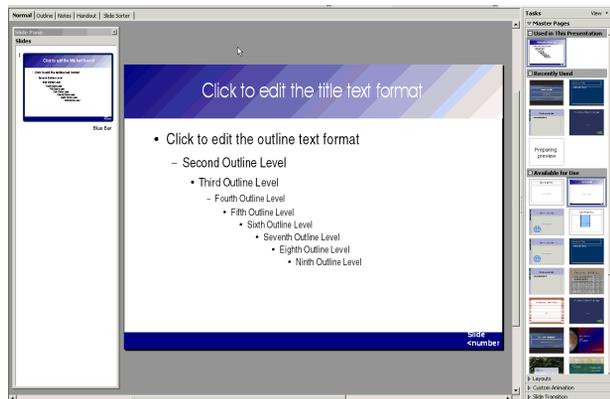
3 Reformat the master page any way you want.

- Choose Format > Page and click on the Background tab to apply a color, gradient, or bitmap to the background.

- Insert a graphic to use as the background. Choose Insert > Picture > From File and select a file. Then right-click on the graphic and choose Arrange > Send to Back. Resize and reposition the graphic as necessary. To make the graphic lighter or grayscale, see *Applying Grayscale, Black/White, or Watermark Effects* on page 430.

- Format the color and font for all the text boxes in the slide. Use the dropdown lists at the top of the work area, or choose Format > Character.

- Format the bullets by choosing Format > Bullets and Numbering. To apply the same bullet to all levels, just use the Graphics or Bullets tab. Click the Customize tab to apply the bullets you want to each level.

- Use any of the drawing tools (View > Toolbars > Drawing) to draw items you want in every slide, such as a narrow bar at the left, or top and bottom.

- Double-click any of the footer placeholders and substitute other content. Choose Insert > Fields > Page Number or Insert > Fields > Date, or see *Adding Footer Information to a Presentation in Standard, Notes, or Handouts View* on page 364. See also *Adding Footer Information to a Presentation in Standard, Notes, or Handouts View* on page 364.

4 Choose View > Normal. The slide where the master page was applied, and any new slides you apply it to, will have the new formatting.
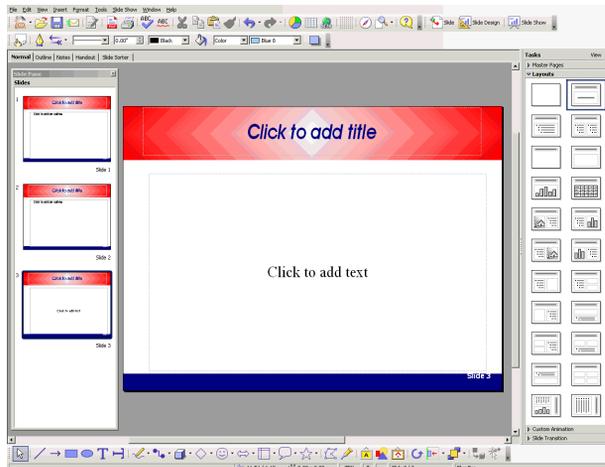
Creating a Master Page

Master pages are somewhat twitchy when you start creating them. Here are a couple tips.

- Only create one new master page per presentation file. To make a second master page, just create another new blank presentation, follow these steps again, including making it into a template. Any master page in a presentation you make into a template is available anytime you create or format a presentation, so you don't need to have all master pages in the same

template. If you do want to load multiple master pages into the same presentation, see *Importing and Applying a Master Page From Another Presentation* on page 361.

◆   Sometimes the formatting dropdown lists will become dimmed and unavailable when you're formatting a master page. As an alternative, just use the windows available under the Format menu: Format > Character, Format > Bullets and Numbering, etc.

Follow these steps to create a new master page.

1   Create a new presentation.

2   Choose View > Master > Slide Master.

3   Right-click in the left-hand slide pane and choose New Master.

4   Format the new master page any way you want. add objects, format text and bullets, and change any other aspects of the master page.

◆   Choose Format > Page and click on the Background tab to apply a color, gradient, or bitmap to the background.

◆   Insert a graphic to use as the background. Choose Insert > Picture > From File and select a file. Then right-click on the graphic and choose Arrange > Send to Back. Resize and reposition the graphic as necessary. To make the graphic lighter or grayscale, see *Applying Grayscale, Black/White, or Watermark Effects* on page 430.

◆   Format the color and font for all the text boxes in the slide. Use the dropdown lists at the top of the work area, or choose Format > Character.

◆   Format the bullets by choosing Format > Bullets and Numbering. To apply the same bullet to all levels, just use the Graphics or Bullets tab. Click the Customize tab to apply the bullets you want to each level.

◆   Use any of the drawing tools (View > Toolbars > Drawing) to draw items you want in every slide, such as a narrow bar at the left, or top and bottom.

◆   Double-click any of the footer placeholders and substitute other content. Choose Insert > Fields > Page Number or Insert > Fields > Date, or see *Adding Footer Information to a Presentation in Standard, Notes, or Handouts View* on page 364. See also *Adding Footer Information to a Presentation in Standard, Notes, or Handouts View* on page 364.

5   Choose File > Templates > Save.

6   In the window that appears, select a category, type a name for the master page, and click
        OK.
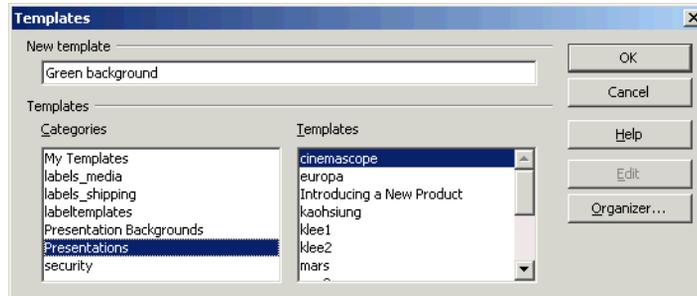
7   Choose View > Normal to go back to standard mode.

8   Your master page will be available in the presentation where you created it, as well as in all
        new presentations. The page might not be displayed immediately, but it will be available
        immediately in the presentation creation wizard in the category you selected, and in the
        Available for Use section of any presentation, soon (either immediately or after a restart).

9   To create another master page, repeat these steps.

Importing and Applying a Master Page From Another Presentation

Let's say you've been told to use the master page from another
presentation on the presentation you've already started. Here's how.

1   Open the source presentation containing the master page you
        want to use, and make it into a template. See *Creating a New
        Template* on page 41.

2   Open the presentation that you want to import that master page
        into.

3   Choose Format > Slide Design.

4   The Slide Design window will appear
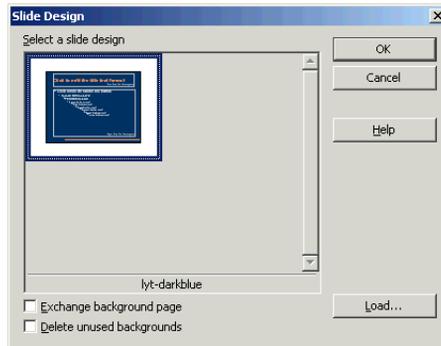
5   Click Load. The Load Slide Design window will appear.

6   In the My Templates category, select the name you gave to the source presentation when you made it into a template in the first step. Select the Preview checkbox to see the template.
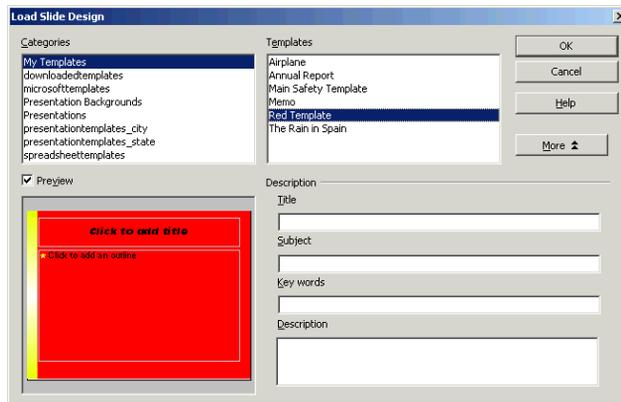
7   Click OK. The source presentation's background appears in the Slide Design window. Leave the checkboxes *unmarked* if you want to *add* the new background but not remove others.
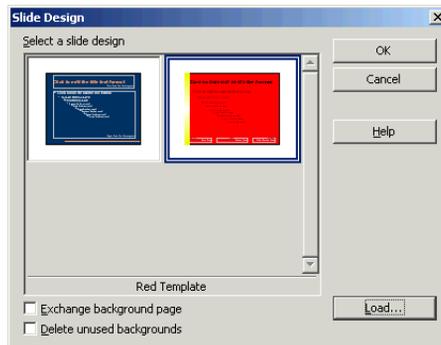
8   Click OK.

9 Your document should look like this, with the imported master page applied to the selected slide.
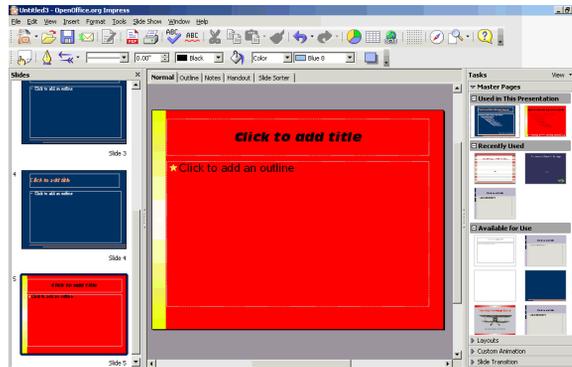
10 Click the Master Pages item at the right side of the work area, if master pages aren't displayed. You'll see the imported master page listed.
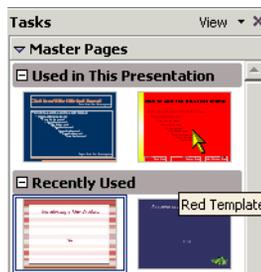
11 If you wanted to apply the new master page to all other pages, you could right-click on the master page and choose Apply to All Slides.
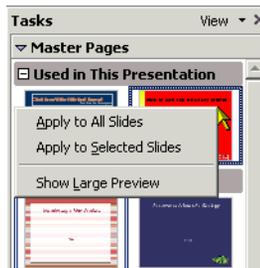
Adding Footer Information to a Presentation in Standard, Notes, or Handouts View

You can add information like dates, page numbers, plain text, and so on, to presentations in multiple ways.

Using Text Boxes and Fields

You can go to the Notes View or Handouts View, and simply use the text box tool to add whatever content you want. Choose View > Master > Slide Master for normal view; choose View > Master > Notes Master or for the handouts view; or simply put the text straight into the normal view. For more information about using text boxes and inserting fields, see *Adding Page Numbers and Text to Handouts* on page 370.

Using the Header and Footer Window

You can apply many pieces of information all at once using this window. This approach uses the pre-existing footer boxes already available in Handouts and Normal view.

1   Choose Insert > Page Number or Insert > Date.

2   The Header and Footer window will appear. Select the options you want.

Select Date and Time, then type the date to insert, or choose to insert the current date that will update.

Select Footer and type content to add any text to the footer.

Select Slide Number to add the slide number to each slide.

Select this option to skip the content on the first slide.
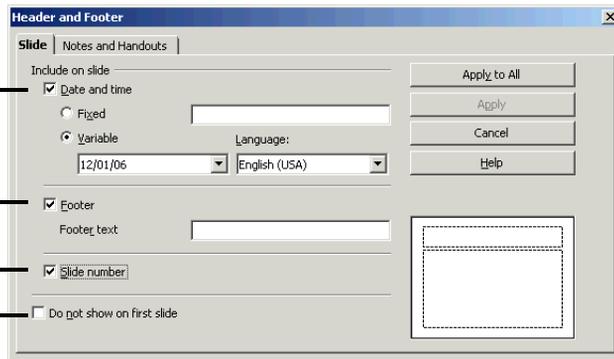
3   Click the Notes and Handouts tab and set the appropriate options.
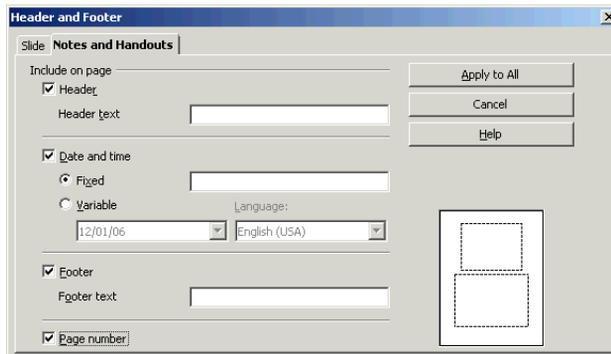
4   Click Apply, to apply to the current slide, or Apply to All to apply to the whole presentation.

5   The presentation will look like this. Edit the position and formatting by choosing View > Master > Slide Master or View > Master > Notes Master.
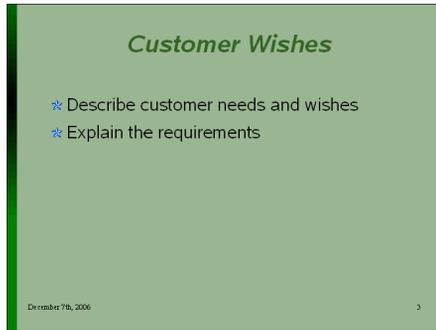
Normal view and Handouts view

Notes view