To insert footer information into your slide:

- Click the Insert menu
- Select the Header & Footer from the Text group

Include on slide:
- Date and Time
  - Update Automatically – will update when the presentation is opened
  - Fixed – will display the date entered
- Slide Number – will insert the slide number into the presentation
- Footer – will allow for manual entry into the footer area
- Don’t show on title slide – will not display the information on the title slide
- Apply to all – will apply the change to all slides
- Apply – will apply the change to one slide
- Cancel – will discard all changes

Include on page:
- Date and Time
  - Update Automatically – will update automatically when the presentation is opened
  - Fixed – will display the date entered
- Header – will allow for manual entry into the header area
- Page Number – will display presentation
- Footer – will allow for manual entry into the footer area
- Apply to all – will apply the change to all slides
- Cancel – will discard all changes

On the Slide Master:

- Select the footer place holder
- Move the placeholder to the new desired location
- Depending on the theme selected, the footer location may change on each screen