

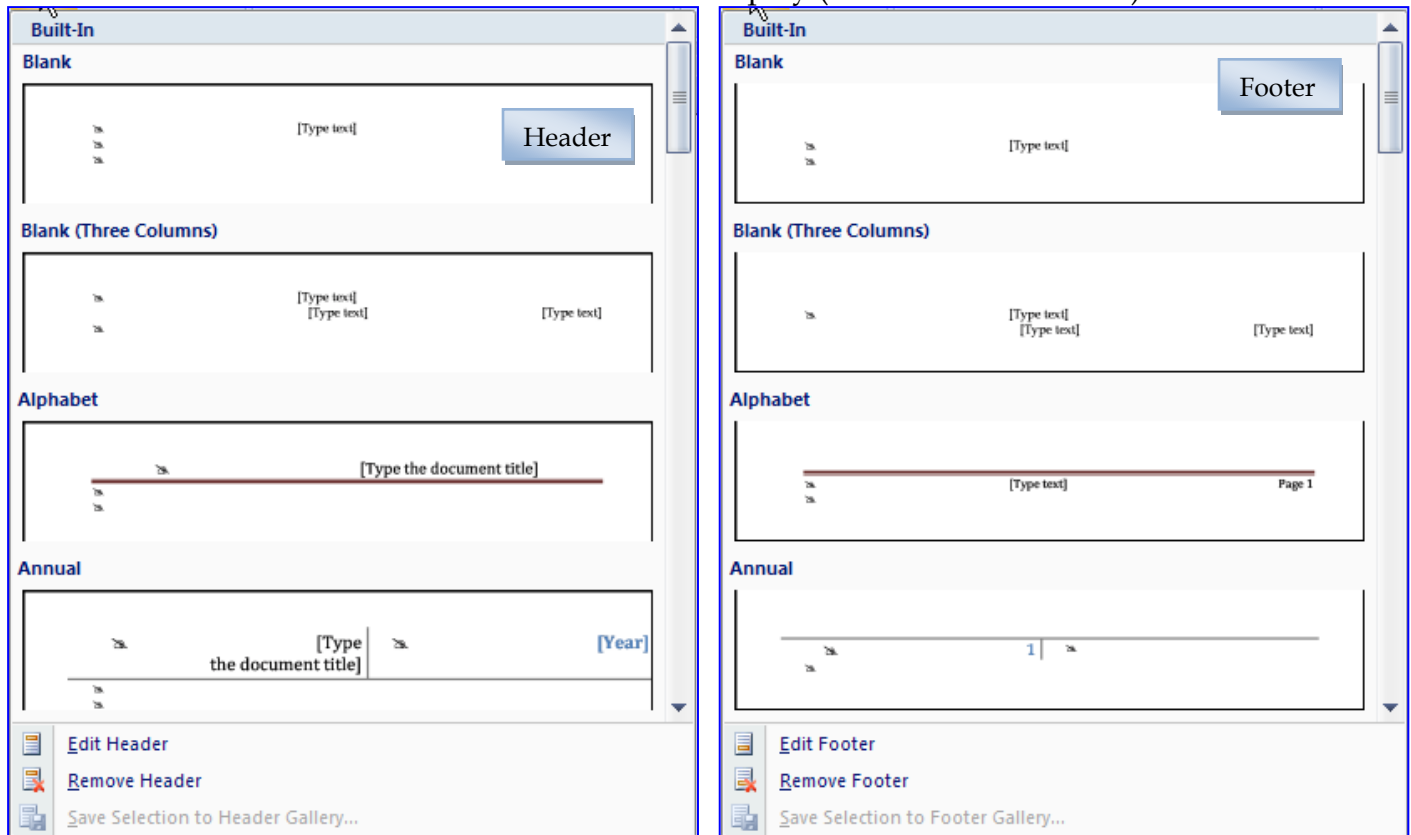
INSERTING A HEADER AND/OR FOOTER

A header is used to apply formatting, such as inserting the name of the document or the date that the document was create, to the top of each page of a document. In addition, it is possible to apply formatting to the bottom of each page of a document by inserting footers.

Header - Text to be printed at the top of each page in a document.

Footer - Text to be printed at the bottom of each page in a document.

- ❖ Click the **Insert Tab**.
- ❖ In the **Header and Footer Group**, click either **Header** or **Footer**.
- ❖ A list of formats for the **Header** or **Footer** will display (see illustration below).



- ❖ Scroll through the list to locate the desired **Header** or **Footer** style.
- ❖ Click the desired style.
- ❖ The **Header** or **Footer** area of the document will display.
- ❖ Input the text for the **Header** or **Footer**.
- ❖ To make changes to the Header or Footer, do one of the following:
 - Click the **Edit Header** or **Edit Footer** button in the appropriate list.
 - Double-click the **Header** or **Footer** and make the appropriate changes.
- ❖ To remove the **Header** or **Footer**, click the **Remove Header** or **Edit Footer** button in the appropriate list.