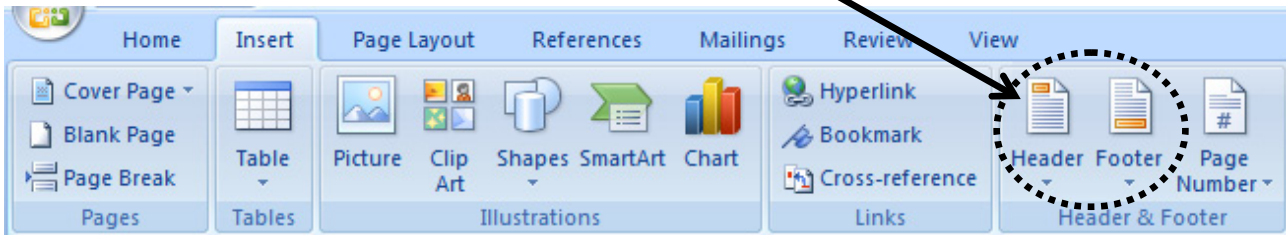


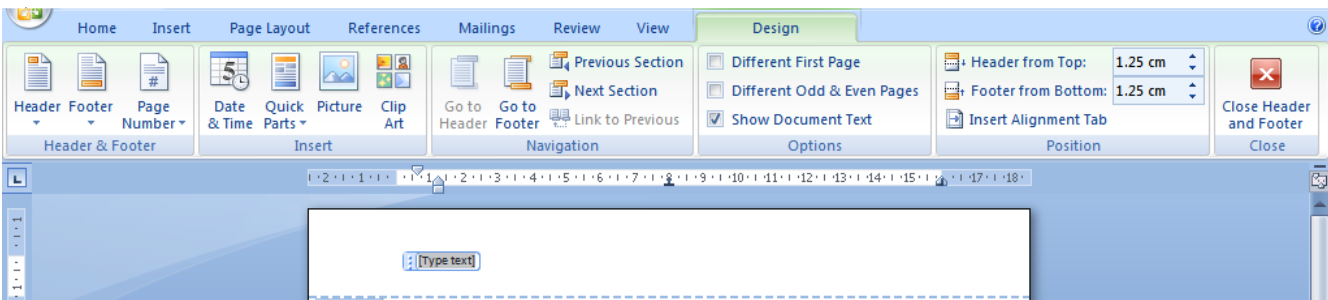
# Inserting headers and footers

## Microsoft Word 2007

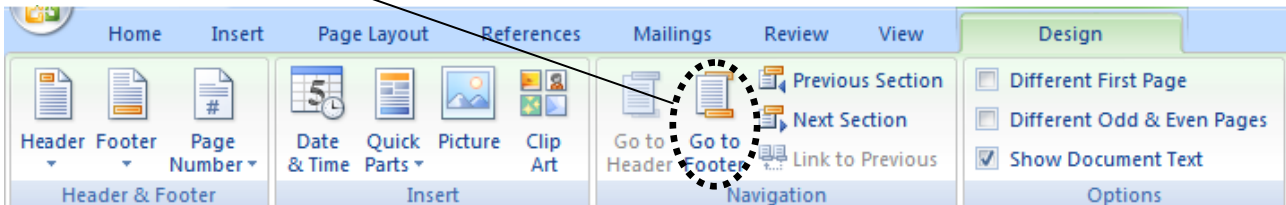
1. **Insert > Header or Footer** (We will use Header)



2. Enter the text you want to have in your header(e.g. your name and student ID number)



3. Click **Go to Footer**



**Note:**

This button will bring you down to the **Footer** area. To return to the Header area click **Go to Header**

**Tip:** Quick way to edit header or footer

A quick way of editing the **Header and Footer** is to double click on the top or bottom of a page