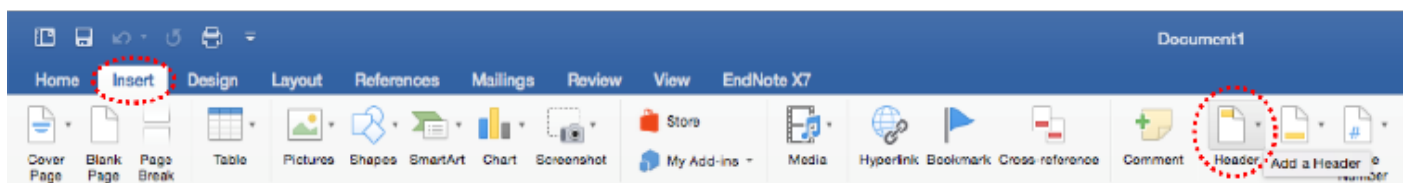


Mac Guide: Microsoft Word 2016

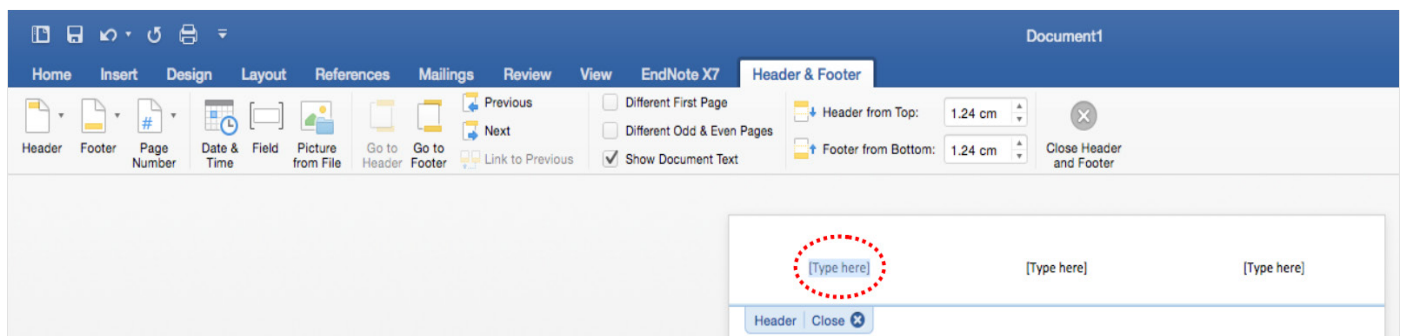
Inserting Headers and Footers

Inserting Headers and Footers

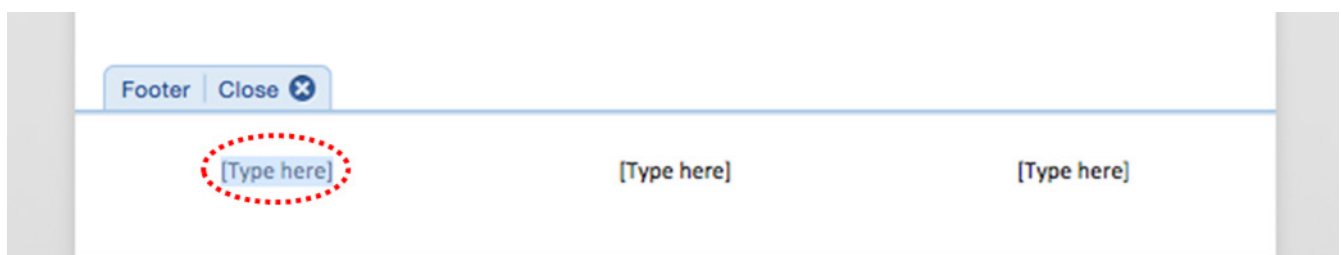
1. Insert >> Header.



2. Enter header text.



3. Insert << Footer << enter footer text.



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.