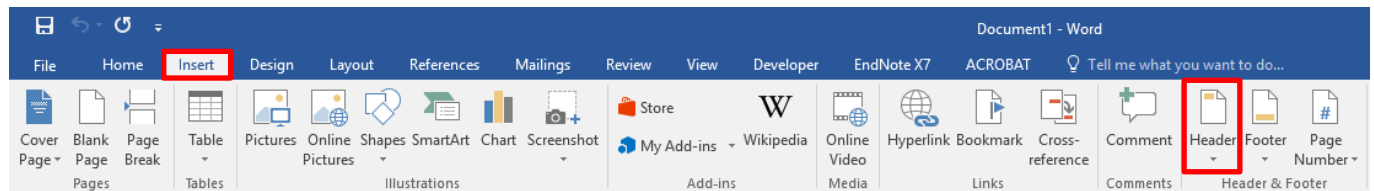


## Header and Footer

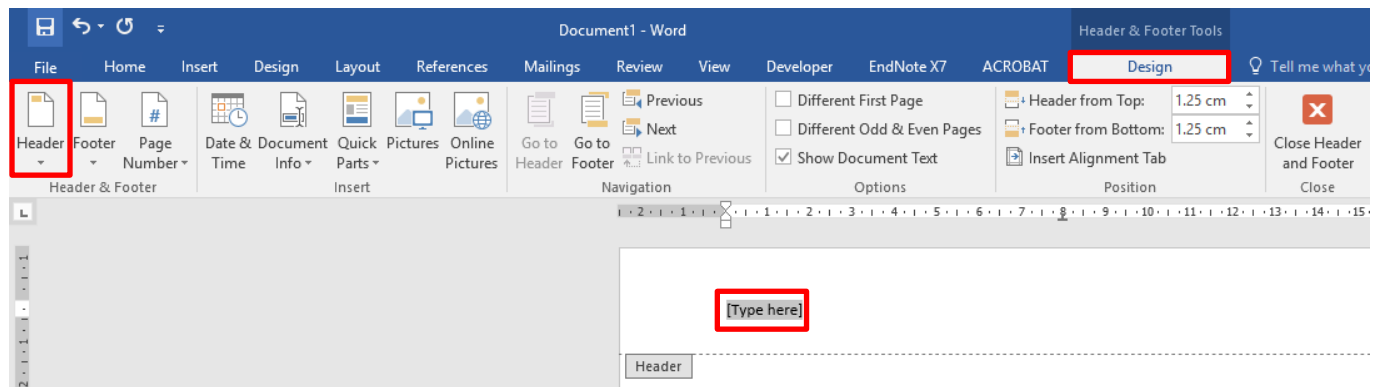
A header and footer can be added to your document to display text at both the top and bottom of the page. This can be used to add important information or page numbers to your document, which will appear on each page.

### Inserting a Header and Footer

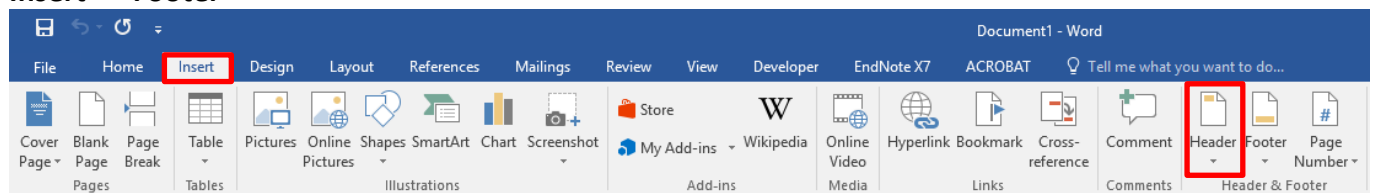
#### Insert << Header



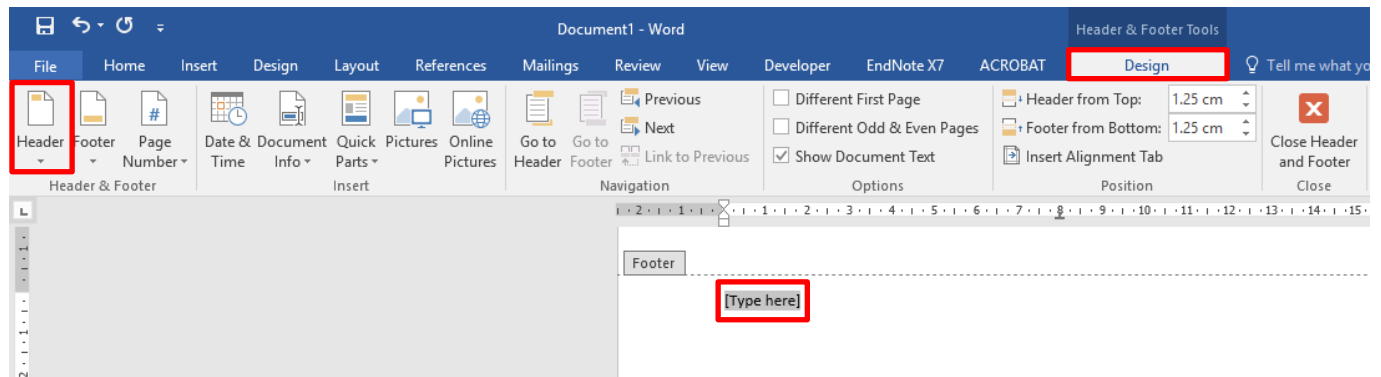
#### Enter Header text



#### Insert << Footer

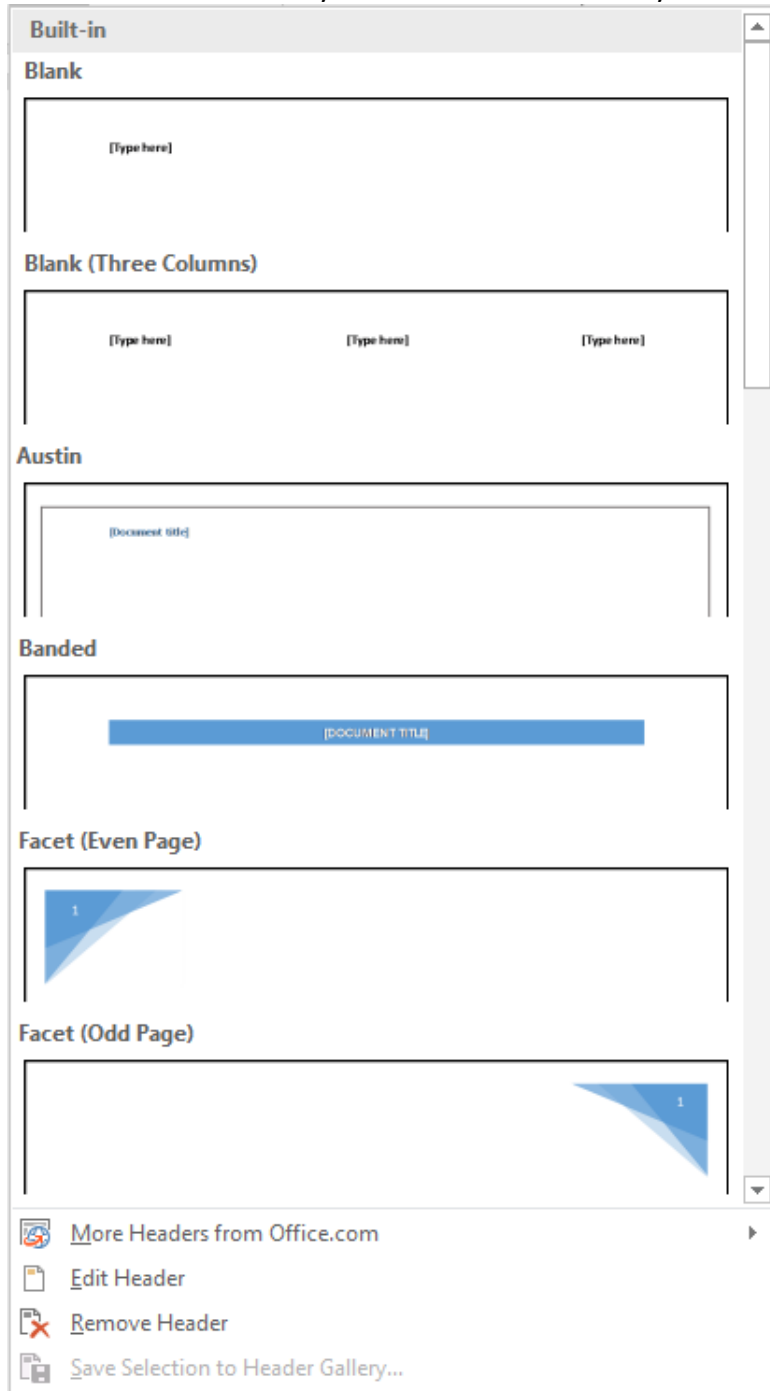


#### Enter Footer text



## Customising a Header and Footer

When inserting a header or footer as shown above, a drop down list appears with different styles that can be used. Click on any of these to add them to your document.



## Viewing/Editing Header and Footer

**Double click** on the Header or Footer area to view or edit text. **Press Esc** (on your keyboard) to return to your document.