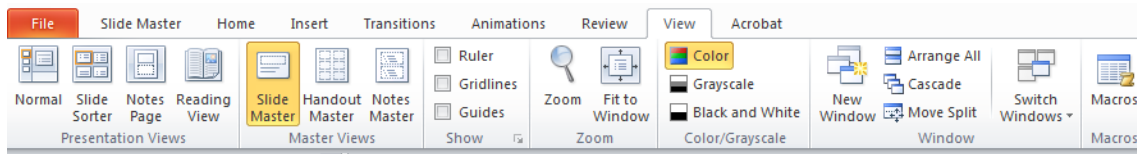


Accessing and adjusting Slider Master

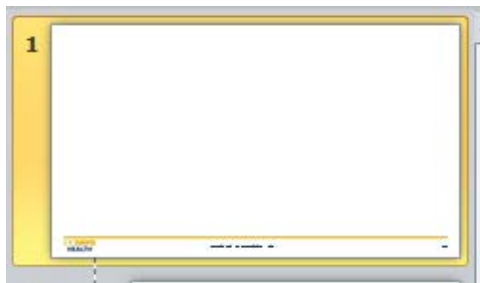
Making footer changes to all slides

To change the footer on the master slide so it will reflect on every content slide in your presentation do the following:

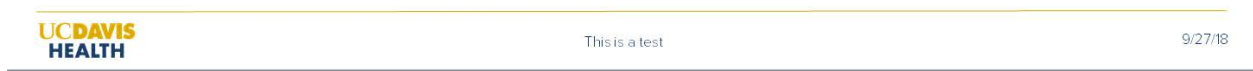
1. Select the View tab and click on the Slide Master button.



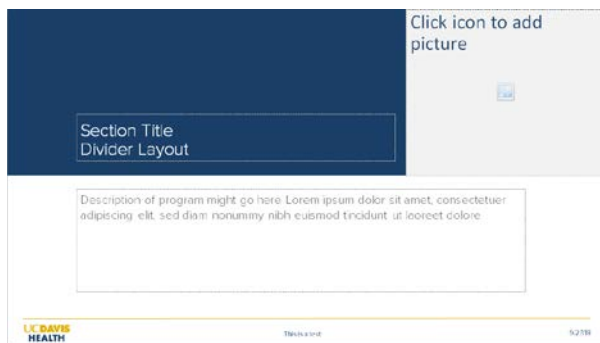
2. The presentation will switch to the Slide Master view. In the left navigation pane, the first highlighted slide will be the master slide.



3. Click on the text boxes and customize the text in the footer. Save the file and close the Master View.



4. When you add a new content slide, the footer text will reflect on every slide. **Note that the footer will not appear on slides labeled Cover 1, 2 or 3.**

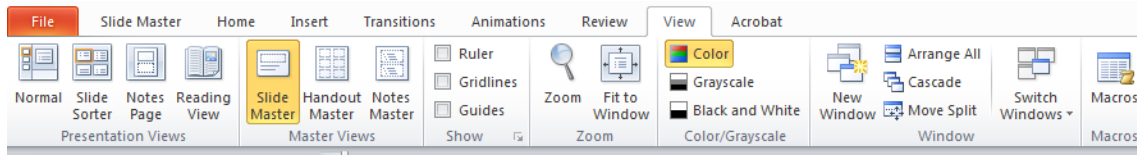


Customizing individual content slides

Each content slide has the ability to be “customized” in terms of images and text placement. **Please do not change the logo placement, colors or delete any of the blue or yellow divider bars.**

To change or add elements to individual slides within the Slide Master do the following:

1. Select the View tab and click on the Slide Master button.

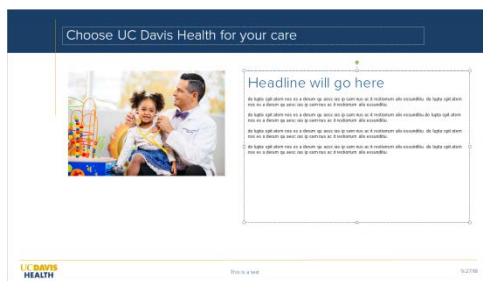


2. In the left navigation pane, locate and select the slide you would like to customize. If you hover over each layout it will describe what the slide layout contains.



Example slide

3. Begin to add, rearrange, or delete any objects (besides the blue or yellow divider bars) as desired.



In our example, we rearranged the placement of both the text and image. Note that this placement will now be the default anytime you select this layout.

4. Save your presentation and close the Slide Master view.
5. All slides using that layout will now be updated and default to how you customized it.
6. Repeat steps 1-5 on all slides if customization is desired.

If you have additional questions or need assistance, click on the blue question mark in the right hand corner in PowerPoint to receive Microsoft assistance.