

Creating and Modifying Master Pages (Backgrounds)

IN THIS CHAPTER

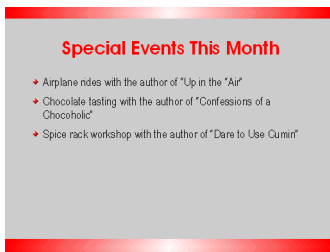
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How Master Pages Work

Master pages are in the background but they actually affect everything about your presentation except the content. The master page is like a template for the slide it's applied to. 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

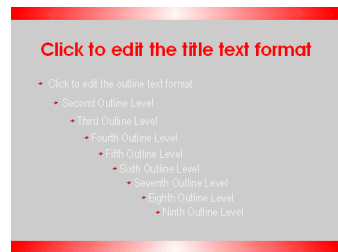
Here's a slide I created. Everything in it is part of the master page, except the content. All comes from the master page; I didn't do any formatting on this slide.



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



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 448.

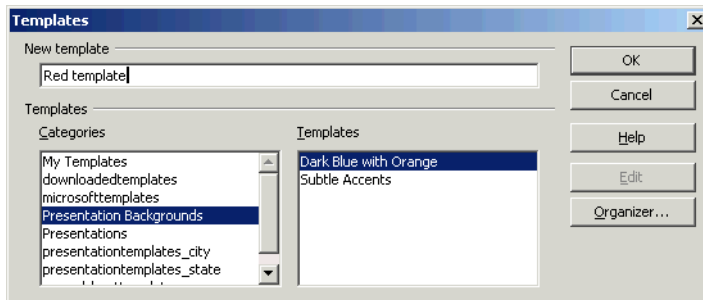
You Can Use Existing Master Pages, Create Your Own, or Import Them

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. I'll get into all that later.

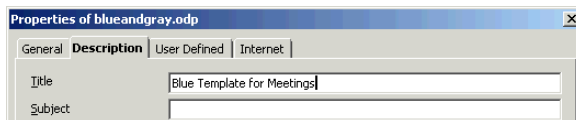
Everything With Master Pages Is Easier When They're in Templates

Keeping your master pages around, and importing master pages, is best 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.



Note: *The document title overrides the template name you specify here.* The document title is in this window; you can add it by choosing File > Properties > Description. I'd recommend not using that name; it doesn't provide any additional value and can be very confusing.

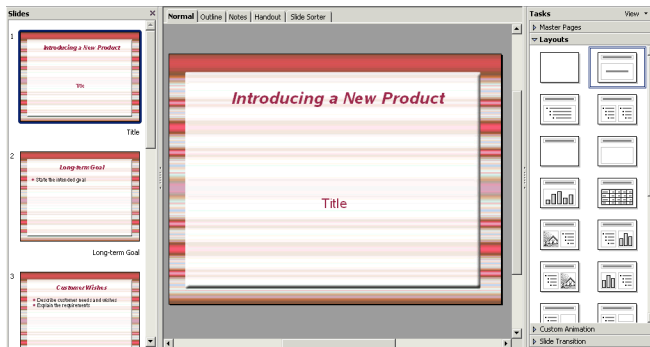


Applying a Master Page in Your Presentation to a Slide

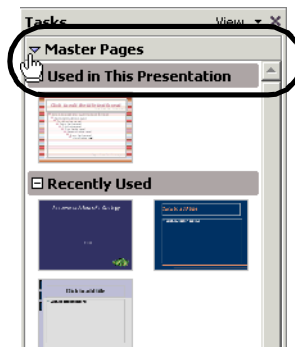
When you create a new presentation, there are a few built-in master pages ready for you to use. Here's how to apply one of those—or any other presentation you create or load.

Applying a Master Page to the Whole Presentation

- 1 Open a presentation.

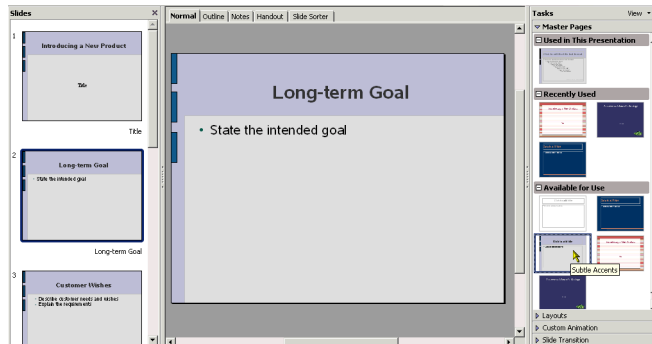


- 2 Click the Master Pages item at the far right.



- 3 Click on a master page in the Available for Use section. The master page will be applied to **all the slides** in the presentation. (This varies—sometimes it'll apply to just the one slide, sometimes to all slides.)

You can also right-click on the master page and choose Apply to All Slides.)



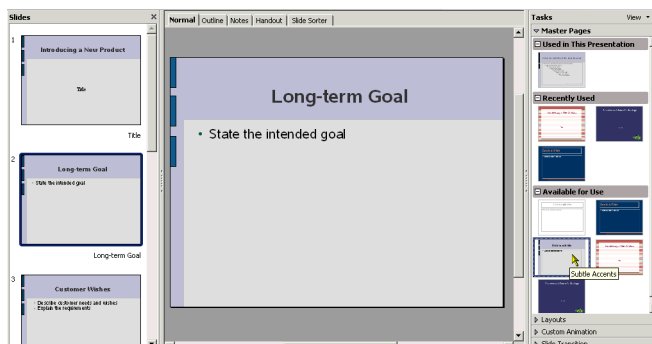
Applying a Master Page to the One or More Slides

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.

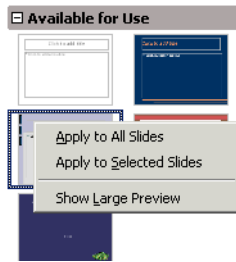
- 1 To select two or more slides, click on the thumbnail for the first one, hold down Ctrl, click on the next one, and so on.



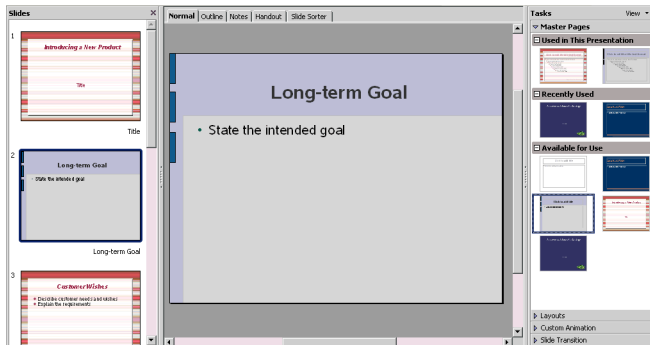
- 2 Click on the Master Pages item on the right side, and select the master page you want to apply.



- 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 Your Own Master Pages

Usually, unless you're using a template created by someone else, you'll want to create your own master pages.

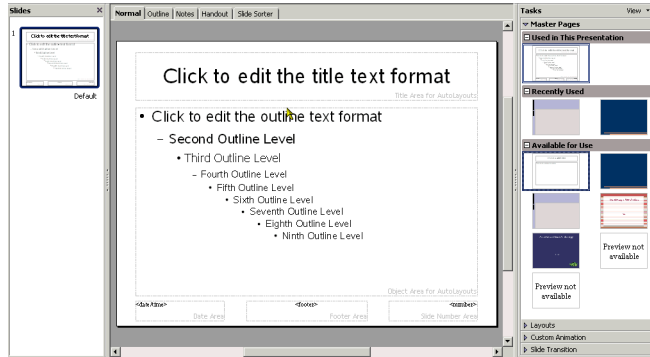
Important Note on Your Own Master Pages

When you create your own master page, everything pretty much works fine. The only issue is that once you create the master page, you must 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*.

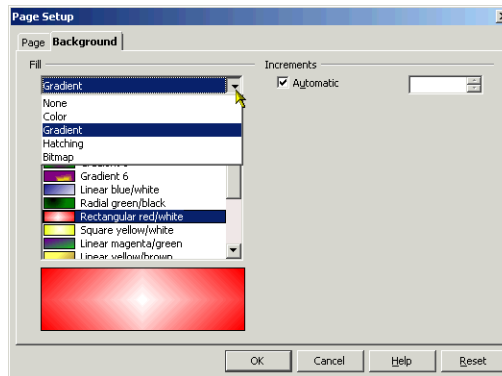
It's a good idea to keep a backup or just a template around to make sure you always have a copy of your master page. Once you create a master page, create a template of it using the instructions in *Everything With Master Pages Is Easier When They're in Templates* on page 457.

Creating a Master Page

- 1 Open a presentation.
- 2 Choose View > Master > Slide Master. The presentation will look like this.



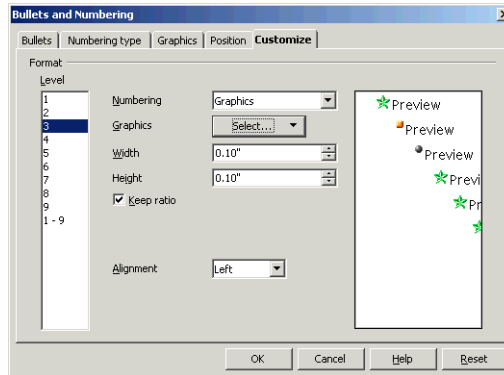
- 3 You can do pretty much anything at this point, but here are some steps to follow as a guideline. See *Formatting Text and Bulleted Lists* on page 449 for more information.
 - ◆ Choose Format > Page and click on the Background tab to apply a color, gradient, or bitmap to the background.



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



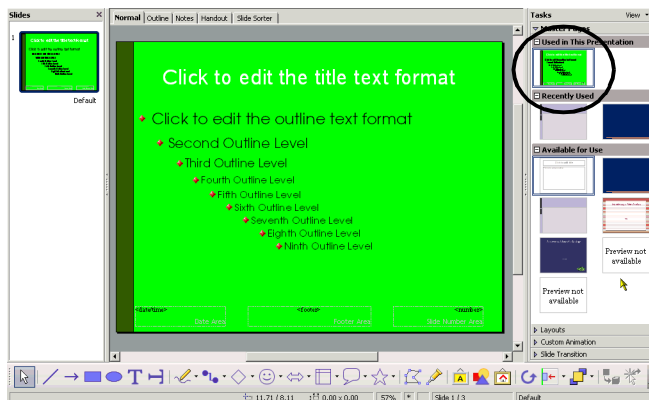
- ◆ Format the bullets by choosing Format > Bullets and Numbering. To apply the same bullet to all levels, just use the Graphics or Bullets tab. Click the Customize tab to apply the bullets you want to each level.



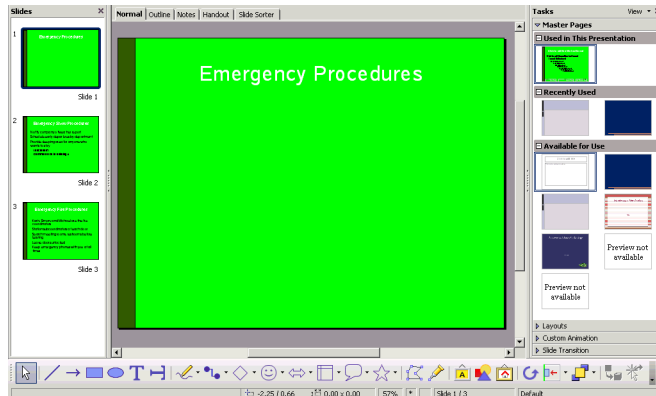
- ◆ Use any of the drawing tools to draw items you want in every slide, such as a narrow bar at the left, or top and bottom.



- 4 The document should look like something this, with the master page you've created shown at right.



- 5 Choose View > Normal to go back to standard mode. Your document should look something like this, with the new master page applied to all slides.



- 6 Be sure to keep the master page applied to at least one slide, or make a template of the presentation now. See *Important Note on Your Own Master Pages* on page 460.

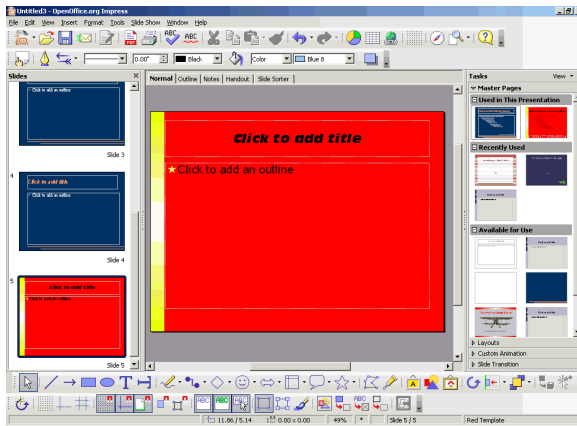
Importing and Applying a Master Page From Another Presentation

You've been told to use the background from another presentation on the presentation you've already started. Here's how you do that.

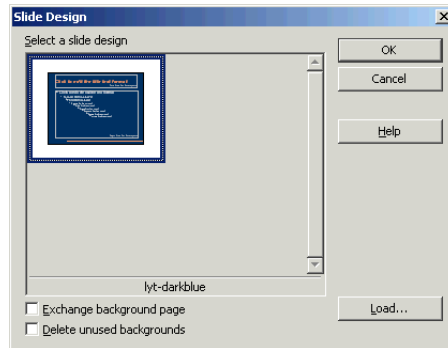
- 1 Open the source presentation containing the master page you want to use, and make it into a template. See *Everything With Master Pages Is Easier When They're in Templates* on page 457.



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

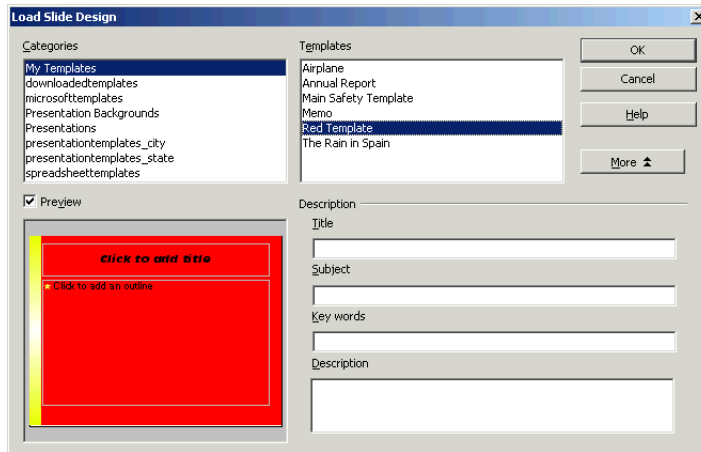


- To get the master page from source presentation, choose Format > Slide Design.
- The Slide Design window will appear

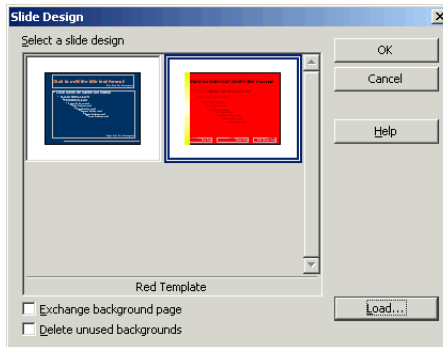


- Click Load. The Load Slide Design window will appear.

- 6 In the My Templates category, select the name you gave to the source presentation when you made it into a template. Select the Preview checkbox.

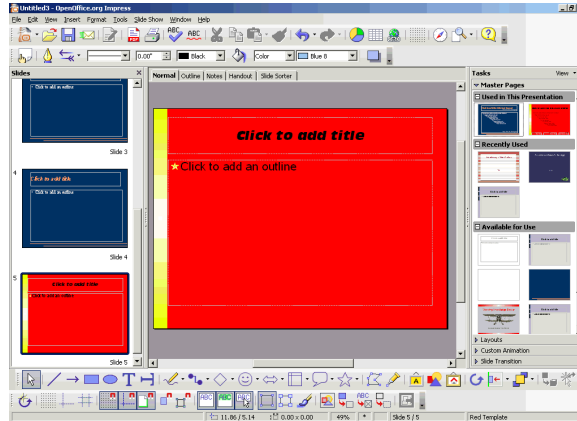


- 7 Click OK.
- 8 The source presentation's background will appear in the Slide Design window. Leave the checkboxes *unmarked* since you want to *add* the new background but not remove others.

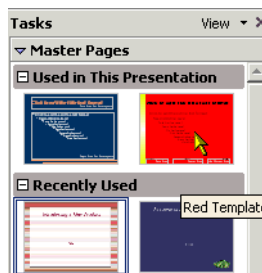


- 9 Click OK.

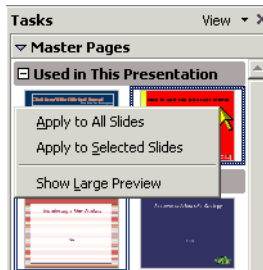
- 10 Your document should look like this, with the imported master page applied to the selected slide.



- 11 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.



- 12 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.



Note – Be sure to keep the master page applied to at least one slide or it will disappear, you'll need to import it again.
