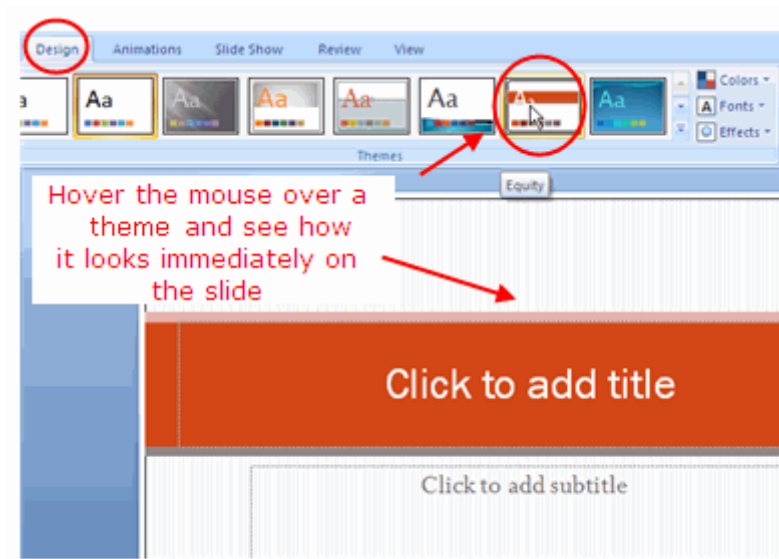


Design Themes for PowerPoint 2007



Hover the mouse over a theme to see the effect on the slide. Click to apply the theme.

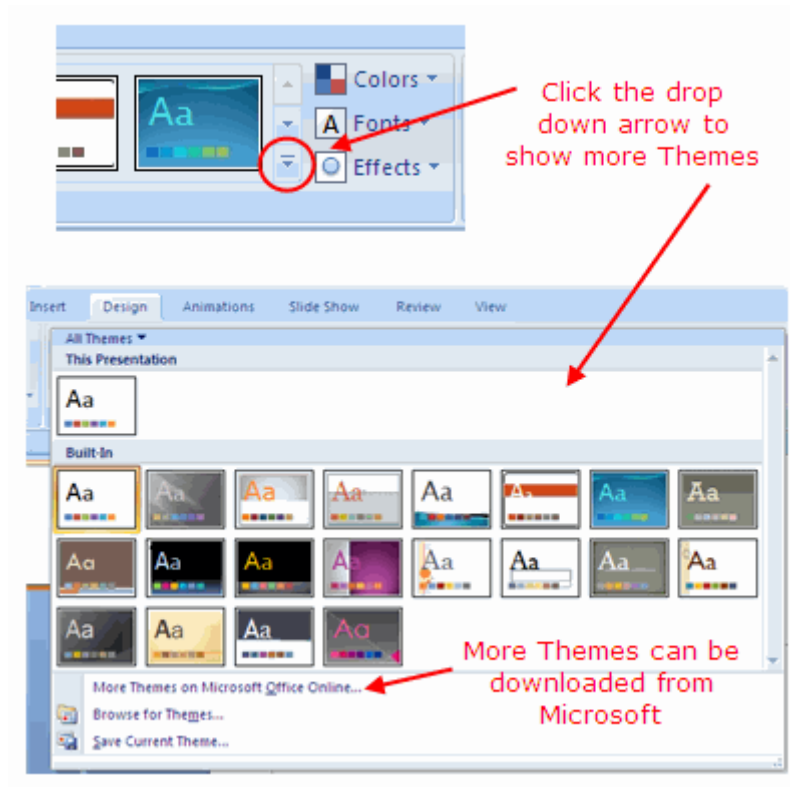
Coordinate Your PowerPoint Presentation with Design Themes

Design themes are a new addition to PowerPoint 2007. They work in a similar way as the design templates in earlier versions of PowerPoint. A really nice feature of the design themes is that you can immediately see the effect reflected on your slides, before making your decision.

Access the Design Ribbon

1. Click on the Design tab to access the Design ribbon.
2. Hover your mouse over any of the design themes shown.
3. The design is reflected immediately on your slide.
4. Click the design theme when you find one that suits your needs.

More Design Themes are Available



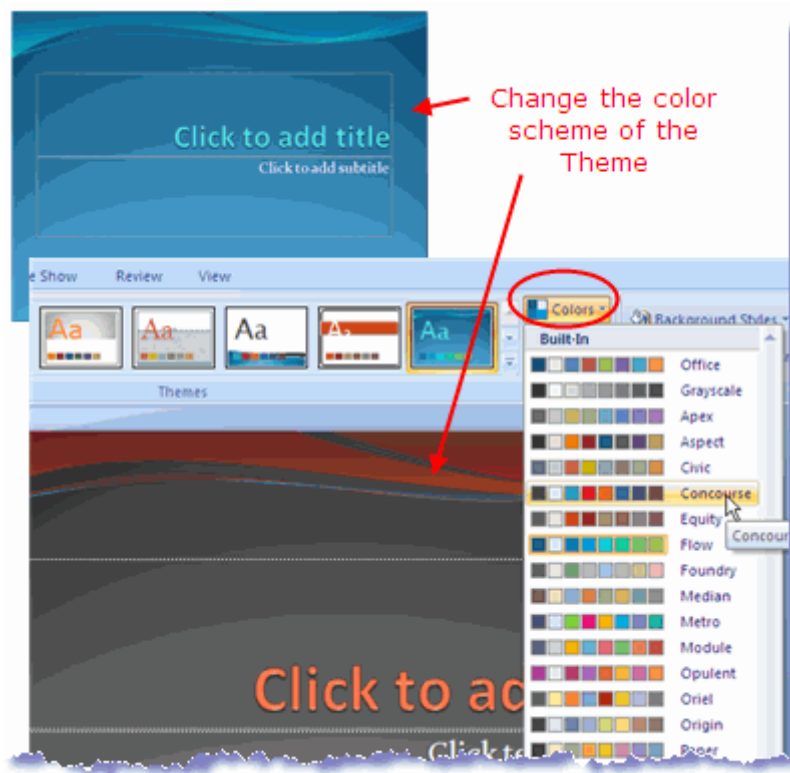
Click the drop down arrow to see more Design Themes

Test Out More Design Themes

The design themes that are immediately visible on the *Design* ribbon are not all the themes available. You can scroll through the existing design themes by clicking on the up or down arrows to the right of the themes shown, or click the drop down arrow to reveal all of the available design themes at one time.

Also, more design themes can be downloaded from the Microsoft PowerPoint site.

Change the Colour Scheme of the Design Theme



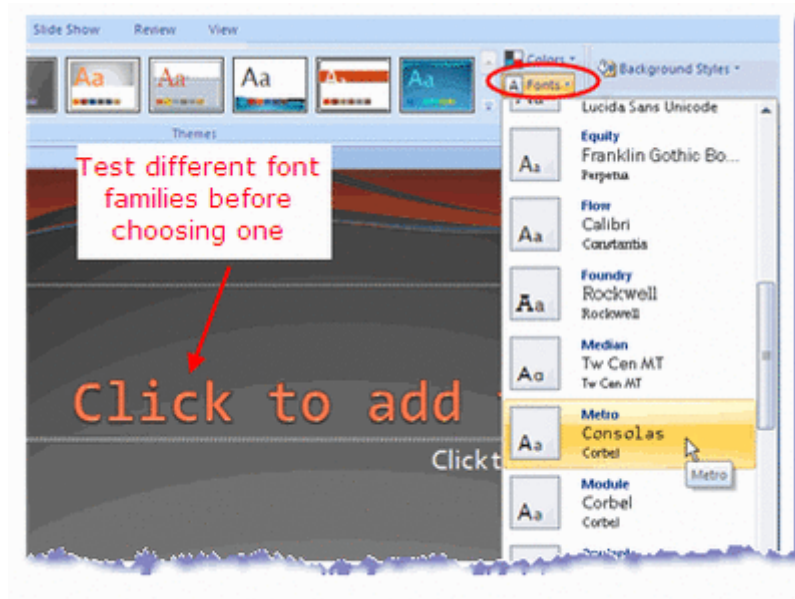
Change the colour scheme of the Design Theme in PowerPoint 2007

Design Theme Colour Schemes

Once you have selected a style of design theme that you like for your PowerPoint presentation, you are not limited to the colour of the theme as it is currently applied.

1. Click on the Colours button at the right end of the design themes on the Design ribbon.
2. Hover your mouse over the various colour schemes shown in the drop down list. The current choice will be reflected on the slide.
3. Click the mouse when you find the right colour scheme.

Font Families are Part of the Design Themes



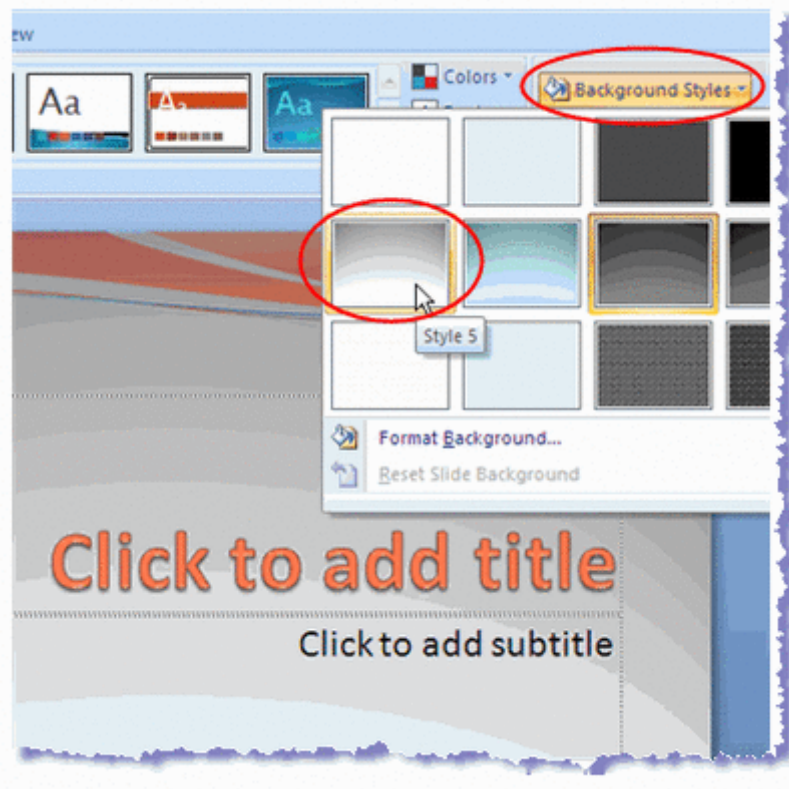
Font families are part of the Design Themes in PowerPoint 2007. Test different font families before applying to the theme.

Select a Font Family

Each design theme is assigned a font family. Once you have selected the design theme for your PowerPoint presentation, you can change the font family to one of the many groupings within PowerPoint 2007.

1. Click the Fonts button at the right end of the design themes shown on the Design ribbon.
2. Hover your mouse over any of the font families to see how this group of fonts will look in your presentation.
3. Click the mouse when you have made your selection. This font family will be applied to your presentation.

Background Styles of Design Themes



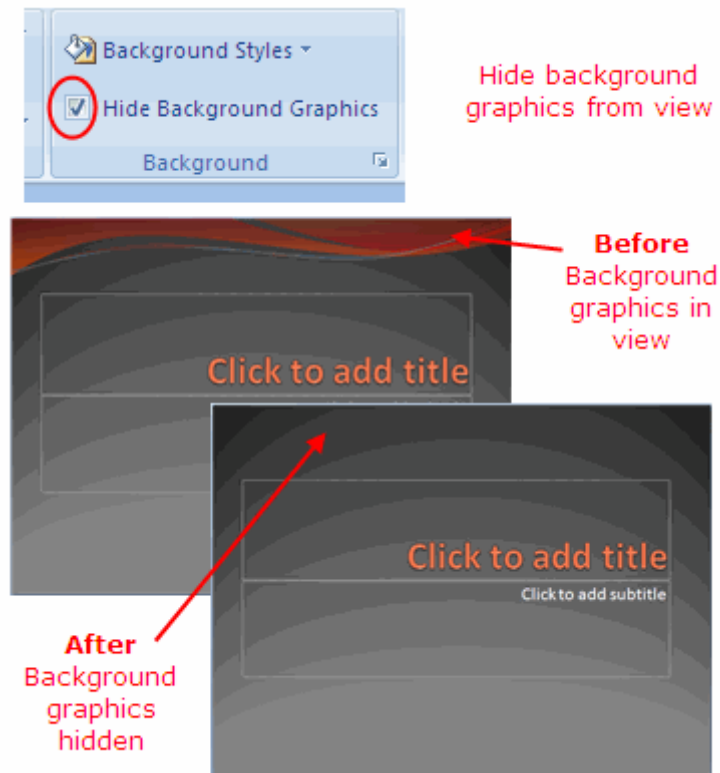
Background styles can be applied to the Design theme in PowerPoint 2007

Change the Background Style

Just as you were able to change the background on a plain PowerPoint slide, you can do the same while using one of the many design themes.

1. Click the Background Styles button on the Design ribbon.
2. Hover your mouse over any of the background styles.
3. The background style will be reflected on the slide for you to evaluate.
4. Click the mouse when you find a background style that you like.

Hide Background Graphics on the Design Theme



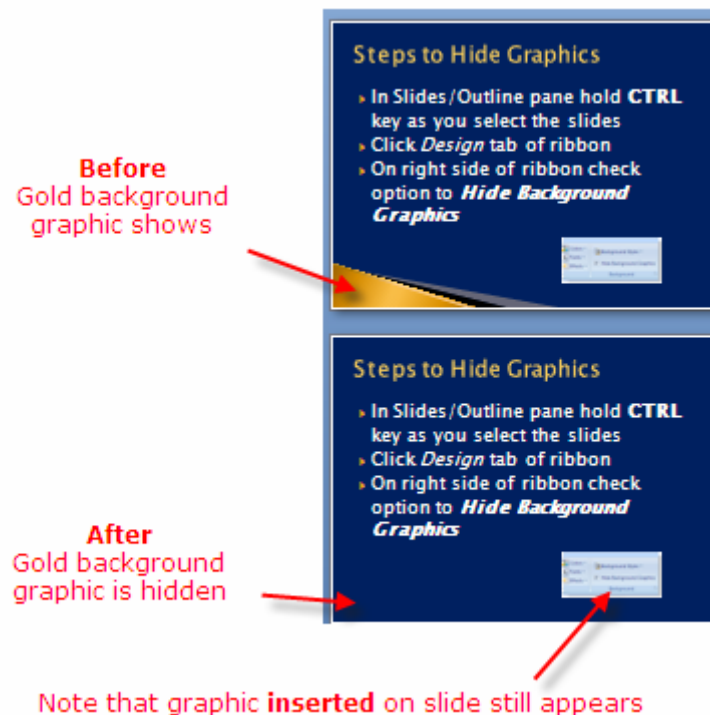
Hide background graphics in PowerPoint 2007

Background Graphics Can Be Hidden

Sometimes you want to show your slides with no background graphics. This is often the case for printing purposes. The background graphics will remain with the design theme, but can be hidden from view.

1. Check the *Hide Background Graphics* box on the Design ribbon.
2. The background graphics will disappear from your slides, but can be turned back on at any later time, by simply removing the check mark in the box.

Hide PowerPoint 2007 Background Graphics on slides to Make Clear Printouts

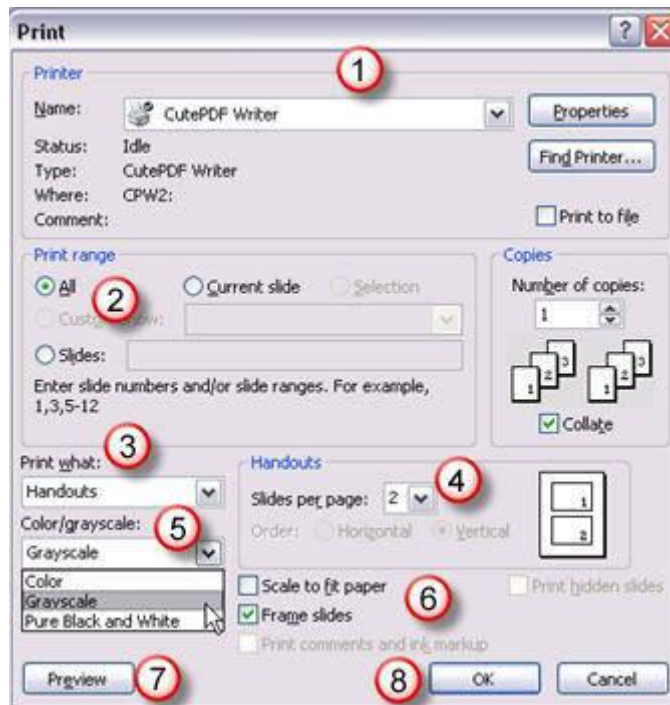


Hide PowerPoint background graphics on slides

It is a simple procedure to hide the background graphics on PowerPoint slides. The option to hide the background graphics is located at the right end of the *Design* tab of the ribbon.

Options

- *To hide the background graphics for the current slide:*
 1. Check the box beside **Hide Background Graphics**.
 2. The background graphics will be hidden from view on this slide only.
- *To hide the background graphics for several or all slides:*
 1. In the Slides/Outline pane at the left of the PowerPoint screen you will see thumbnail versions of all the slides.
 2. Hold the **Ctrl** key while you click on the thumbnail slides for which you want to hide the background graphics.
 3. Check the box beside **Hide Background Graphics**.
 4. The background graphics will be hidden from view for all of the selected slides.



PowerPoint Print dialog box

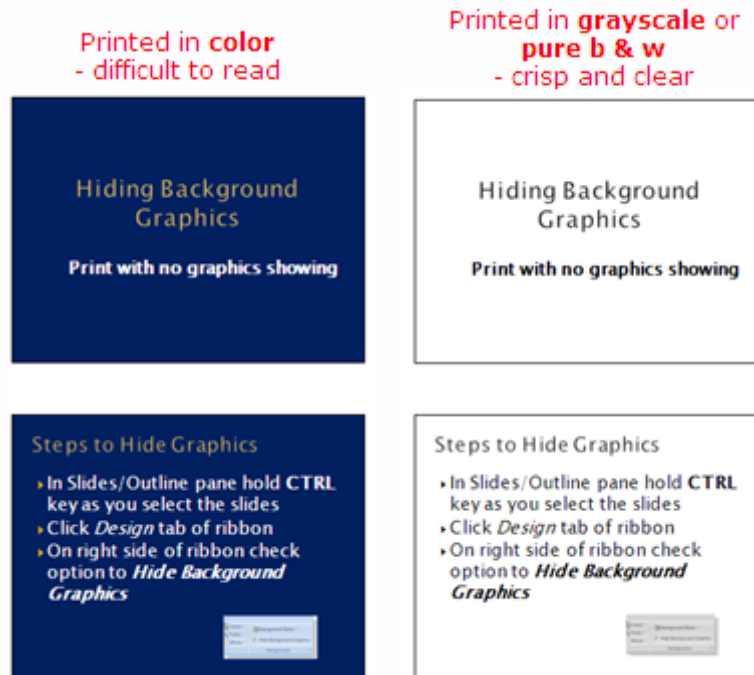
Background graphics are inserted on the slide master, so that they will appear on each and every slide. However, background graphics can often hinder the readability of PowerPoint slides, when printed. By simply hiding the background graphics, you can print clear and crisp handouts, with no graphics showing.

1. Click on the Office button.
2. Click on **Print** to open the *Print* dialog box.

Options Available in the Print Dialog Box

1. Select the printer
2. Select the range of slides to print
3. Choose type of printout -- handout, slides, notes, outline
4. If choosing handouts, indicate how many per page
5. Colour, Grayscale or Pure Black and White
6. *Optional* - Scale to fit paper and/or frame handouts
7. Preview the printout to be sure this is correct
8. Click the **OK** button

Examples of Printouts With Background Graphics Hidden



Hide PowerPoint background graphics for clearer printouts

After hiding the background graphics on the slide master in order to print handouts for the audience, slides can still be hard to read, if you choose to print in colour.

Instead, choose to print in greyscale or pure black and white. This shows only the text on a white background of each slide, making the slide easy to read and all the important content is still present.