Productivity Tip

Have you ever wondered how can I insert a header or footer or both into a Microsoft Word document?

Create the same header or footer for each page

1. On the View menu, click Header and Footer to open the header or footer area on a page.

2. To create a header, enter text or graphics in the header area.

3. To create a footer click Switch Between Header and Footer on the Header and Footer toolbar to move to the footer area, and then enter text or graphics.
   
   Note: If necessary, format text by using buttons on the Formatting toolbar.

4. When you finish, click Close on the Header and Footer toolbar.