To insert footer information into your slide:

- Click the Insert menu
- Select the Headers and Footers from the Text area

**Slide**

Include on slide:

- Date and Time
  - Update Automatically – will update automatically 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

**Notes and Handouts**

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 display information in 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
- 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