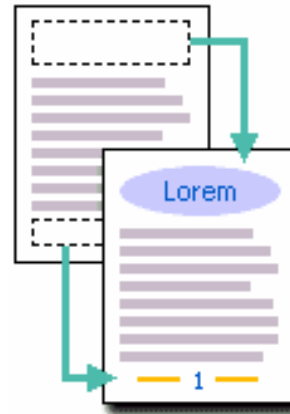


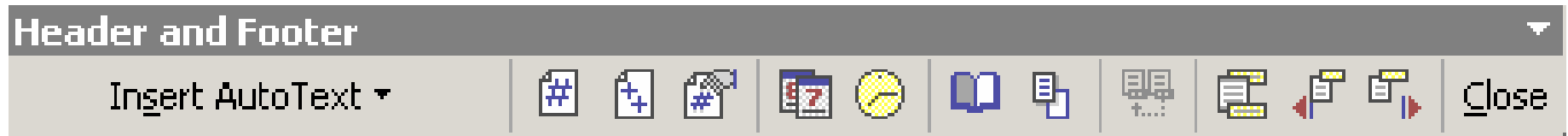
HEADERS AND FOOTERS

Headers and footers are areas in the top and bottom margins of EACH page in a document.

You can insert text or graphics in headers and footers — for example, page numbers, the date, a company logo, the document's title or file name, or the author's name — that are printed at the top or bottom of each page in a document:



- This document includes a header in the top right corner of each page: **WORD**
- This document includes a footer in the bottom left corner of each page: HEADERS AND FOOTERS (brief).doc
- A header appears in the top margin.
- A footer appears in the bottom margin.
- Headers and Footers appear in grey on the screen.

Header and Footer toolbar:**To insert a header or footer to appear on every page of a document:**

1. On the **View** menu, click **Header and Footer** to open the header or footer area on a page.
2. The header and footer areas are shown in dotted boxes.
3. To create a header, enter text or graphics in the header area.
4. To create a footer, press the down arrow key, and then enter text or graphics.
5. If necessary, format text by using buttons on the **Formatting** toolbar.
6. When you finish, click **Close** on the **Header and Footer** toolbar.

To insert a File name using AutoText:

1. View **Header and Footer** toolbar
2. Position flashing cursor where the text should appear (or align before closing the toolbar)
3. Click on **Insert AutoText**
4. Click on **Filename**
5. **Close** the Headers and Footers toolbar

To insert date:

1. View **Header and Footer** toolbar
2. Position flashing cursor where the text should appear (or align before closing the toolbar)
3. Click on **Insert Date** tool on toolbar
4. **Close** the Header and Footer toolbar



Insert Date

To amend a header or footer:

1. Double-click the header or footer.
2. Make the amendments.
3. Click on **Close** on the **Header and Footer** toolbar