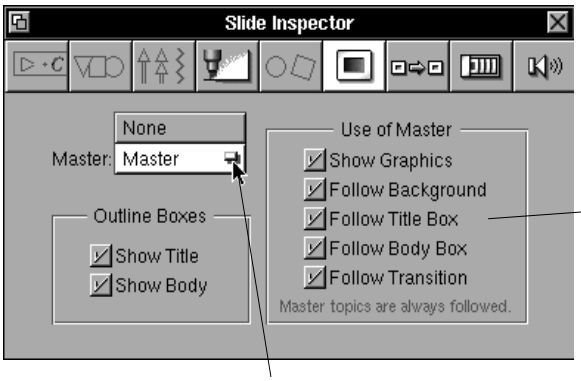
reuse these formats in your next presentation by transferring master slides from one slide show to another. To do this, select the master to be copied, then choose *Copy* from the Edit menu. Click in the master sorter of the new slide show and choose *Paste* from the Edit menu.

You can also drag the master (click the master slide and without releasing the mouse button, drag it) from one document and drop it into the Master Sorter of another. The master slide is automatically copied into the new document.



Choose the name of the master slide you want the selected slide(s) to follow using the *Master* pop-up list. The example above shows the default values for this pop-up list. Choosing *None* means that the slide will track no master. If you have named or created new masters, their names will appear in this list.

The *Use of Master* check boxes allow you customize which master slide characteristics should be followed by the selected slide(s). If you later change any of these characteristics in the individual slide, the corresponding check box will automatically be deselected. To make a slide correspond again to the master, reselect the check box.

You can't move graphics on an individual slide whose positions are determined by the master. However, you can hide the master's graphics by deselecting the *Show Graphics* check box.

Note

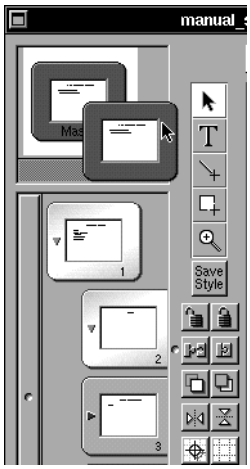
Any time you select a slide in the slide sorter, its master is also selected (the border of its minislide in the master sorter is grey). This is a quick way to tell which master a slide is tracking. If you want to create a new slide with the same formatting, select it and press Return.

Using Masters From Other Slide Shows

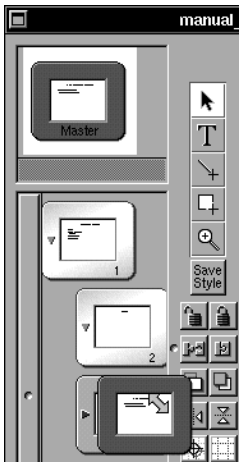
If you have created master slides in a presentation, complete with company logo and your company's standard font styles, it is simple to

Tracking Master Slides

There are two ways to choose which master a slide tracks. The first method is to select the master slide in the master sorter, and then drag and drop it on a minislide in the slide sorter.



A master slide has been selected on the left, and is being dragged from the master sorter.



The selected master slide is now being dropped on slide 3, which will tell this slide to now track this master.

If you use the drag and drop method, the minislide will automatically track all attributes assigned in the master including the master's title and body text formats, background colors, transitions, and graphics.

Note *To apply a master to more than one slide at a time, select multiple slides in the slide sorter (drag-select or shift-click) and then drag and drop the master as described above.*

Shortcut *Dragging and dropping a master in between slides in the slide sorter adds a new body slide tracking that master.*

The other method is to use the *Slide Inspector* to choose a master. Using the *Slide Inspector* method allows you to more specifically define which characteristics of the master a slide will follow.

Note *If you use the drag and drop method, the check boxes found in the Slide Inspector can still be applied.*

Select a slide or slides in the slide sorter. Then raise the *Slide Inspector*, by choosing *Inspector* from the Tools menu and clicking the button.

that you could set your title slides to track one, and the slides that follow a title slide, to track the other.

To create a new master slide, first select an existing master, then choose *New Slide* from the Slides menu, or press Return. A new master will appear just to the right of the original one in the master sorter.

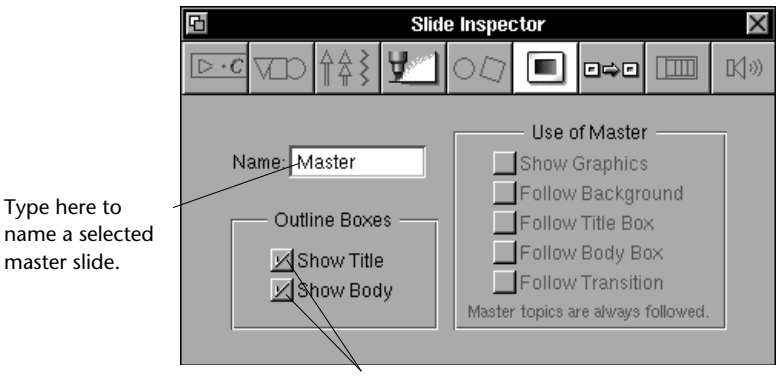
Although you can create as many masters as you wish, a slide can track only one master.

Naming Master Slides

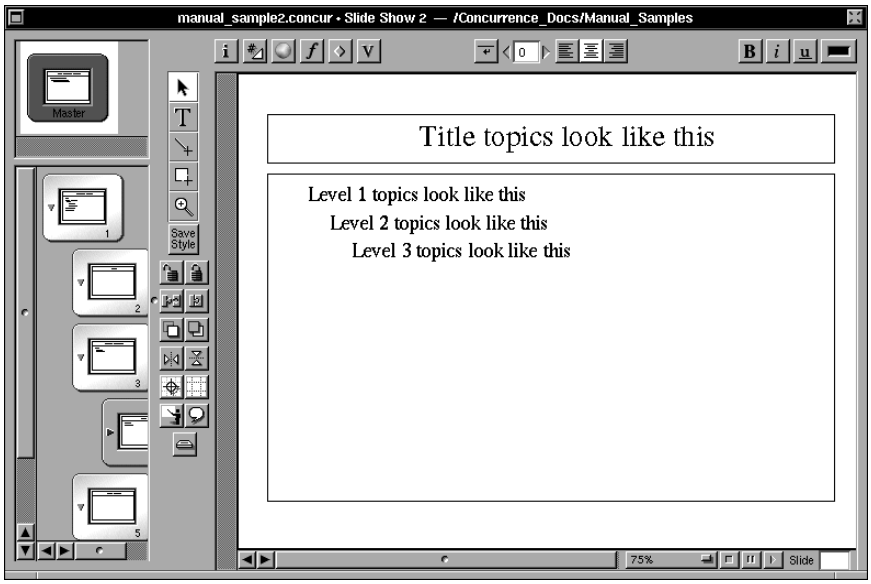
If you have multiple master slides in your slide show, it will become useful to name them, so you can easily recognize which master is which. In the example above, you might name one master “Title Slide” and the other “General Slide.”

To name a master slide, select it in the master sorter, then choose *Inspector* from the Tools menu, or click the button on the slide show button ribbon.

Once the Inspector is raised, click the button, to display the *Slide Inspector.*



Enter text into the *Name* field to choose a name for the selected master slide, the press Return. The master slide will now be displayed with the new name, in the master sorter.



Click a topic in the master slide's title or body box to select it. To change the font or formatting of the topics on the master slide—and therefore on all of slides that track it—make changes as you would to any topic using the *Font* panel or button ribbon. (See Chapter 7 for information about changing font and formatting characteristics.)

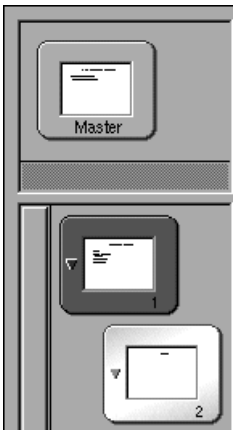
Adding graphics, changing the background color or setting the transitions of master slides are the same as for any other slide, except that any changes you make here will be propagated to all of the slides that track that master. See Chapters 12 and 14 for more information.

Creating New Master Slides

There are times when you may want your slide show to contain two or three different formatting schemes. For example, lets say you're giving a presentation to your company, going through the performance of each department. Each time you begin talking about a new department, you might want the title slide (e.g., "Sales") to be blue with white text. All of the slides that then follow that title slide, you might want to be white with black text. In this case, it would be useful to have two masters, so

Finding Master Slides

You'll find master slides in the upper left hand corner of the slide show window, in the *Master Sorter.* (Refer to Chapter 9 for more information about the parts of a slide window.)



Create and select master slides in a slide show's master sorter.

New slide shows start out with one master. Any slides you generate will automatically track that master and will adopt its appearance and formatting, unless you edit the formatting of a slide individually.

Editing Master Slides

Formatting the text of master slides is a lot like formatting master topics (see Chapter 7 for more on master topics).

Click a master slide in the master sorter and you'll see the different topic levels in your slide show appear. You can't edit the text but you can change the formatting of the topics.

Note *In the sample below, a border appears around the perimeter of the slide pane's title and body boxes. Whether this border appears is controlled through the Stroke check box of the Style Inspector. See Chapter 12 to learn about setting this attribute.*

Chapter 10

Master Slides

What do you do when you want all of the slides in your briefing to show your company logo? To save time, place that logo on one slide—the master—and have it automatically appear on all the other slides. Concurrence takes the hassle out of formatting each slide individually, but also allows you to break the tracking when you need to.

What is a Master Slide?

Master slides allow you to centralize the formatting of many slides, in one spot. By applying background effects, graphics, transitions, and/or text formatting to a master slide, you can effect the appearance of every slide in your presentation that *tracks* that master.

For example, if you want the first three slides in your slide show to have a blue background with white text, create a master slide with those characteristics and tell your three slides to track that master. Likewise, if you want every other slide in your presentation to have a rabbit in the left hand corner, that characteristic can be controlled with a master slide.

Slides don't have to track their master in every way; you can choose which of the master's attributes an individual slide will follow, or you can tell a slide not to follow any master.