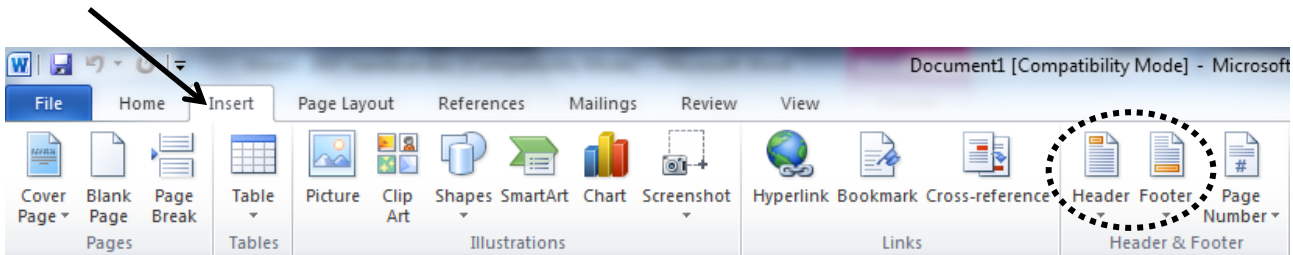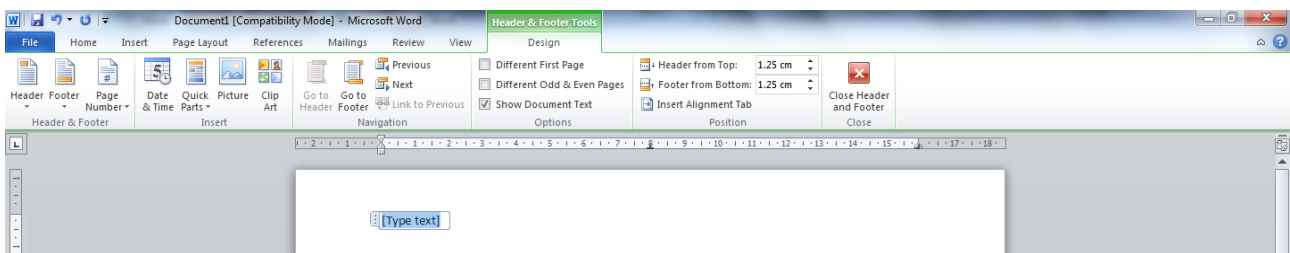# Inserting headers and footers
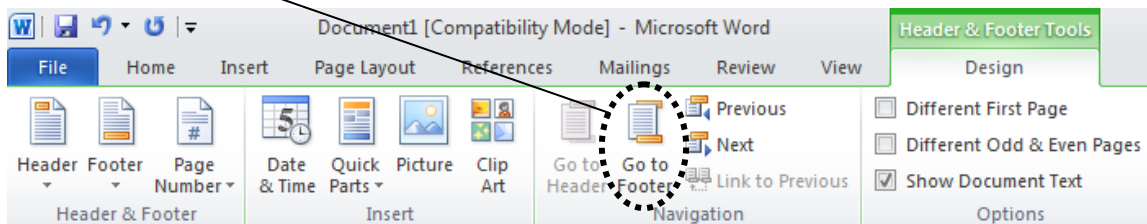
Microsoft Word

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

2. Type **Headers** (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**

Viewing Header and Footer

A quick way of viewing **Header and Footer** area is to **double click** on the Header and Footer area.