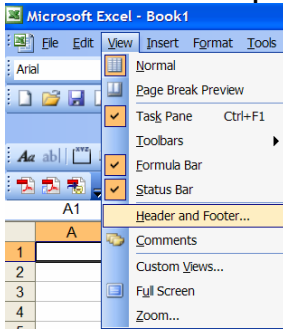


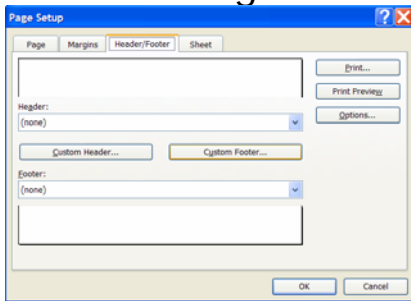
To Insert a Picture into Header in Excel

On the File Menu, click on **View**.

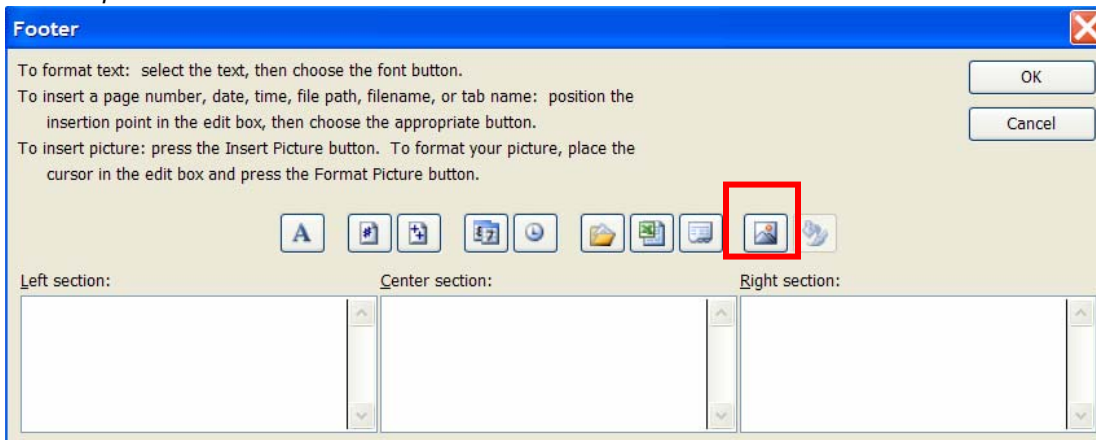
From the drop-down list, click on **Header and Footer**.



On the dialog box that pops up, click on **Custom**.



Then, click on the Insert Picture icon.



To insert a picture into the **left section** of a worksheet's header:

Type **Header Graphics** in cell A1 and then press ENTER.

On the **File** menu, click **Page Setup**.

On the **Header/Footer** tab, click **Custom Header**, and then click the **Insert Picture** button.

Double-click the **.jpg**.

The placeholder **&[Picture]** is added to the header.

Click **OK** to return to the **Page Setup** dialog box.

Then, click **OK** to return to the worksheet.

On the **File** menu, click **Print Preview**. If the margins are not visible, click **Margins**.

You can add pictures to the left section, center section, or right section, or all sections of a worksheet's header or footer by using this method. The pictures are aligned left, center, or right, respectively.

To add a picture to the **footer**, follow this same method, but click **Custom Footer** in step 3.

If the picture is too large, you can...

Increase the header margin by dragging the margin indicators that are displayed on the screen or change the size of the picture.

Change the Size of the Picture

To change the size of the picture, follow these steps:

Click **Page Setup**, and then click **Custom Header**.

Click the **Format Picture** button.

Clear the **Height** box, and then type **.5** in the **Height** box.

Because the **Lock aspect ratio** and **Relative to original picture size** check boxes are selected, the other dimensions change in proportion to the change that you make in the **Height** box.

Click **OK** to return to the **Page Setup** dialog box, and then click **OK** to again preview the worksheet.