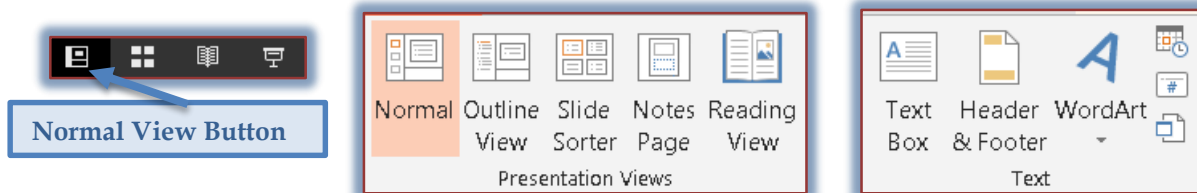


ADD HEADERS AND FOOTERS

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).

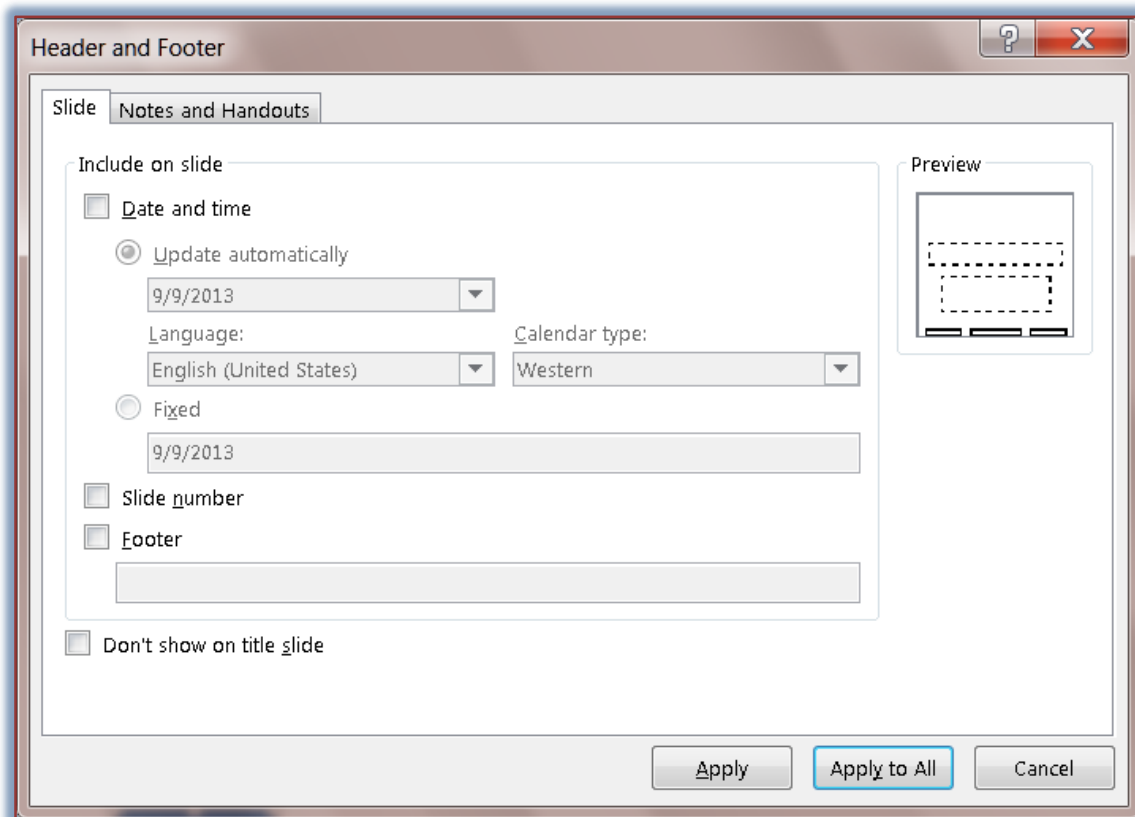


- ✦ Click the **Insert Tab**.
- ✦ In the **Text Group**, click the **Header and Footer** button (see illustration above right).
- ✦ The **Header and Footer** dialog box will appear.

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).

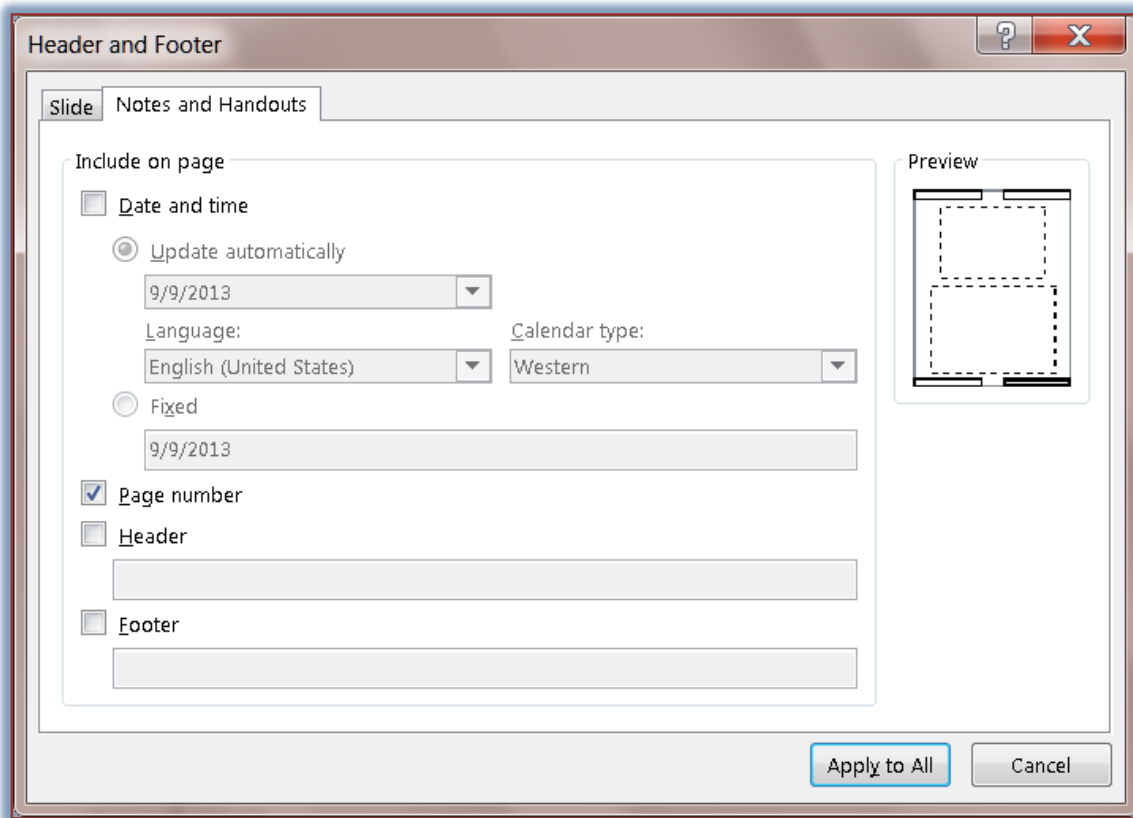


- ✦ **Date and Time**
 - ✦ **Update automatically** – Use this option to insert the current date each time the slide is displayed or the presentation is reopened.

- ✦ **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).



- ✦ 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.