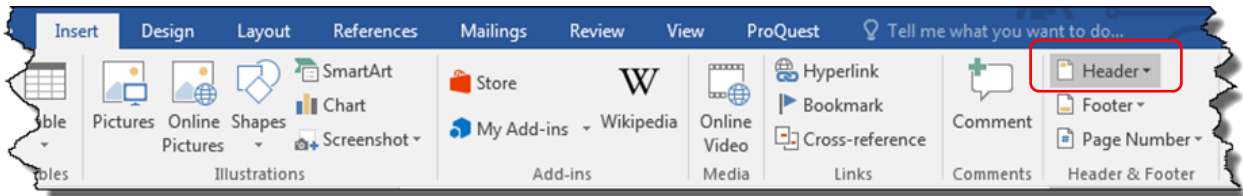


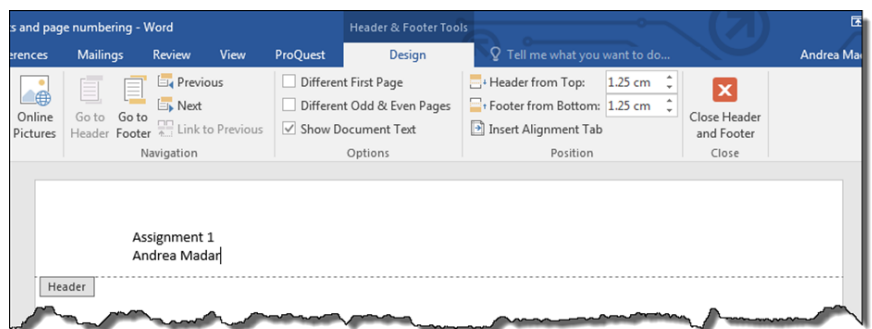
## Headers and Footers

### Inserting a header

1. Click the **Insert** tab, then click **Header** located in the **Header & Footer** group.



2. Choose one of the drop down built-in header styles, or select **Edit Header** to create a blank header.



3. Enter the text you want to display at the top of each page.

4. Click on **Close Header and Footer** to finish. Alternatively, double click anywhere on the page outside the header or footer.



### Inserting a footer

You can insert a footer the same way, by clicking on **Footer** in the **Header & Footer** group.

### Moving between the header and the footer

When you are editing your header or footer, the **Header & Footer Tools/Design** tab appears. You can use the **Go to Footer / Go to Header** buttons in the **Navigation** group to move between the two.

#### Note:

See the self help guide entitled '**Header and Footer Tools**' if you would like to know more about editing headers and footers.

