# Adding a Content Placeholder to a Slide Layout Template

PowerPoint’s Slide Master View allows you to add content placeholders to PowerPoint’s existing slide layout templates. Before adding a placeholder to a slide layout template, it’s recommended that you duplicate the slide layout template that you want to modify. This will prevent you from losing the original template.

## To Duplicate a Slide Layout Template and Add a Placeholder:

1. In PowerPoint, click the **View** tab and select **Slide Master**.

2. Select the **slide layout template** that you want to modify. In this example, we’ve selected Two Content Layout. To **duplicate** the layout, **right-click** and select **Duplicate Layout**.

3. A copy of the slide layout template appears. PowerPoint assigns a name to the template; however, if you want to **rename** it, **right-click** the slide layout template and select **Rename** Layout.

4. The Rename Layout dialog box appears. Type a new name, and click **Rename**. (In this example, we’re creating a template with three placeholders, so we renamed it to describe the number of placeholders.

5. Move or reshape the existing placeholders to the desired positions. To add a new placeholder to the slide, click **Insert Placeholder** and select a placeholder.

6. Click, hold, and drag the mouse on the slide to create the placeholder.

7. Release the mouse, and the placeholder appears.

8. To save your changes, click **Close Master View**.

9. To use the new slide layout template, click **New Slide** or **Layout**.
