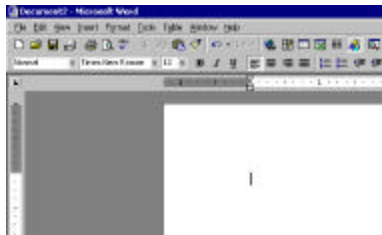


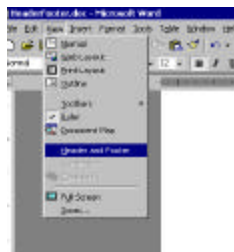
Using the Header and Footer in Word


Step 1: Open Microsoft Word by **double-clicking** the Word  icon on your desktop, or by going to **Start → Programs → Microsoft Word**.

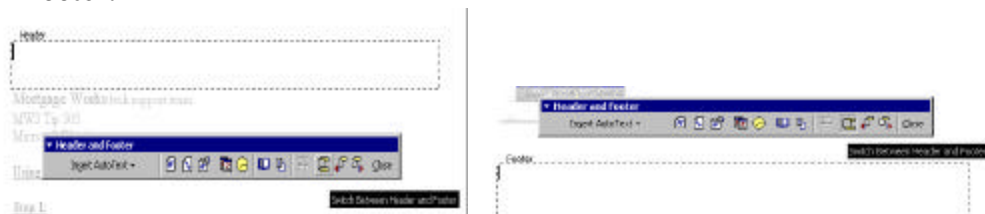
Step 2: A new blank word document will open where you can start typing.




Step 3: Click on **View** and select **Header and Footer**.



Step 4: A **Header and Footer** toolbar will appear. Click  to select between **Header** or **Footer**.



Step 5: Type in your Header or Footer and align it by clicking the  buttons. Click on Close when done.

