

Creating Unique Slide Titles

[Microsoft PowerPoint 2016](#)

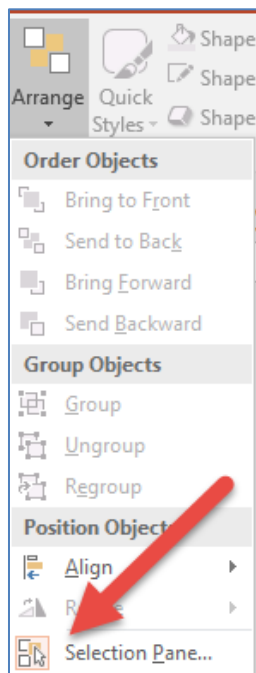
[Microsoft PowerPoint 2013](#)

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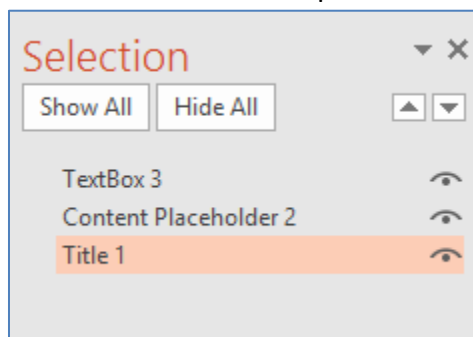
It is important for every slide to have a unique title. This allows for easier navigation through the presentation for all users. Without unique slide titles, it is incredibly difficult for a visually impaired user to navigate through a presentation.

Microsoft PowerPoint 2016

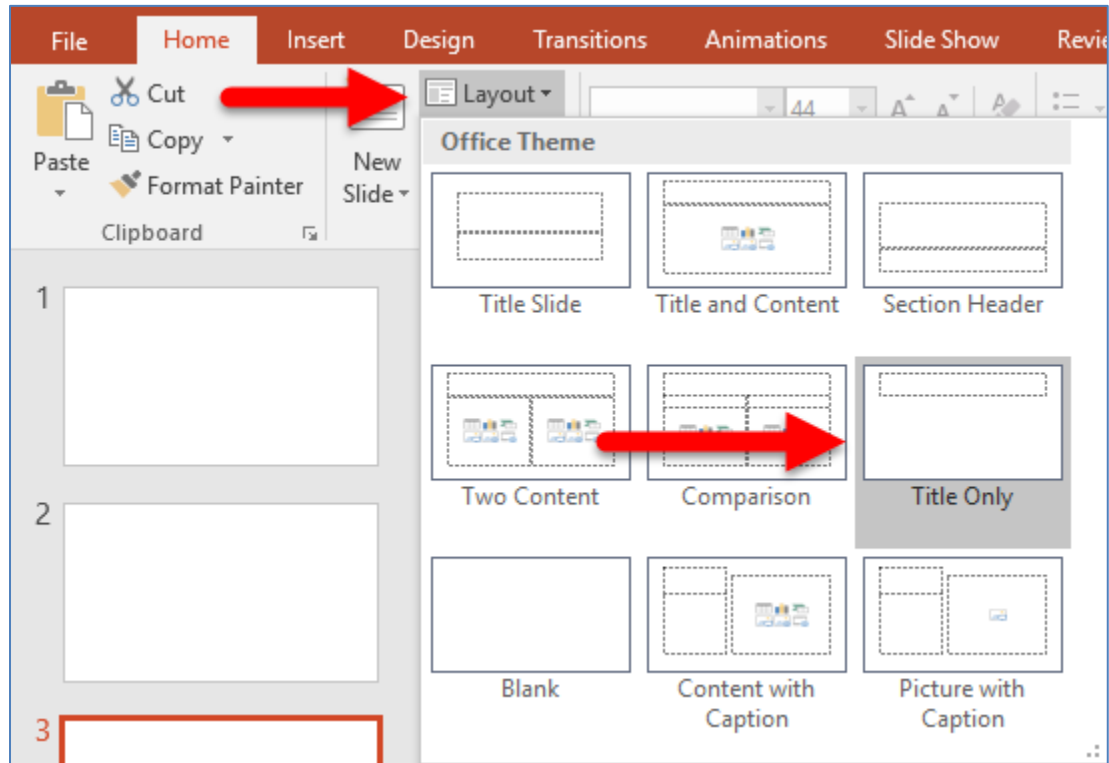
1. To verify that you have a title you must first open up the “Selection Pane” to do so, click on “**Arrange**” In the “Home” tab.
2. In the list click “**Selection Page**”, which should be located near the bottom of the list.



3. In the below example, we can see that a title is created. If there’s no title, for the slide, continue to the next step.



4. To add a slide title to an existing slide go to the “Home” tab and click “Layout” then “Title Only”.

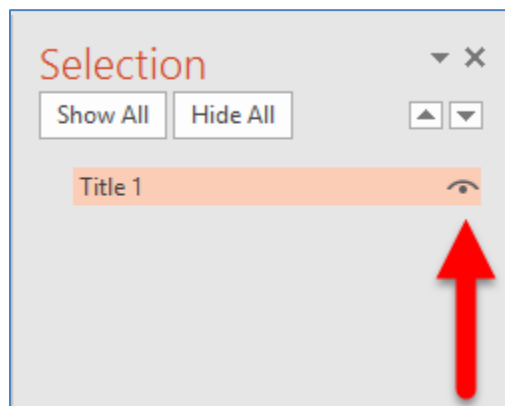


5. Then place your cursor in the “Click to add title” box on the slide and type in your unique slide title.

Optional: Hiding a Slide Title

Since every slide must have a title it may interfere with the layout of your slide so instead of deleting the title there is an option to hide the title. This will provide easy navigation while providing you design freedom of your slide by visually hiding the title.

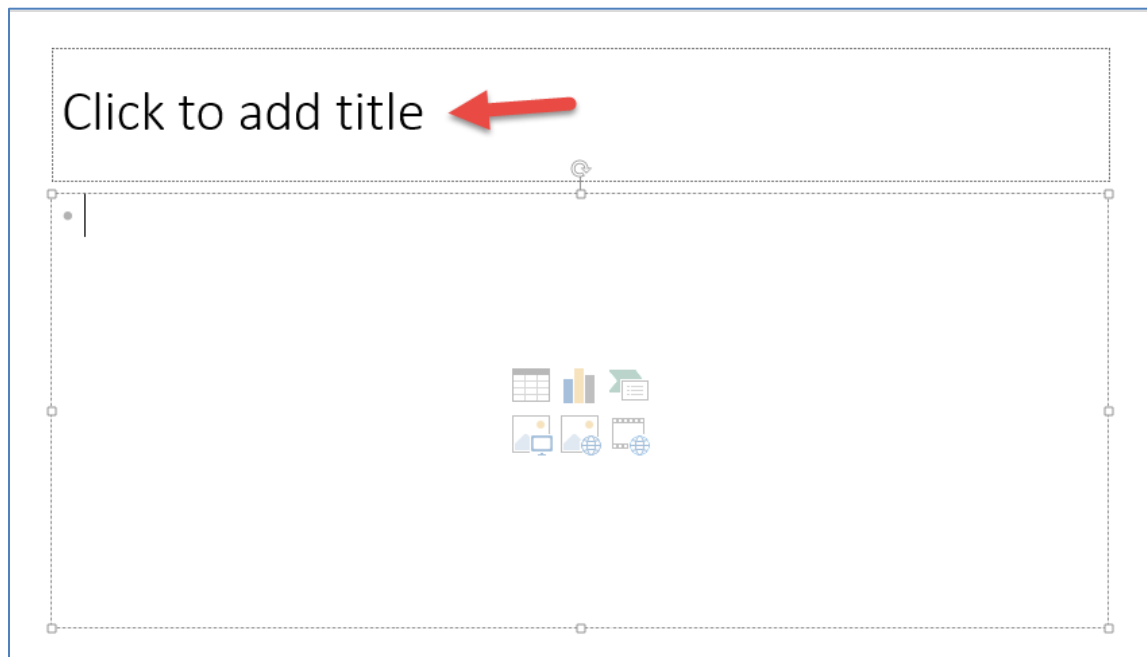
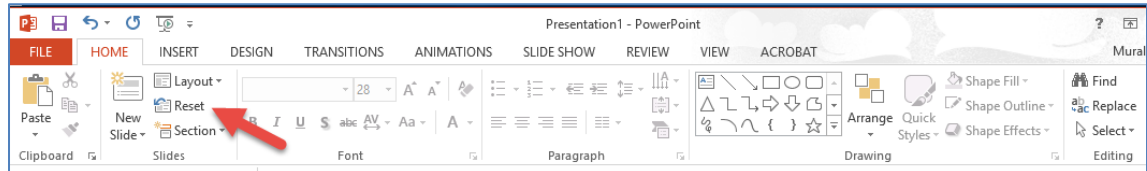
1. In the “Selection Pane” (refer to steps 1 and 2), you may click the eye next to the “Title” to hide the Slide Title on the slide.



Microsoft PowerPoint 2013

6. In every slide, click on the title box and type in a unique name.

Note: To restore the placeholders for a particular slide, on the **Home** tab, under **Slides**, select **Reset** option.



Microsoft PowerPoint 2010

1. In every slide, type a unique name in the Title box.

Note: To restore the placeholders for a particular slide, on the **Home** tab, under **Slides**, select **Reset** option.

