

# Creating Headers and Footers

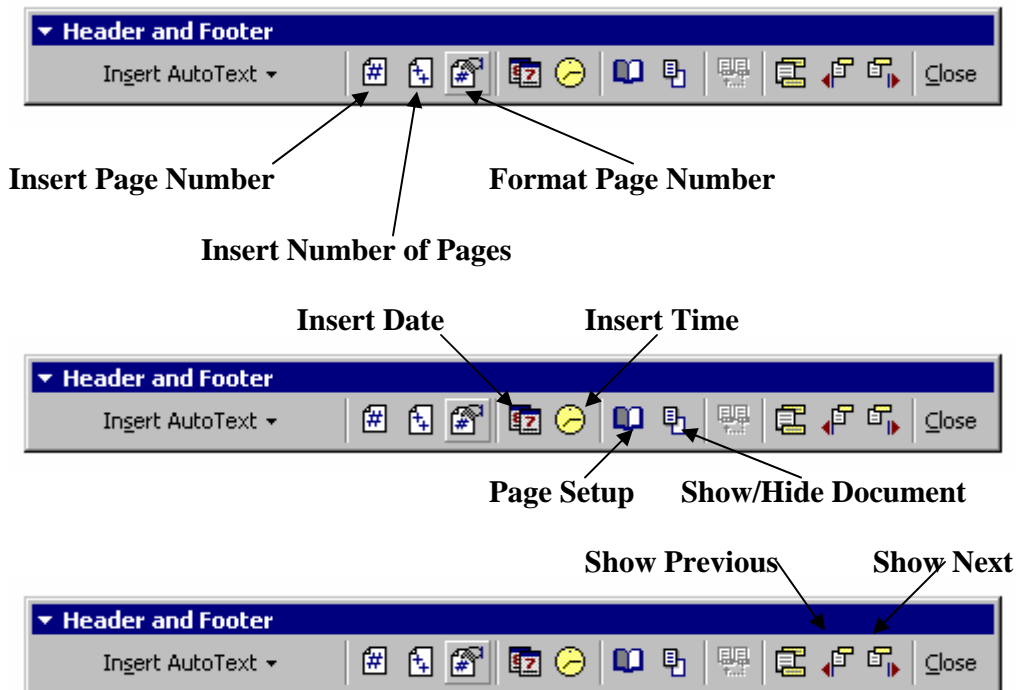
1. On the View menu, click Header and Footer.
2. To create a Header, enter text or graphics in the Header.
3. To create a Footer, click the box to Switch Between Header and Footer. Then, enter text or graphics.



4. When you finish, click Close.



## Other Options



(Text or graphics you enter in a Header or Footer is automatically left aligned. If you want to center the item instead, or to include multiple items, press tab. To right align an item, press tab twice.)