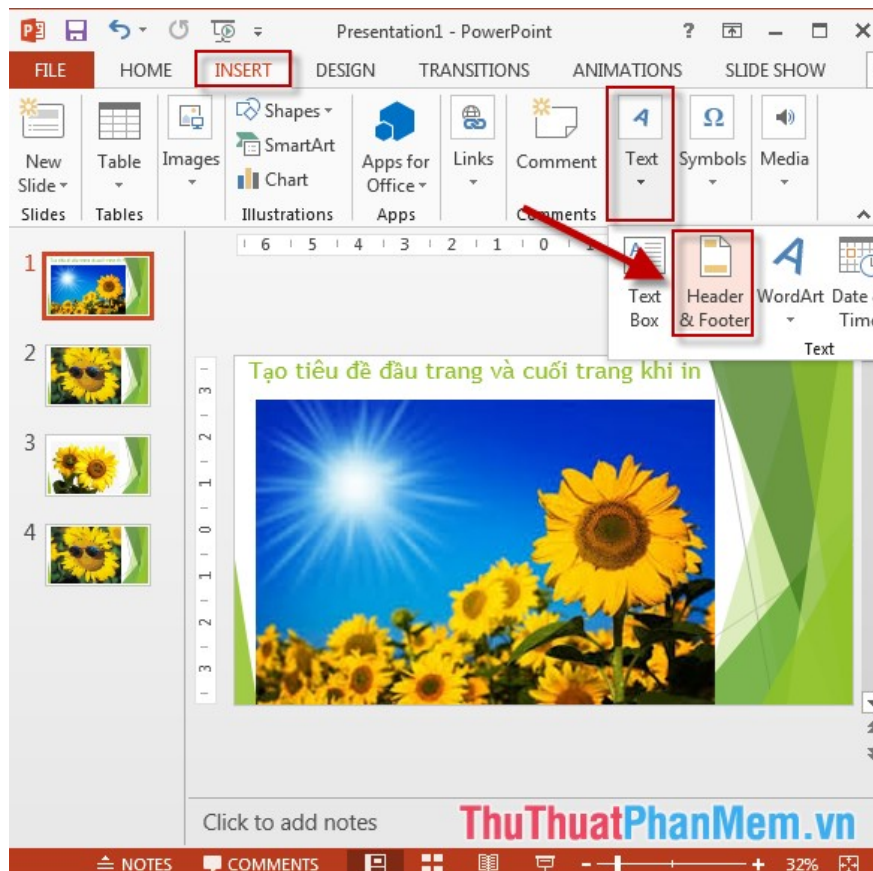


Create headers and footers (Header and Footer) when printing in PowerPoint

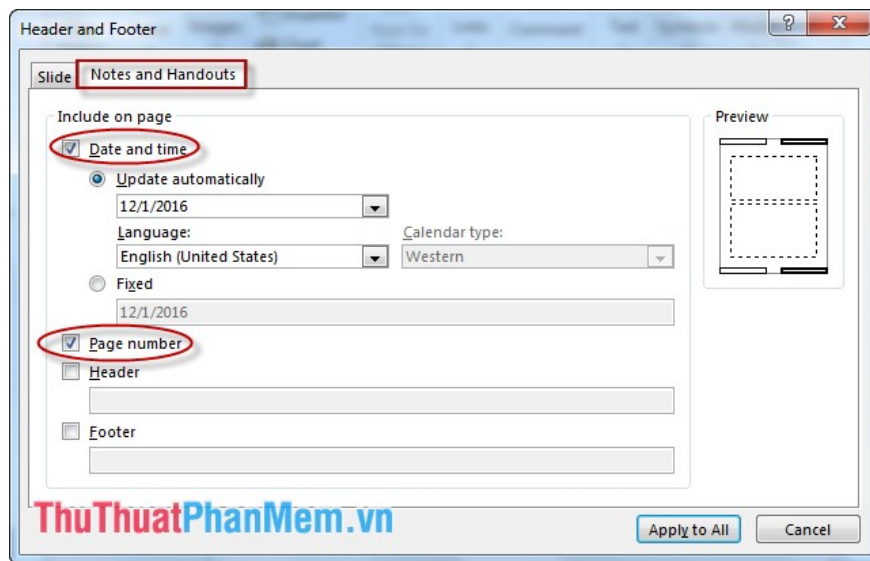
Introduce how to create headers and footers when printing in PowerPoint. Step 1: Go to the Insert - Text - Header & Footer tab: Step 2: Header and Footer dialog box - click the Notes and Handouts tab, select Date and time to display the date and time, and select P

The following article details you how to create headers and footers when printing in PowerPoint.

Step 1: Go to the Insert tab -> Text -> Header & Footer:



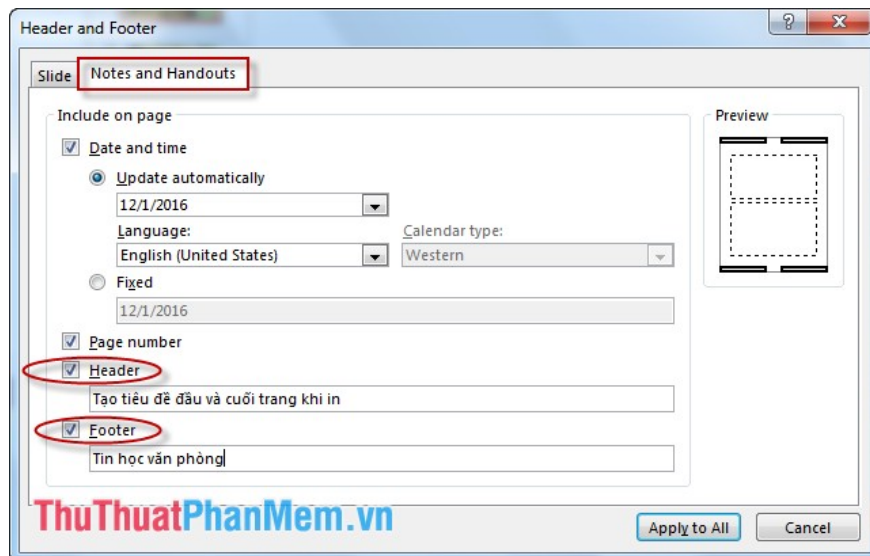
Step 2: Dialog Header and Footer -> click on the tab Notes and Handouts area select the Date and time to display the date and time, check Page number display page numbers on the slide when printing:



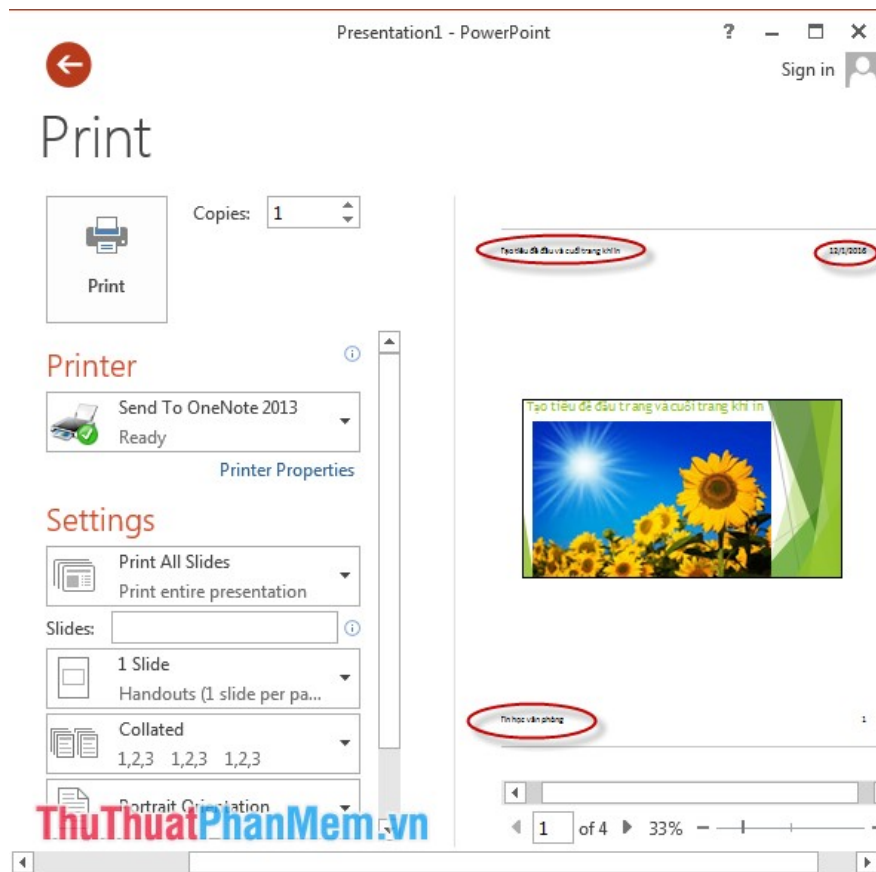
Step 3: Create headlines:

- Check the **Header** to create a header for **Slide** -> enter the content to create in the blank box.
- Tick the **Footer** option to create a **footer** for **Slide** -> enter the content to be created in the blank box.

Finally, click **Apply to All** to complete the title creation process:



- The result you just need to print or click **File** -> **Print** -> created header and footer when printing, accompanied by the date (as shown):



The above is a detailed guide on how to create headers and footers when printing in PowerPoint.

Good luck!

You finished reading the article "**Create headers and footers (Header and Footer) when printing in PowerPoint**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.