



# How to Create a PPT Master Slide

## Fact Sheet for the LCA Worship Planning Page



**Master slides are a really useful function of Microsoft PowerPoint. They allow you to create slides with consistent styles, which you can use across all of your PowerPoints. They make it easier to reformat PPT slides from other sources to match your own “house style”.**

### How to create a master slide set:

1. Open a new PPT
2. Go to the View tab, and select Slide Master.
3. On the first slide, set up your preferred margins, colours, font size and style.
4. The second slide is the title slide. Make any changes you would like to this slide.
5. If you want to add different graphics (eg shapes, pictures) or change their position, go up to the Slide Master menu and click on ‘Hide background graphics’.
6. Click ‘Close slide master’.
7. Make sure you save your new master slide where you can easily find it. You might like to set up a Templates or Master Slides folder.
8. If you would like to create a template, where every time you open the master slide you get a new PPT all formatted and ready to go, go to File/Save As and then use the drop down menu for file type to select PowerPoint Template.

### Using your master slide PPT:

1. Once your slides have been set up, click ‘Close Master Slide’.
2. On the Home tab, click on the drop-down menu under New Slide to insert your pre-planned slides, all set up.
3. All you need to do is insert your text, confident that your alignment etc is all taken care of.
4. You can always modify your slides, adding pictures, changing colours etc, by going back into View/Slide Master, and making your changes. Once you Close Slide Master, your changes will be applied to the whole presentation.

### Using Worship Planning Page Master Slides

1. The master slide sets on the WPP have all been set up using the Slide Master. The weekly Ready to Go Resources are created using the Master Slides, and the different options in the Visual Arts tab are also formatted in this way.
2. If you are using an existing PPT and want to apply the master slide, open both PPTs.
3. In your existing PPT, click on the first slide, and holding down the shift key, go to the last slide and click again to select the entire PPT.
4. Copy the PPT slides and paste them into the Master Slide, after the first slide.
5. This will reformat your slides to match the master slide.
6. You will still need to do some tidying up, depending on how you’ve set up the original PPT.

## Changing a WPP Master Slide

Each church is different, and you may find that the master slides on the WPP don't work perfectly in your church. (The font might be too big or small, depending on the size of your screen and the size of your worship space, or your projection system might make dark writing on a light background easier to read). It is perfectly fine for you to change the master slides to suit your own house style and needs. If you do, we recommend that you use the slide master preferences to do so, as this will save you a lot of time.

1. Open the WPP master slides/resources you want to change.
2. Open View/Slide Master.
3. Change the margins, font etc to suit your service on the first slide.
4. Click on 'Close Slide Master' to apply your changes across all slides.
5. You can always go back and make changes again until you are happy.
6. If you want a picture on only one slide, or you want to change pictures through the service, it is easier to do this on the individual slides, rather than in the slide master view.

## Creating Service Order Master Slides:

You may find it helpful to create templates for each of the main service orders you regularly use. You will find PPT versions of each approved service order on the Worship Planning Page in the weekly resources, or in Resources/Worship & Theology.

1. Open your new master slide with your house style set up.
2. Open the service order PPT you want to convert to the new style.
3. Copy over the content per steps 2-5 in Using Worship Planning Page Master Slides.
4. Depending on how your original service was formatted, you will need to make adjustments to some of the slides. If in the new version there is a slide which is really different to your style, you might need to go to the Home menu, and select 'Insert New Slide'. You will see a drop-down menu showing you all the slide options from your master slide. Select the one you want.
5. Then transfer the content from the old slide into the new one, before deleting the old one.
6. This may seem like a fuss, but once it's done properly, you will save yourself a lot of time in the future.
7. Save your new Service Order master slide so you can easily find it again. This could be in the Templates folder from before or in a Service Orders folder.

## Importing PPT slides from other sources:

Once you have your master slides set up, importing slides from other sources is easy. When setting up the weekly service, you can copy the Responsive Psalm or the hymn lyrics from the WPP, and drop them into your service, and they will be reformatted to match your style.

## PPT Resources on the WPP:

### In the Weekly Service Preparation Resources

- Visual Arts tab – a choice of seasonal master slides in standard or widescreen.
- Service Orders – the approved service orders for the current season are available in standard and widescreen PPTS. The weekly Resources to Go fully stocked service orders are also made using the master slides, so that they are easy to copy and paste into.
- Readings – the responsive psalm for the week is available in standard or widescreen format, with the antiphon included.

### In the Music Resources section (on the main navigation pane)

- Hymn PPTs – in Music Resources/Lutheran Hymnal Resources, you will see 'Downloadable Hymnal Resources'. This is a searchable database of all of the LH hymns. Many of these will have lyric PPTs to accompany MP3 backing tracks. More are being added all the time. If there is a choice, the Modernised Hymn Lyrics will have been used.
- Approved Service Orders – Under Resources/Worship and Theology you will see a link to all of the Approved Service Orders. There are PPT versions for almost all services. These are gradually being reformatted using the master slides to make them easily transferrable.