


## Adding Headers and Footers

Presentations with many slides often have information—such as the slide number, the presentation’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*. Text that appears at the bottom of every slide is called a *footer*.

### ✓ Tips

✓  By default, you can only insert a header on handouts or notes page printouts.

1. Click the **Insert** tab on the Ribbon and click the **Header & Footer** button in the Text group.

The Slide tab of the Header and Footer dialog box appears.

You have several options to choose from here:

- **Date and time:** Select this option to display the date and time. Click “Update automatically” if you want the date to automatically update itself every time you open the file.
- **Slide number:** Select this option to display the slide number.
- **Footer:** Select this option if you want any text to appear in the footer. Then, type the text in the text box provided.

✓ **Tip:** To apply a header and footer to a notes or handouts page, click the **Notes and Handouts** tab.

2. Select the option(s) that you want.
3. Click **Apply to All** to apply the footer to all the slides in the presentation. Click **Apply** to apply the footer to a single slide.

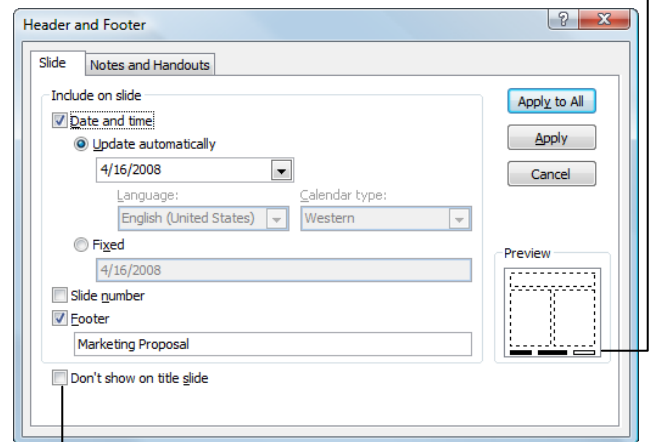
The footer is applied to the presentation and the Header and Footer dialog box closes.

✓ **Tip:** To format, position, and resize the headers and footers in a presentation, see the lesson on using the Slide Master.

### Exercise

- **Exercise File:** Proposal6-4.pptx
- **Exercise:** Insert a footer into the presentation that includes the date and time (updated automatically) and the text “Marketing Proposal”. Specify that this information does not appear on the title slide.

The Preview area displays how the footer will appear on the slide.



Select this option if you don't want the footer to appear on the title slide of the presentation.

**Figure 6-8:** The Header and Footer dialog box.