ADD HEADERS AND FOOTERS

Headers and footers are used to display text or graphics at the top or bottom of a handout. Only footers, not headers, can be applied to a slide in a presentation.

Do one of the following:

- Click the Normal View button on the View Toolbar (see illustration below).
- Click the View Tab and in the Presentation Views Group, click the Normal button (see illustration below).

Click the Insert Tab.

In the Text Group, click the Header and Footer button (see illustration above right).

The Header and Footer dialog box will appear.

INSERT A FOOTER FOR A SLIDE

It is only possible to insert Footers on slides. Headers and Footers can be inserted on Handouts but not on a slide.

Click the Slide tab, if necessary (see illustration below).

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** – When this option is selected the Footer will show on all slides except the title slide.
- **Apply** – This option is used to insert the Footer on the current slide only; the one where the insertion point is located.
- **Apply to All** – This option is used to insert the Footer on all slides.
- **Cancel** – When this option is selected all the changes that were made will be cancelled and the window will return to Normal view.

**INSERT A HEADER AND/OR A FOOTER FOR NOTES AND HANDOUTS**

- Click the Notes and Handouts tab (see illustration below).

![Header and Footer tab image]

- Under **Include on page**, choose one of the following options:
- **Date and Time** (The header will appear in the upper right-hand corner of the handout.)
  - **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 at the top of each page, use this option.
- **Page Number** – This option is used to insert the page number in the upper or lower right-hand corner of the page.
- **Footer** – This option allows you to input text that you want to appear at the bottom of each page 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 Normal view.