

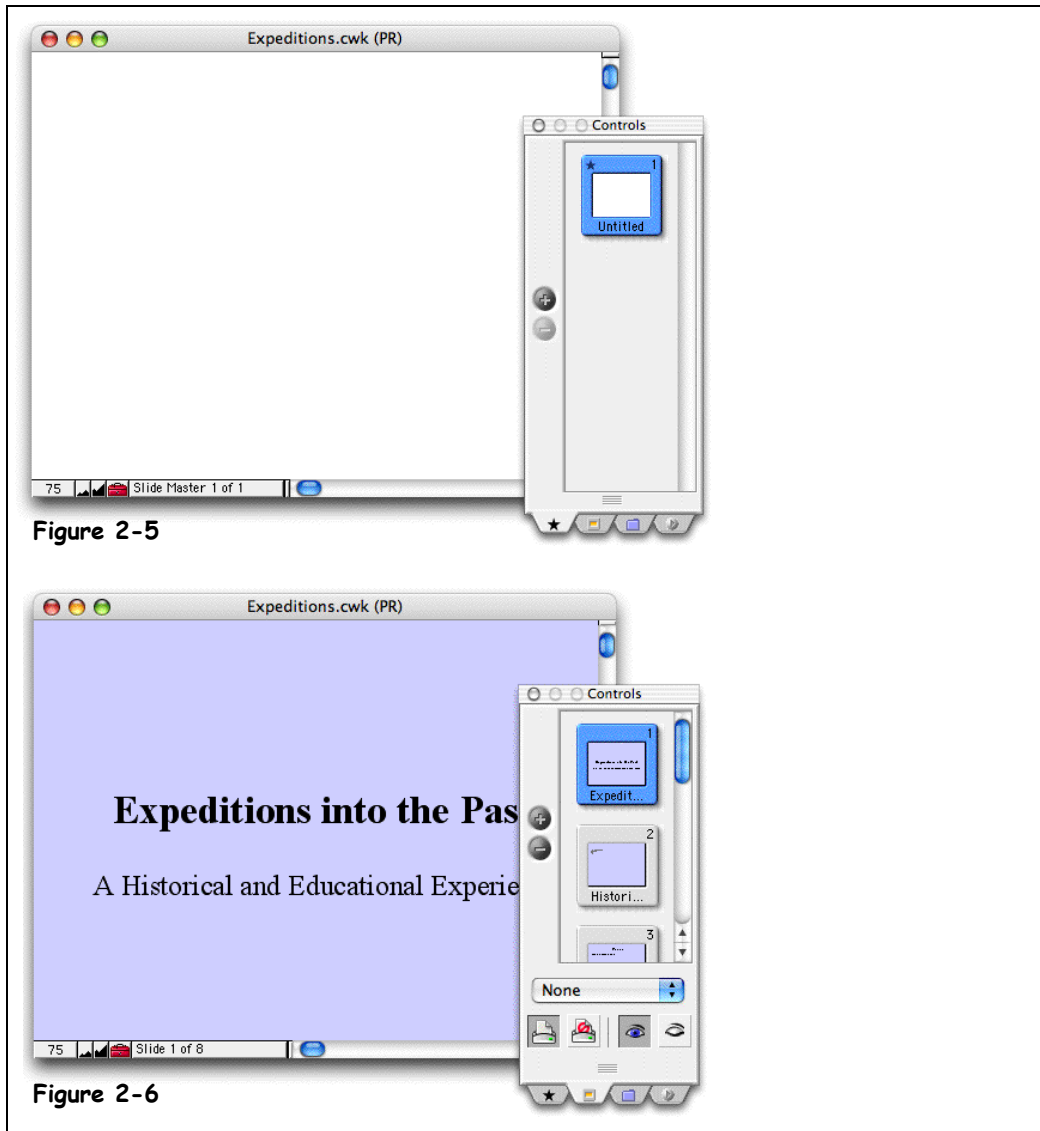
Lesson 2-3: Creating a Master Slide

Figure 2-5

Slide Master view.

Figure 2-6

Any formatting applied to the slide master will be applied to every slide in the presentation



Do you want something to appear on every slide in a presentation (except the title slide), such as your company's name and logo? Do you want to change the background color of all the slides in a presentation, without having to fiddle with each slide individually? Creating a master slide is the fastest and easiest way to keep all of your slides looking consistent.

Creating and making changes to a master slide affects every slide in a presentation. For example, if you were to apply a candy-stripe background to the master slide, then a candy-stripe background would be applied to every slide in the presentation.

This lesson will introduce you to master slides and show you how to use them to format your slides quickly and easily.

1. Click the **Master tab in the Controls window.**

The presentation appears in Slide Master view, as shown in Figure 2-5. You can format and edit the slide master just as you would any other slide or drawing document—using menus and windows.

Let's apply a background color to the master slide.

2. Select **Options → **Edit Background** from the menu.**

The presentation switches to Background view. Any changes you make while in Background view will appear in the background of every slide in the presentation.

Since we're going to be "filling" the background with color, let's make sure that the Fill Formatting button is selected in the Tools window.

3. If necessary, click the **Fill Formatting button in the Tools window.**

Now you need to select the color that you want to use for the background.

4. Click the **Color button in the Tools window and select a **light blue** color (□) from the Color palette.**

Now that you've selected a fill color, it's time to insert the object that will be filled with the selected color. AppleWorks doesn't allow you to apply a fill color directly to a document—you can only apply a fill color to objects, such as shapes or frames.

Let's insert a rectangle shape.

5. Click the **Rectangle tool in the Tools window.**

Drawing a shape is very similar to drawing a text frame—all you have to do is click and drag on the slide where you want to insert the shape.

6. Position the **+ pointer in the upper-left corner of the slide, then click and drag diagonally across the slide until you reach the bottom-right corner of the slide. Release the mouse button.**

The rectangle is inserted onto the slide and filled with the selected light blue color.

To see how the presentation will look with the applied background, switch back to Slide view.

7. Click the **Slide tab in the Controls window.**

A light blue background is applied to every slide in the presentation, as shown in Figure 2-6.

If you decide you don't like the changes you made to the master slide, it's easy to make edits.

8. Click the **Master tab in the Controls window and select **Options** → **Edit Background** from the menu. Make sure the background is selected, and then press **<Delete>**.**

The light blue rectangle disappears from the master slide.

If you want to add something to the master slide that you don't want to appear in the background, make sure to exit Background view.

9. Select **Options → **Edit Background** from the menu to exit Background view.**

10. Click the **Slide tab in the Controls window to exit Master view.**

You return to Slide view.



Master tab



Fill Formatting button



Color button



Rectangle tool

Quick Reference

To Create a Master Slide:

1. Click the **Master** tab in the Controls window.
2. Format the slide as necessary.

To Apply a Background Color to the Master Slide:

1. Select **Options** → **Edit Background** from the menu.
2. Click the **Fill Formatting** button in the Tools window, and then click the **Color palette** button in the Tools window and select a color from the Color palette.
3. Draw a large rectangle on the slide.

To Edit a Master Slide:

- Click the **Master** tab in the Controls window, select the master slide that you want to edit, and make any changes as necessary.