

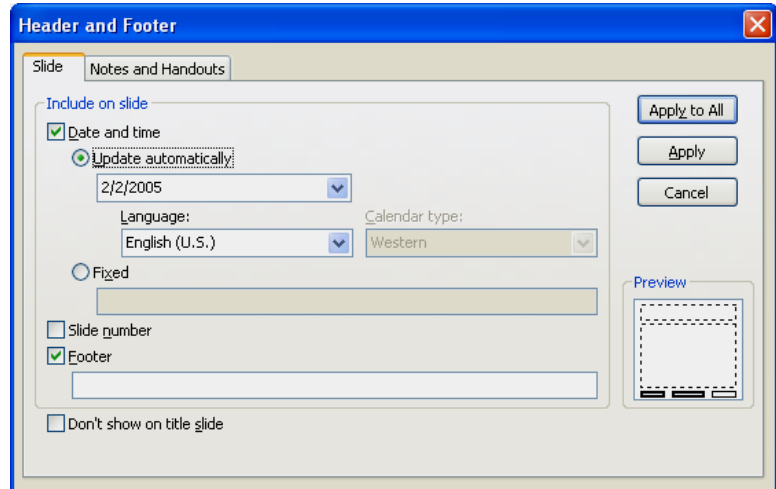
ADDING HEADERS AND FOOTERS

Inserting a Header and/or a Footer for a Slide

- ❖ Click the **Normal View** button on the **View Bar**.
- ❖ Choose **View** on the **Menu Bar**.
- ❖ Choose **Header and Footer** from the **Menu Bar**.
- ❖ The **Header and Footer** dialog box will appear.
- ❖ Click the **Slide** tab, if necessary.

➤ **Date and Time**

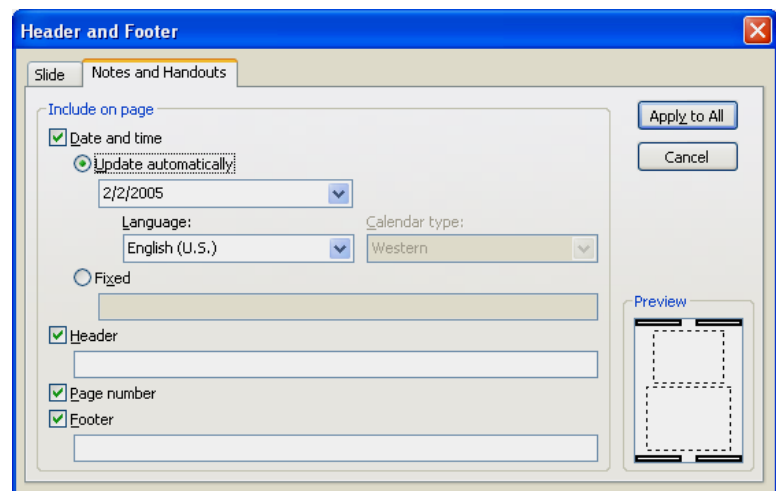
- **Update automatically** - This option is used to insert the current date each time the slide is displayed or the presentation is reopened.
- **Fixed** - This option inserts the specified date. This date never changes, unless it is changed manually.



- **Slide Number** - Use this option to display the Slide Number on the slide.
 - **Footer** - This option allows you to input text that you want to appear on the slide.
 - **Don't show on title slide** - When this option is chosen, the header or footer will show on all slides but the title slide.
 - **Apply to All** - Click this button to insert the Header and Footer on all slides.
 - **Apply** - Click this button to insert the Header and Footer to the current slide only, the one where the insertion point is located.
 - **Cancel** - Click this button to cancel all the changes that were made and return to the presentation.
- ❖ When all the information has been specified, click the **Apply to All** button to insert the header to the entire presentation.
 - ❖ Click the **Apply** button to insert the footer to just the slide where the insertion point is located.

Inserting a Header and/or a Footer for Notes and Handouts

- ❖ Under **Include on page**, choose one of the following options:
 - **Date and Time**
 - **Update automatically** - This option is used to insert the current date each time the Notes or Handouts are printed.



- **Fixed** – This option inserts the specified date each time the Notes or Handouts are printed. This date never changes, unless it is changed manually.
 - **Header** – This option is used to insert the specified text in the header of the page.
 - **Page Number** – This option is used to insert the page number in the bottom right-hand corner of the page.
 - **Footer** – Use this option to insert text that you want to appear at the bottom of the Notes or Handouts.
 - **Apply to All** – Click this button to insert the Header and Footer on all pages of the handout.
 - **Cancel** – Click this button to cancel all the changes that were made and return to the presentation.
- ❖ When all the information has been specified, click the **Apply to All** button to insert the header and/or footer into the presentation.