Editing the Slide Master in PowerPoint 2007

In PowerPoint, it is possible to make changes to the layout, colors and formatting of your presentation without having to edit every single slide. This can be done using the Slide Master, which is where PowerPoint stores all of the information about your presentation template. Background graphics, text box positioning, text formatting, bullet formatting, color schemes, etc. are all examples of information that is stored on the Slide Master. Unfortunately, most people aren’t aware it exists, so when they want to make a change to every slide in a presentation, it becomes a painstaking slide by slide effort. However, they could be making all those slides change at once, using the Slide Master.

The Slide Master View

You can modify the Slide Master by going into Slide Master View and editing the template directly. To do this, click on the View tab, then Slide Master.

The Slide Master View appears. Notice there are many slides in the Slide Sorter. The top slide is the Slide Master. The other slides are various slide layout designs available (e.g., Title + Content). Changes made to these individual slides will only affect slides with that particular layout.
To make changes to the SlideMaster, you can edit the different slides directly (just as you would with any Microsoft document), or you can use the menu options at the top of the screen to make global changes (such as fonts, colors or backgrounds).

To save any changes and return to your presentation, click on the Close Master View button.

The Slide Master can be edited to add headers and footers on each slide, for example page numbers, the date, contact information, and other visual elements. Just be sure that these extra items don’t cause visual confusion. They should barely be noticeable to the audience, adding to our theme, but not distracting from the foreground text and/or pictures.

If you wish to create non-linear presentations, you can turn off the ‘Advance Slide on Mouse Click’ under the Go to Animations menu on the Master Slide. You can then close the Slide Master, return to your presentation, and use hyperlinked buttons to transition slide to slide.

The Slide Master can also be used to create customized backgrounds, as in the example below.

**Inserting a faded background picture on all slides**

- On the Slide Master, select the first slide.
- Select the Insert tab at the top of the screen, then select Picture.
- Locate and insert the picture you would like to use.
- Click on the picture handles and resize it to fit the entire slide.
- From the dropdown Recolor menu on the top left, select Washout.
- Make sure the picture is still selected.
- From the top right of the menu, click on Send to Back. This prevents it from covering up some of the other editable elements on your Slide Master.
- Click on the Slide Master tab and select Close Master View.
- From your presentation, click on New Slide. Notice how both the original slide and the new slide now display this image. In fact, every slide you add will now include this image background.