

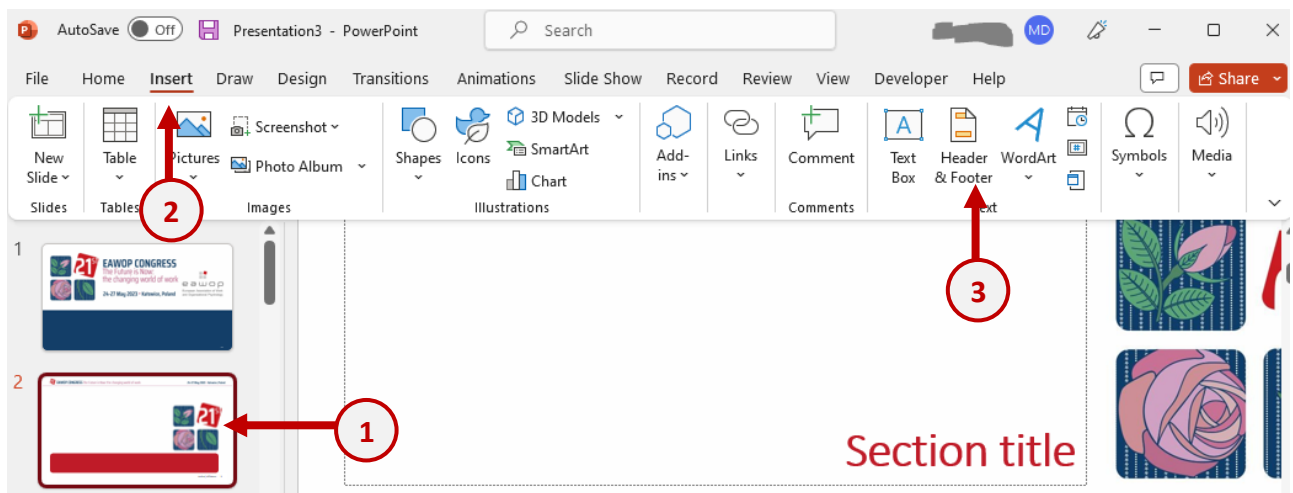
## Footer change instructions

**First step.** Click the title slide.



Complete the information about the author and affiliation

**Second step.** Click on any slide other than the title slide. Next, choose a ribbon “**Insert**” and click “**Header & Footer**”.



The header and footer windows will appear. Complete the information about the author and affiliation (4) and click “Apply to All” (5).

