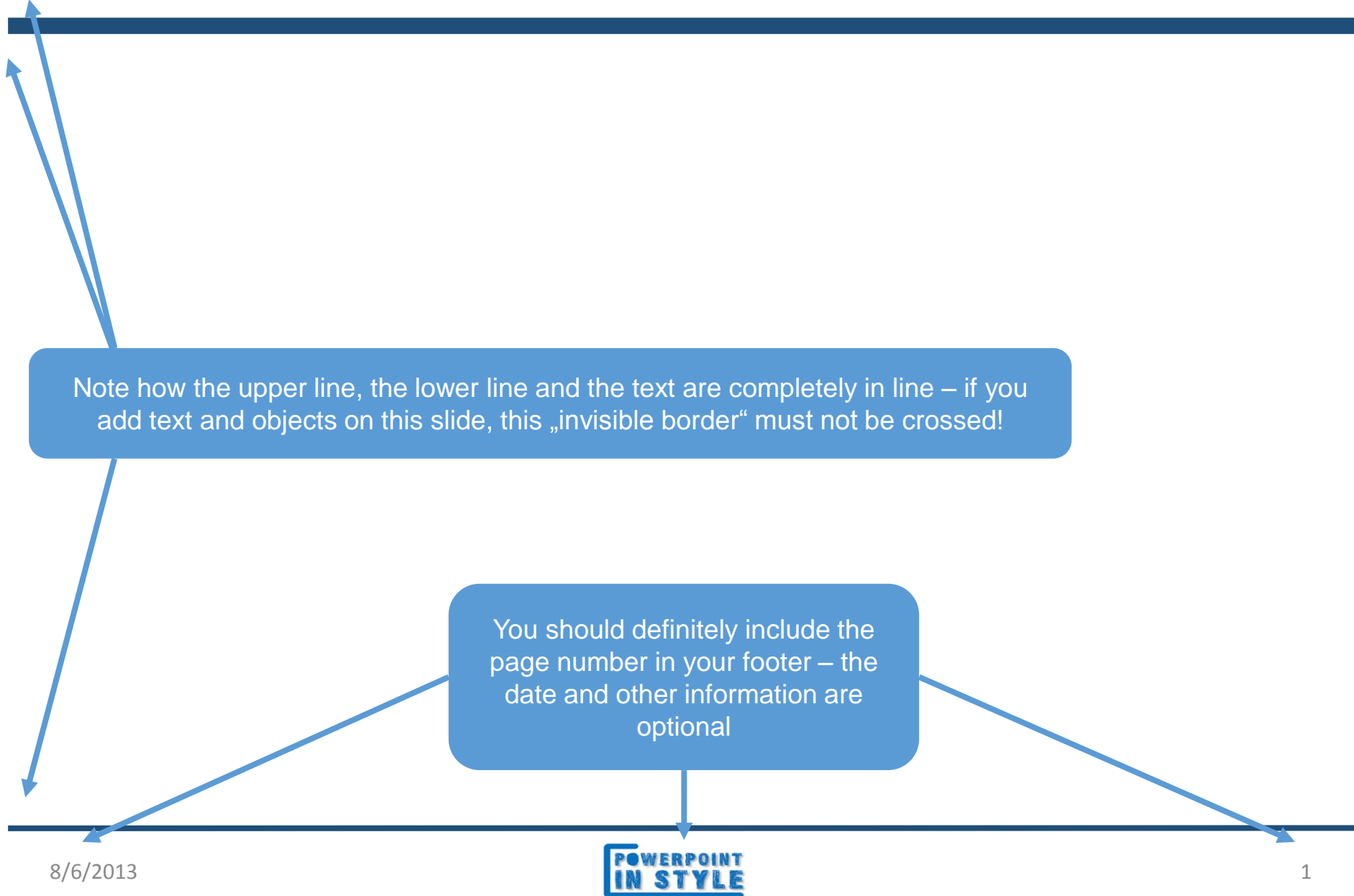


Header and footer

This is an example for a good header and footer – clean, elegant, simple



Note how the upper line, the lower line and the text are completely in line – if you add text and objects on this slide, this „invisible border“ must not be crossed!

The diagram illustrates a slide layout with a dark blue header bar at the top and a dark blue footer bar at the bottom. A blue callout box points to the top bar, and another points to the footer bar. A central blue callout box points to the footer area, which contains the date '8/6/2013', a logo 'POWERPOINT IN STYLE', and the page number '1'. Arrows from the central callout box point to each of these three footer elements, indicating they are aligned with the top bar.

You should definitely include the page number in your footer – the date and other information are optional

Header and footer

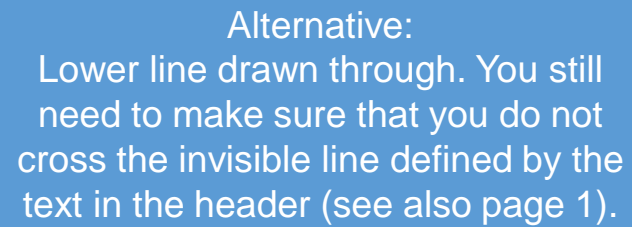
Another example for a good header and footer



If you have a recurring picture, you might place it here.
A company logo might also be placed in the upper right corner.
Do not place it in the footer, although you might place the company name down there

Header and footer

Another example for a good header and footer



Alternative:
Lower line drawn through. You still
need to make sure that you do not
cross the invisible line defined by the
text in the header (see also page 1).

Header and footer

Another example for a good header and footer (here, gradient colors were used)

Header and footer

Also ok

Header and footer – Negative example (too playful and fussy, not suited for business)

Header and footer – Negative example (ugly colors, header too weak and blurry, no real footer)