

### **Add a header or footer that includes a page number**

If you want to add a graphic to text at the top or the bottom of your document, you need to add a header or footer. You can quickly add a header or a footer from the galleries, or you can add a custom header or footer. You can use these same steps to add a header or footer without page numbers.

1. On the **Insert** tab, in the **Headers & Footer** group, click **Header** or **Footer**.
2. Click the header or footer that you want to add to your document.
3. To return to the body of your document, click **Close Header and Footer** on the **Design** tab (under **Header and Footer Tools**)

### **Add a custom Header or Footer**

1. Double click in the header area or the footer area (near the top or bottom of the page) this opens the **Design** tab under **Header & Footer Tools**.
2. To place information in the center or on the right side of the page, do any of the following.
  - To place information in the center, click **Insert Alignment Tab** in the **Position** group of the **Design** tab, click **Right**, and then click **ok**
  - To place information on the right side of the page, click **Insert Alignment Tab** in the **Position** Group of the **Design** tab, click **Right**, and then click **ok**
3. Do one of the following:
  - Type the information that you want in your header
  - Add a field code by clicking the **Insert** tab, clicking **Quick Parts**, clicking **Field**, and then clicking the field you want in the **field names** list.
4. If you add a Page field, you can change the numbering format by clicking **Page Number** in the **Header & Footer** group, and then clicking **Format page Numbers**.
5. To return to the body of your document, click **Close Header and Footer** on the **Design** tab (under **Header & Footer Tools**)