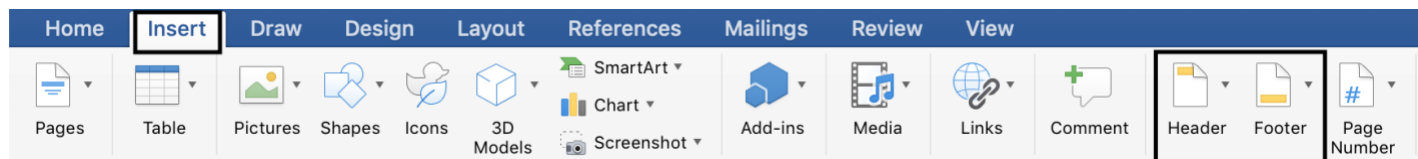




How to Insert Headers and Footers

Step 1: Go to the “Insert” tab

Step 2: Select either the “header” or “footer” command in the ribbon



Step 3: From the drop-down menu, select “blank” (which will be the very first option) to insert a blank header or footer. Headers will appear at the top of your document, and footers will appear at the bottom of your document.

Step 4: Once your header or footer is inserted, click inside of the header or footer and insert the necessary text. Then, double click anywhere in the document to exit the header or footer.