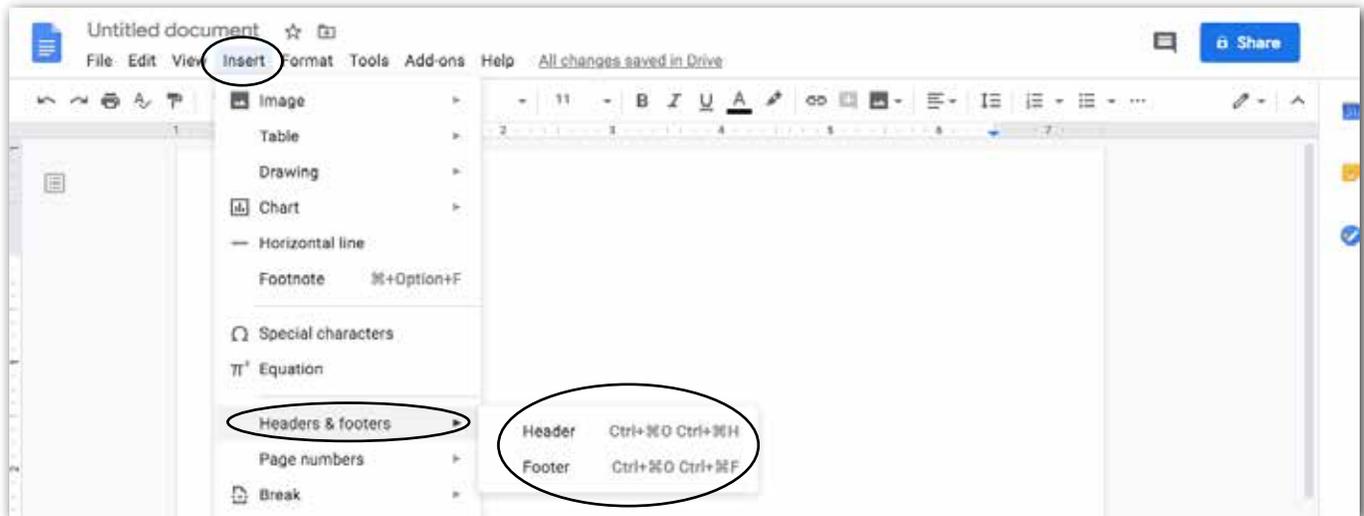


Google Docs

Headers & Footers

Step One: In the main toolbar select Insert, then Headers & Footers and then choose Header or Footer.



Step Two: Add the information needed in your header or footer



Additional Information:

In the Options drop down menu you can access additional features in the Header/Footer format dialogue box. When finished select apply.

You can also add page numbers, or remove the header/footer in this menu.

To edit the header or footer later right click in the header or footer area.

