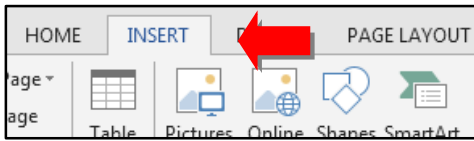
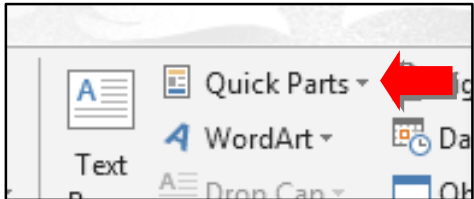


### Add the File Name and Path

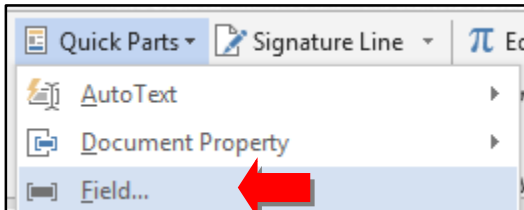
1. Select the **Insert** tab.



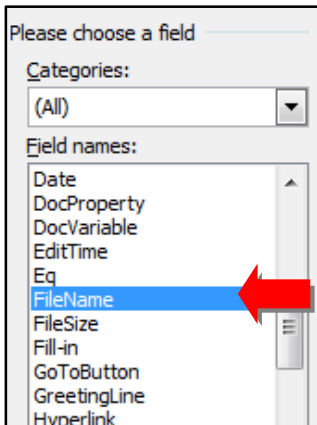
2. Select **Quick Parts**.



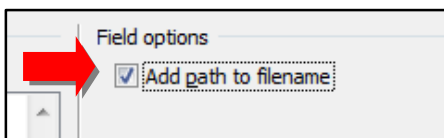
3. Select **Field**.



4. Select **FileName** from the list.



5. To include the path that shows where to find the document, check the box next to **Add path to filename**.



6. Select **OK**.