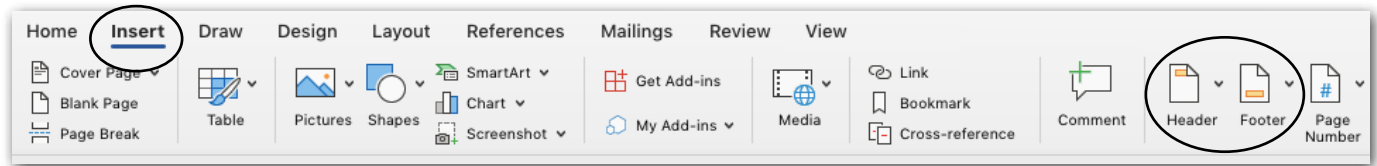


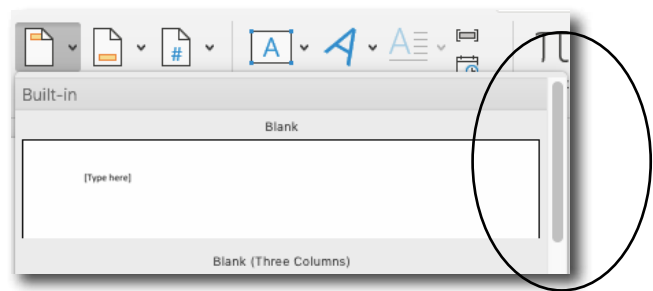
Microsoft Word

Headers & Footers

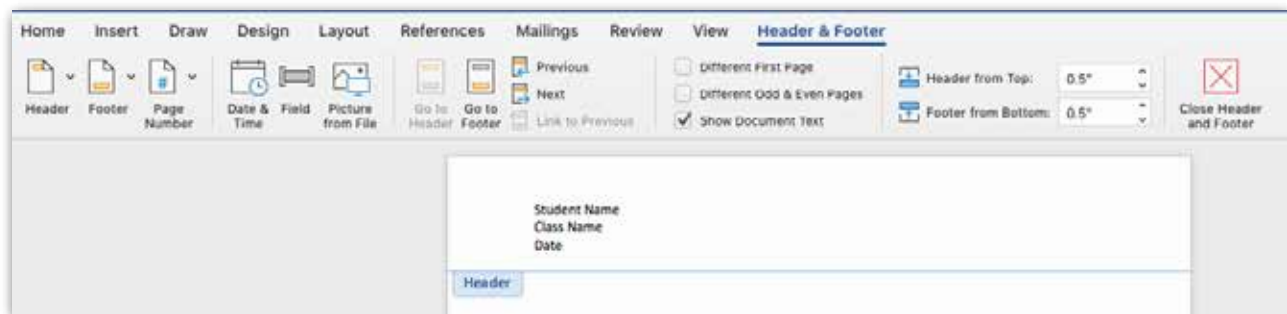
Step One: In the main toolbar select Insert and then Header or Footer



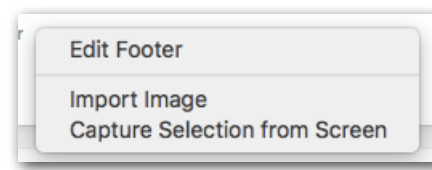
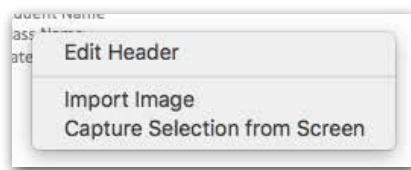
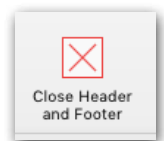
Step Two: Select the style of header or footer in the dropdown menu



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



Step Four: Once finished, you must select the “Close Header and Footer” button in the toolbar to access the main part of the document OR simply double-click anywhere within the document body.



To edit the header or footer later, you may right click in the header or footer area and select “edit header” or “edit footer”, OR again, simply double-click within the header/footer area.