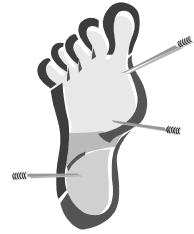
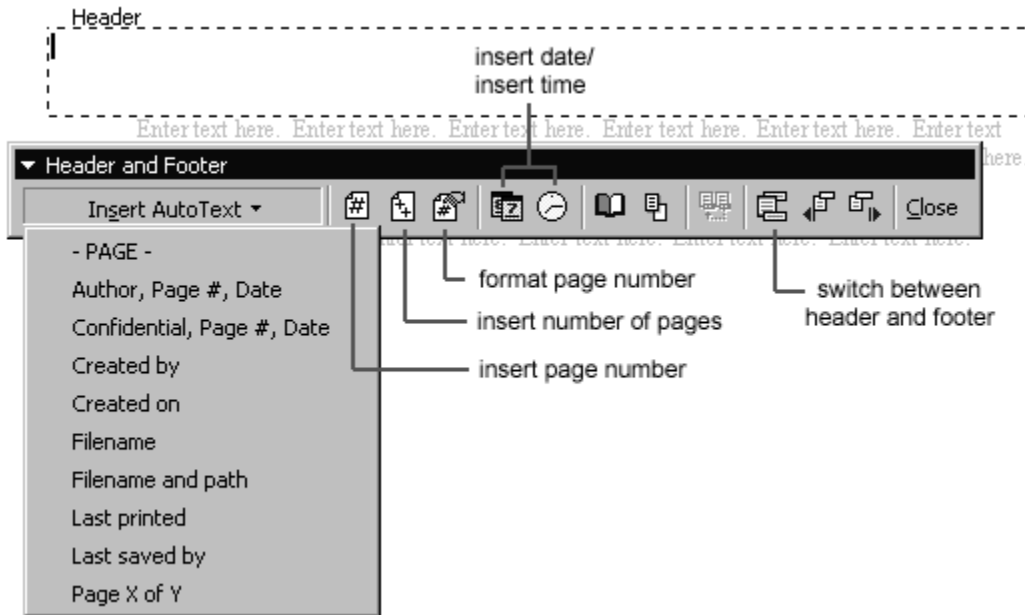


# Headers and Footers



**A header** is text that is added to the top margin of every page such as a document title or page number and **a footer** is text added to the bottom margin. Follow these steps to add or edit headers and footers in the document:

1. Select **View | Header and Footer** from the menu bar. The **Header and Footer toolbar** will appear and the top of the page will be highlighted as shown below.



2. Type the heading in the **Header** box. You may use many of the standard text formatting options such as font face, size, bold, italics, etc.
3. Click the **Insert AutoText** button to view a list of quick options available.
4. Use the other options on the toolbar to add page numbers, the current date and time.
5. To edit the footer, click the **Switch Between Header and Footer** button on the toolbar.
6. You will include a **Footer** on each of your documents. The footer will look like this except it will NOT have the box around it.

Your Name	Period 8	Date
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7. When you are finished adding headers and footers, click the **Close** button on the toolbar.