



## Masters

### Creating a Slide Master

Slide Masters allow you to make design changes to all slides in a presentation.

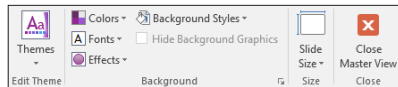
1. Click on the **View** tab.
2. Click the **Slide Master** button in the **Master Views** group.

(A blank slide master with default layouts will appear.)

*Note: To add an additional slide master, click the **Insert New Slide Master** button in the **Edit Master** group.*

### Formatting a Slide Master

1. Select the master that you want to format.
2. Make selections in the **Edit Theme** and **Background** groups.
3. When you are finished, click the **Close Master View** button in the **Close** group to return to your presentation.



### Renaming a Slide Master

1. Select the master you want to rename.
2. Click the **Rename** button in the **Edit Master** group.
3. Enter a new name in the **Layout name** box.
4. Click the **Rename** button.
5. When you are finished, click the **Close Master View** button in the **Close** group to return to your presentation.

### Deleting a Slide Master

To delete a slide master you must have more than one slide master in your presentation.

1. Select the slide master you want to delete.
2. Click the **Delete Slide** button in the **Edit Master** group.
3. When you are finished, click the **Close Master View** button in the **Close** group to return to your presentation.

### Editing the Handout Master

1. Click on the **View** tab.
2. Click the **Handout Master View** button in the **Master Views** group.
3. In the **Page Setup** group, do any of the following:
  - To change the handout orientation, click the **Handout Orientation** button and select **Portrait** or **Landscape** from the resulting menu.
  - To change the slide size, click the **Slide Size** button and select an option from the resulting menu.
  - To change the number of slides per page, click the **Slides Per Page** button and select the number of slides you want each handout to have.
4. *Optional:* To display or hide placeholders, check or clear the boxes in the **Placeholders** group.
5. When you are finished, click the **Close Master View** button in the **Close** group to return to your presentation.

*Note: Changes you make to the handout master also appear in the printed outline.*

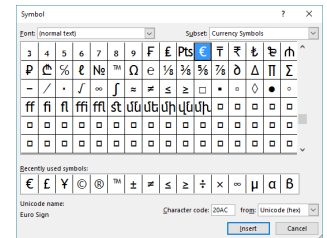
### Editing the Notes Master

1. Click on the **View** tab.
2. Click the **View Notes Master** button in the **Master Views** group.
3. In the **Page Setup** group, do any of the following:
  - To change the notes orientation, click the **Notes Page Orientation** button and select **Portrait** or **Landscape** from the resulting menu.
  - To change the slide size, click the **Slide Size** button and select an option from the resulting menu.
4. *Optional:* To display or hide placeholders, check or clear the boxes in the **Placeholders** group.
5. When you are finished, click the **Close Master View** button in the **Close** group to return to the presentation.

## Text

### Inserting a Symbol

1. Click in the presentation where you want to insert the symbol.
2. Click on the **Insert** tab.
3. Click the **Symbol** button in the **Symbols** group.
4. Click the arrow on the **Font** box and select a font from the resulting menu.
5. Select the symbol you want to insert.
6. Click the **Insert** button.
7. Click the **Close** button.



*Note: To insert a recently used symbol, click on the **Insert** tab. Click the **Symbol** button in the **Symbols** group and select the symbol you want in the **Recently used symbols** box. Click the **Insert** button.*

### Changing Text Direction

1. Click on the **Home** tab.
2. Click the **Text Direction** button in the **Paragraph** group and do one of the following:
  - To rotate the text 90°, select **Rotate all text 90°** from the resulting menu.
  - To rotate the text 270°, select **Rotate all text 270°** from the resulting menu.
  - To stack text, select **Stacked** from the resulting menu.
  - To apply additional text options, select **More Options** from the resulting menu. Make selections in the pane that appears and click the **Close** button.

### Working with Text Columns

1. Click on the **Home** tab.
2. Click the **Add or Remove Columns** button in the **Paragraph** group and do one of the following:
  - To apply a pre-formatted column style, select **One Column**, **Two Columns**, or **Three Columns** from the resulting menu.
  - To apply a custom column style, select **More Columns** from the resulting menu. Enter the number of columns in the **Number** box and enter the space between columns in the **Spacing** box. Click the **OK** button.