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PowerPoint: slide master basics for consistent slides

The Slide Master is the control room of your presentation. Change a font, colour or logo there once and every slide follows. It saves you fixing slides one by one, and stops the deck looking like a patchwork.

Open the Slide Master

1. Click the **View** tab.
2. Click **Slide Master**.

On the left you will see a large slide at the top, which is the master, and smaller ones beneath it. The smaller ones are layouts, such as Title Slide, Title and Content, and Section Header. The layout names are what you see when you click **New Slide** or **Layout** on the **Home** tab.

Make a change for the whole deck

1. Click the top master slide.
2. Click the title text and change the font, size or colour on the **Home** tab.
3. To add a logo, use **Insert, Pictures**, place it and resize it.
4. Click **Close Master View** on the **Slide Master** tab.

Every slide that uses those layouts updates. If a layout does not change, it may have its own settings, so click it and adjust it.

Fonts and colours

On the **Slide Master** tab, use the **Fonts** and **Colors** buttons to choose a matching set. Using these means charts and shapes you add later will also fit in.

Change one layout only

Click the individual layout in the left list and edit it. This is useful for making the title slide look different.

If a slide ignores the master

You may have changed that slide by hand. On the **Home** tab, click **Reset** and it goes back to the layout's settings.

Tips

- Keep your fonts to two at most.
- Do your master edits before you build the slides, if you can.
- Your company may already have an approved template, so ask before creating your own.

Common problems

- **Logo missing on some slides:** check that the layout is set to show master graphics. Look for **Hide Background Graphics** in **Format Background**.
- **Mac:** the **View** menu has **Slide Master**.

When to get more help

If you have inherited a deck with a messy master, or you want a branded template made, contact us.

Still stuck? Email admin@visiontech336.com and tell us what you can see on the screen. Menus and button names can differ slightly between versions and makes. If something does not match, stop and ask rather than guess. Please never send passwords or card details.