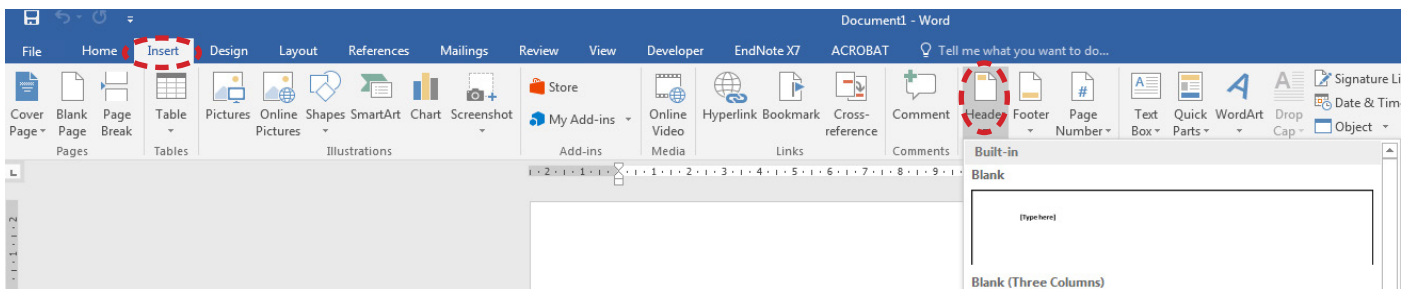


Microsoft Word 2016

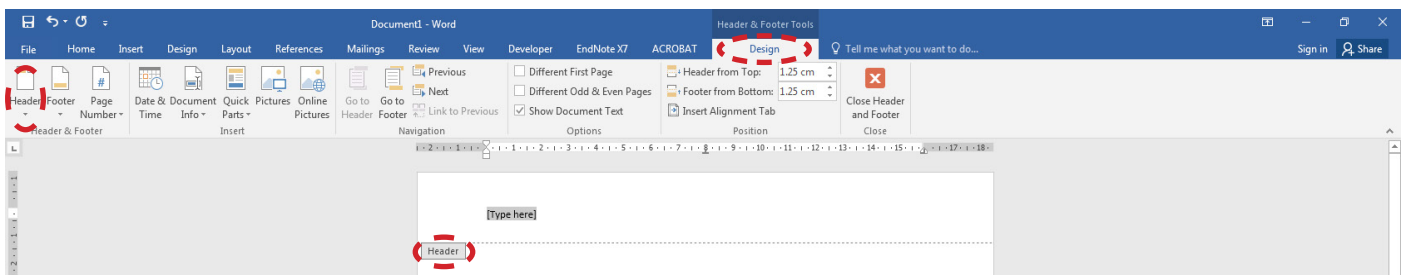
Inserting Headers and Footers

Inserting Headers and Footers

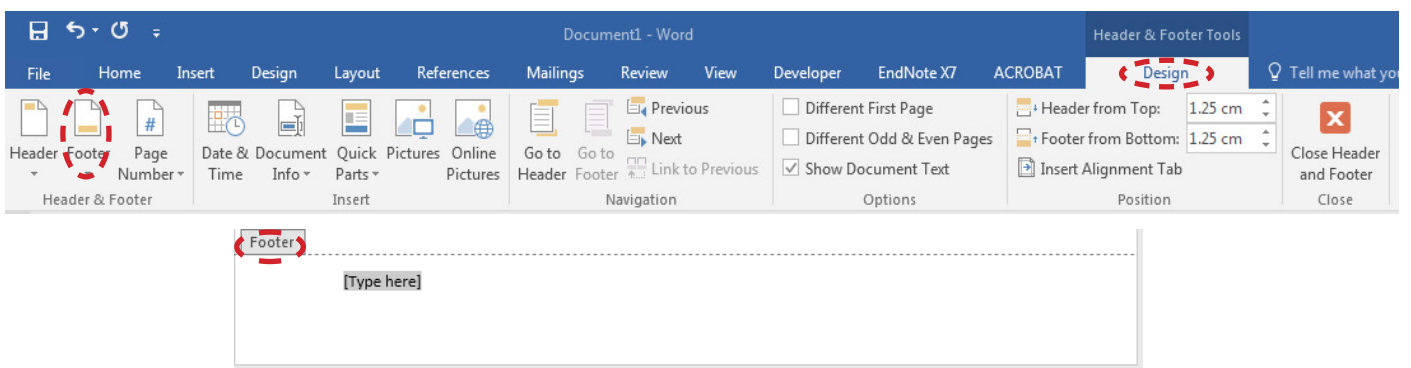
1. Insert << Header



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.



Want more information?
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