Adding Page Numbers to a PowerPoint Presentation

The newest PPT templates incorporate page numbers. Simply download a new PPT template and start creating your slides. However, if you need to add page numbers to an older PPT presentation, please follow these steps:

**FIRST: Apply formatting to the MASTER document**

1. Open your PPT presentation and click on View tab. Then click on Slide Master.

2. You will see that the template has multiple master pages. Click on the **very top slide master**, which is larger than the others.

3. Now click on the Master Layout button right above it.

4. Check the box Slide Number and then click OK.
At this point, a slide number placeholder should appear in the lower right corner of the master slide.

Next, you will need to find the specific slide master that you’re using with the bulk of your slides. This most likely is the bulleted text slide master.

5. Click on the **bulleted text master** in the left sidebar to select it.

6. Check the box **Footers**, which is located to the right of the **Insert Placeholder** button.

At this point, another, another slide number placeholder should appear in the lower right corner of this bulleted text slide master.

You will now need to format and align that slide number placeholder to be consistent with the “Wake Forest Baptist Medical Center” text that is in the lower left corner.

7. Click on the **outline of the box** containing the words “Wake Forest Baptist Medical Center” so that it is highlighted.
8. Click on the **Home** tab, and then on **Format Painter**, which is located toward the left side of the controls. Your cursor icon should change to an arrow with a paint brush.

9. Click on the outline of the **slide number placeholder** and you should see it change in size and format to look exactly like the box on the left side containing the words “Wake Forest Baptist Medical Center.”

10. In the **Home** tool bar, click on the **text align right** button, so that the # symbol is now aligned to the right.
11. Now make sure both boxes—the one containing the words “Wake Forest Baptist Medical Center” and the slide number placeholder—are highlighted. In **Home** tab bar, click on **Arrange** and navigate to **Align > Align Top**. Both of these text boxes should now be aligned properly.

Note: Please do not use slide numbers on title slides or divider slides.

**NEXT: Apply formatting to your actual document**

The next step will be to apply the formatting changes you have just made to your actual document.

12. Click the **Slide Master** tab.

13. Click **Close Master View**, which will put you back into normal PPT editing mode.
14. Page down to a slide that is using the bulleted text master.

15. Click on the **Insert** tab, and then click the **Slide Number** box.

16. Click on **Apply to All**.

The slide’s number will now show up in the lower right corner of that slide, and numbers will appear in the same position on all **text slides** in your presentation.

Note: Even though you’ve selected **Apply to All**, the slide number will only show up on pages that use the master page with a slide number placeholder. The page number sequence will remain in place.

Title and divider slides do not have page numbers on them, but they are counted by the numbering system.