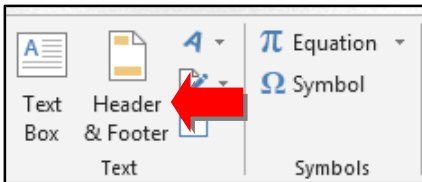


### Add a Header or Footer

1. Select the **Insert** tab.



2. Select **Header & Footer**.



3. Select **Header** or **Footer** and select the information from the drop-down box.

