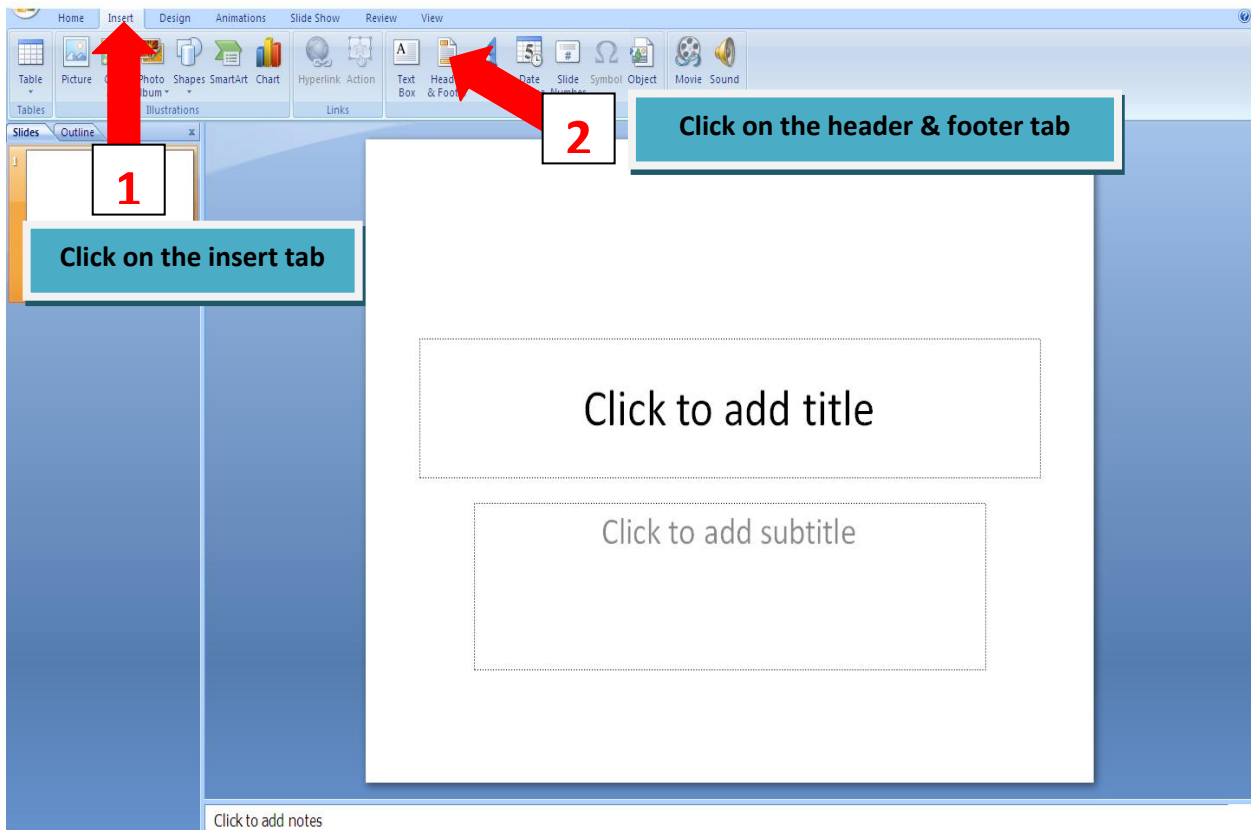


STEPS OVERVIEW:

1. In the Header and Footer dialog box, on the Slide tab, select the Footer check box, and then type the text that you want to appear in the center bottom of the slide.
2. Select any other options that you want, and then do one of the following:

To display footer information on the selected slide only, click Apply.

To display footer information on all of the slides in your presentation, click Apply to All.



PowerPoint 2007: How To Add A Footer To A Slide

The screenshot displays the Microsoft PowerPoint 2007 interface. The 'Header and Footer' task pane is open, showing the 'Slide' tab. A red arrow labeled '3' points to the 'Slide' tab, with a callout box containing the text 'Click on the slide tab'. Another red arrow labeled '4' points to the 'Footer' checkbox, which is checked, with a callout box containing the text 'Select the footer check'. The 'Footer' text box contains the text 'abc'. The 'Include on slide' section is expanded, showing options for 'Date and time' (with 'Update automatically' selected and a date of 4/29/2009) and 'Fixed' (with a date of 4/29/2009). The 'Language' is set to 'English (U.S.)' and the 'Calendar type' is 'Western'. The 'Preview' section shows a slide with a footer box. The 'Apply to All' button is visible. The 'Header and Footer' task pane also includes buttons for 'Apply' and 'Cancel'. The 'Header and Footer' task pane is titled 'Header and Footer' and has a question mark and close button in the top right corner. The 'Header and Footer' task pane is located in the bottom right corner of the PowerPoint window. The 'Header and Footer' task pane is titled 'Header and Footer' and has a question mark and close button in the top right corner. The 'Header and Footer' task pane is located in the bottom right corner of the PowerPoint window. The 'Header and Footer' task pane is titled 'Header and Footer' and has a question mark and close button in the top right corner. The 'Header and Footer' task pane is located in the bottom right corner of the PowerPoint window.

3

Click on the slide tab

4

Select the footer check

Click to add notes

The screenshot displays the PowerPoint 2007 interface with the 'Header and Footer' task pane open. The task pane is titled 'Header and Footer' and has a 'Slide' tab selected. It contains the following options:

- Include on slide
- Date and time
 - Update automatically
 - Date: 4/29/2009
 - Language: English (U.S.)
 - Calendar type: Western
 - Fixed
 - Date: 4/29/2009
- Slide number
- Footer
 - Text: abc
- Don't show on title slide

On the right side of the task pane, there are three buttons: 'Apply to All', 'Apply', and 'Cancel'. Red arrows point to these buttons with callout boxes:

- Arrow 5 points to the 'Apply to All' button.
- Arrow 4 points to the 'Apply' button.

Two text boxes provide instructions:

- A teal box next to arrow 5 says: "To display footer information on all of the slides in your presentation, click Apply to all".
- A teal box next to arrow 4 says: "To display footer information on the selected slide only, click Apply".

At the bottom of the slide area, there is a text box that says "Click to add notes".