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ASK US

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0 options available. Use up and down arrows to browse available options and enter to select one.

Ask Us!

Q. How do I get my powerpoint handouts to print out without the date and page number?

Answer

To delete the date:

- Go to **File** and select **Print**
- At the bottom, click **Edit Header and Footer**.
- Even though **Date and Time** is not selected, it will still print out, so select **Date and Time**.
- Choose **Fixed**, and then **delete** all the text from the box.
- Click **Apply to All**.

To delete the page number:

- Go to **View**.
- Click **Handout Master**.
- Uncheck the box for **Page Number**.
- This same method will also work to delete the **date**.

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Topics

- [Software \(/search/?t=0&adv=1&topics=Software\)](/search/?t=0&adv=1&topics=Software)
- Last Updated Feb 04, 2019
- Views 109542
- Answered By Baker Librarians

FAQ Actions

Was this helpful? 418 44

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Comments (30)

1. Thank you for your simple - but very effective - solution for not printing a date on the header of handouts pages.
by Fred on Mar 17, 2015.
2. Thank you! Much appreciated.
by Evan on Mar 30, 2015.
3. Thank you very much!
by Bob on Apr 09, 2015.
4. Thank you, that saved me hours of frustration.
by Moya on May 07, 2015.
5. This also helped me to Save As to a PDF of the handouts without page numbers, thank you!
by BilFish on Jun 29, 2015.
6. Thanks so much for these clear instructions that solve a nagging problem.
by Paul Glassman on Sep 01, 2015.
7. Thank you very much!
by Gerald on Oct 03, 2015.
8. I keep forgetting how to do this, thank you!
by KG on Dec 08, 2015.
9. thank you a lot! this is very useful.
by polrath on Jan 19, 2016.
10. Nice. the Problem is solved within a second
by Mohamed on Mar 23, 2016.
11. Thank you so much. Your advice is very useful.
by Maung Maung Oo on Jun 06, 2016.
12. Thank You! Simple instructions = success for me!
by Crystal McKinney on Jul 15, 2016.
13. Thanks for the quick fix!
by Hermes on Aug 11, 2016.
14. Thank you! This issue has been plaguing me for quite some time and your easy fix is much appreciated!
by Catherine Driver on Oct 28, 2016.
15. Brilliant, thank you for the simple fix.
by Julie on Nov 02, 2016.
16. Thank you for short & effective solution!
by Zoul on Nov 23, 2016.
17. Thank from Portugal!
by Zequinha on Jan 26, 2017.
18. Thanks for this kind support. I was stuck with this problem for a long time. Taking now long breath. Thanks again.
by Gowhar on Feb 05, 2017.
19. THANK YOU. This was seriously a lifesaver. It's been driving me bonkers.
by Amy on Jun 01, 2017.
20. Thank you! A quick solution to a problems that's been nagging!

- by Rick on Jul 14, 2017.
21. Thank you so much! You saved my day.
by ika_nikan on Oct 04, 2017.
22. Your answer was very helpful.. thank you... :)
by sumra on Dec 10, 2017.
23. Thank you for saving the sanity of my coworker and myself!
by CJ on Mar 19, 2018.
24. You have done marvelously well. Can't thank you enough.
by Babarimisa on Jul 10, 2018.
25. thanks
by ghadeer on Sep 09, 2018.
26. Thank you so much!
by Wutyikhine on Nov 08, 2018.
27. Thanks a lot! :) That really helped me!
by Zara on Dec 21, 2018.
28. THANK YOU!!!!!!
by SI on Jan 31, 2019.
29. Thanks!
by Jorge Jimenez on Feb 07, 2019.
30. Thanks from me, too. Why this has to be such a faff is a secret known only to Microsoft — like so many other should-be-simple things — so thank goodness for clever people like you working it out and telling the world!
by Yonec on Mar 09, 2019.

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