

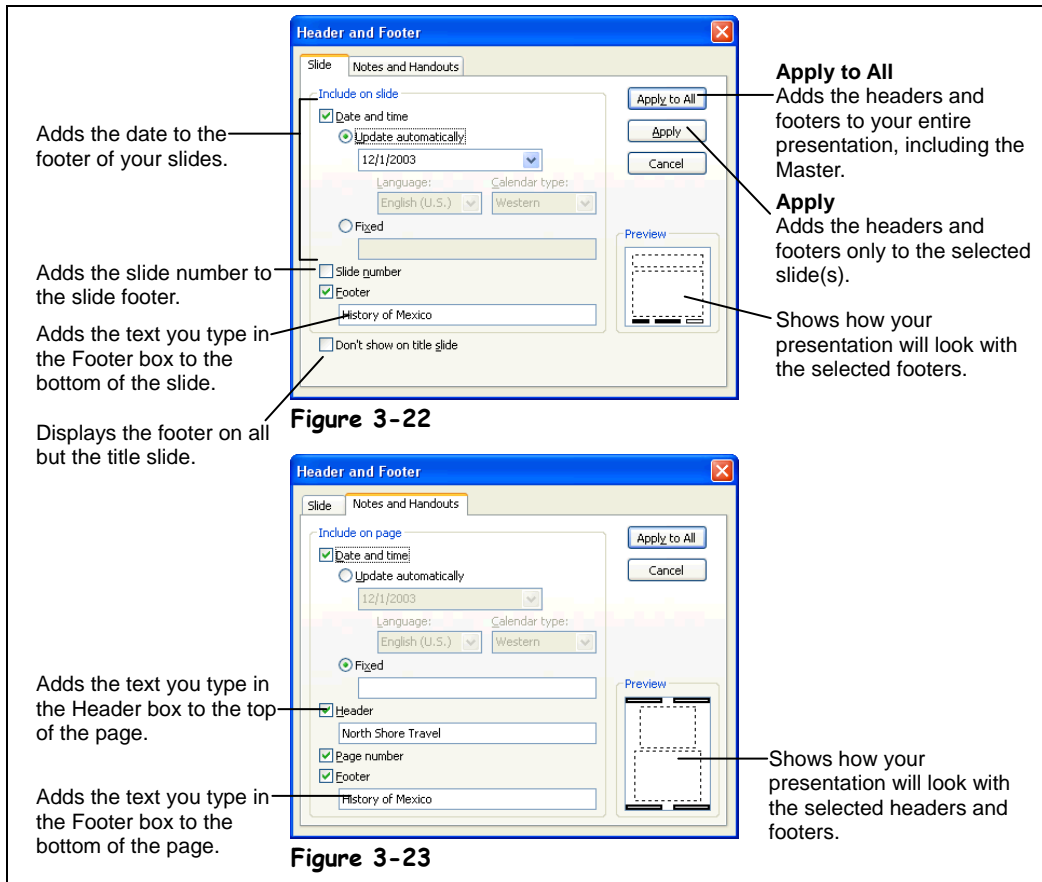
Lesson 3-10: Adding Headers and Footers

Figure 3-22

The Slide tab of the Header and Footer dialog box.

Figure 3-23

The Notes and Handouts tab of the Header and Footer dialog box.



Presentations that are several slides long often have information such as the slide number, the slide's title, or the date located at the top or bottom of every slide. Text that appears at the top of every slide is called a *header*, while text appearing at the bottom of each slide is called *footer*. In this lesson, you will learn how to add headers and footers to your slides and handouts.

1. If necessary, find and open the **Lesson 3D** presentation and save it as **History of Mexico**.

If you don't know where your practice files are located, ask your instructor for help.

2. Select **View** → **Header and Footer** from the menu.

The Header and Footer dialog box appears, as shown in Figure 3-22. This is where you can add a footer that appears at the bottom of all the slides in your presentation.

Notice the Header and Footer dialog box has two tabs: a Slide tab and a Notes and Handouts tab. Because PowerPoint produces two types of output (slides and handouts), each gets its own separate set of headers and footers.

3. Make sure the **Date and Time box is checked.**

Checking the Date and Time box adds the date in the bottom left corner of your slides. There are two different ways to add the date:

- **Update Automatically:** Displays and automatically updates the current date. For example, if you create a presentation on Saturday and then deliver it on a Wednesday, Wednesday would appear on the footer.
- **Fixed:** You type the date and time you want to appear in the Fixed box. The date is not updated.

4. Select the **Fixed option and type today's date in the **Fixed** box.**

This will add the date you enter to your slide footer. You can also add your own text to the footer.

5. Make sure the **Footer box is checked and then type *History of Mexico* in the **Footer** box.**

Now that we're finished specifying what we want to appear on our slides' footer, let's take a look at the header and footer for our presentation's notes and handouts.

6. Click the **Notes and Handouts tab.**

The Notes and Handouts tab of the Header and Footer dialog box appears, as shown in Figure 3-23. At first, the Notes and Handouts tab looks identical to the Slides tab, but look closely—there's also a place to add a header to your presentation's notes and handouts. Move on to the next step and let's add a header to our presentation's notes and handouts.

7. Make sure the **Header box is checked and then type *North Shore Travel* in the **Header** box.**

The text "North Shore Travel" will appear in the header of your presentation's notes and handouts. Let's add the date to the notes and handouts header.

8. Make sure the **Date and Time box is checked, select the **Fixed** option and type today's date in the **Fixed** box.**

Last, but not least, we need to add the presentation's title to the footer.

9. Make sure the **Footer box is checked and then type *History of Mexico* in the **Footer** box.**

Like so many other formatting options, you can apply the header and footer to only the current slide or to all the slides in your presentation.

10. Click **Apply to all to add the header and footer to all the slides in your presentation.**

The Header and Footer dialog box closes and you can see the headers and footers on your screen.

11. Save your work.**Quick Reference**

To Insert a Header or Footer:

1. Select **View** → **Header and Footer** from the menu.
2. Fill in any of these boxes:
Date: Displays the date and time.
Number: Displays the slide number.
Footer: Displays text that appears on each and every one of your slides.
3. Click **Apply** (to apply the header and/or footer to the current slide) or **Apply to All** (to apply the header and/or footer to the entire presentation).