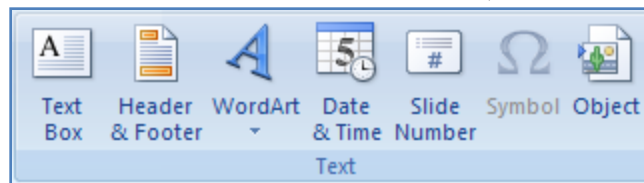


ADDING HEADERS AND FOOTERS

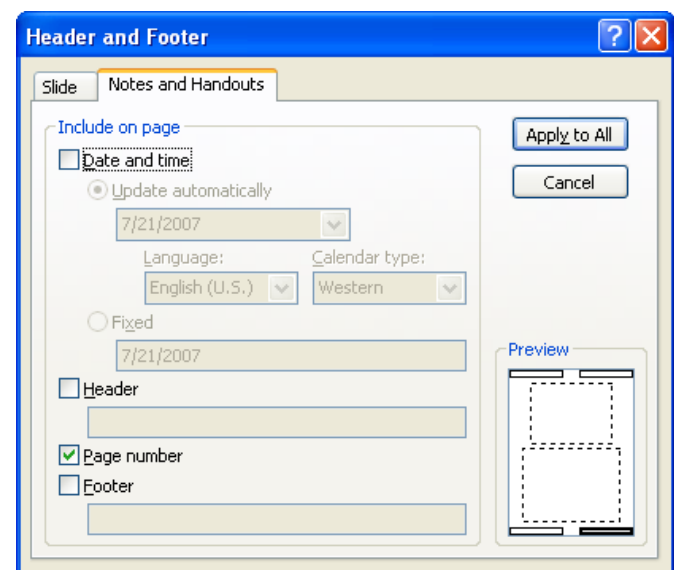
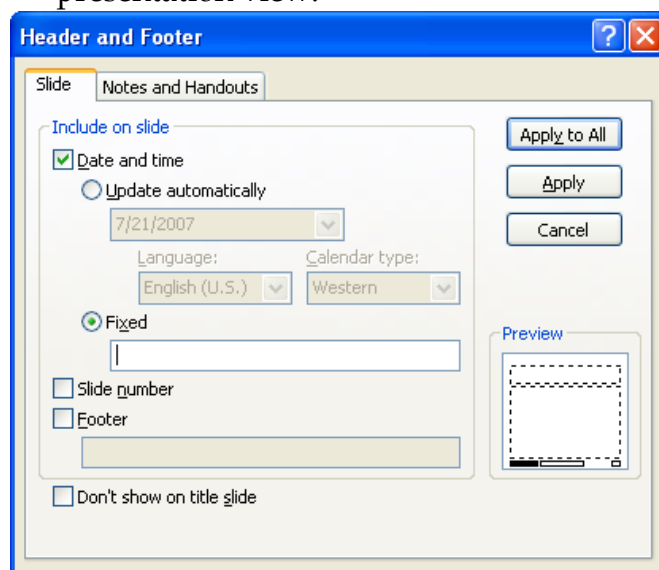
- ✦ Click the **Normal View** button on the **View Toolbar**.
- ✦ Click the **Insert Tab**.
- ✦ In the **Text Group**, click the **Header and Footer** button (see illustration below).



- ✦ The **Header and Footer** dialog box will appear (see illustrations on next page).

Inserting a Footer for a Slide

- ✦ Click the **Slide** tab, if necessary.
- ✦ **Date and Time**
 - ✦ **Update automatically** – Use this option to insert the current date each time the slide is displayed or the presentation is reopened.
 - ✦ **Fixed** – Use this option to insert the specified date. This date never changes, unless it is changed manually.
- ✦ **Slide Number** – This option is used 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** – This option will show the header or footer on all slides except the title slide.
- ✦ **Apply to All** – This option is used to insert the Header and Footer on all slides.
- ✦ **Apply** – This option is used to insert the Header and Footer on the current slide only; the one where the insertion point is located.
- ✦ **Cancel** – This option is used to cancel all the changes that were made and return to the presentation view.



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

- ✦ Click the **Notes and Handouts** tab.
- ✦ Under **Include on page**, choose one of the following options:

- ✚ **Date and Time** (Appears in upper right-hand corner)
 - ✦ **Update automatically** - Use this option to insert the current date each time the Notes or Handouts are printed.
 - ✦ **Fixed** - Use this option to insert the specified date each time the Notes or Handouts are printed.
- ✚ **Header** - To insert the specified text in the header of the page, use this option.
- ✚ **Page Number** - This option is used to insert the page number in the bottom right-hand corner of the page.
- ✚ **Footer** - This option allows you to input text that you want to appear in the footer of the handout.
- ✚ **Apply to All** - To insert the Header and Footer on all pages of the Notes or Handouts, click this button.
- ✚ **Cancel** - Click this button to cancel all the changes that were made to Headers and Footers and return to the presentation view.