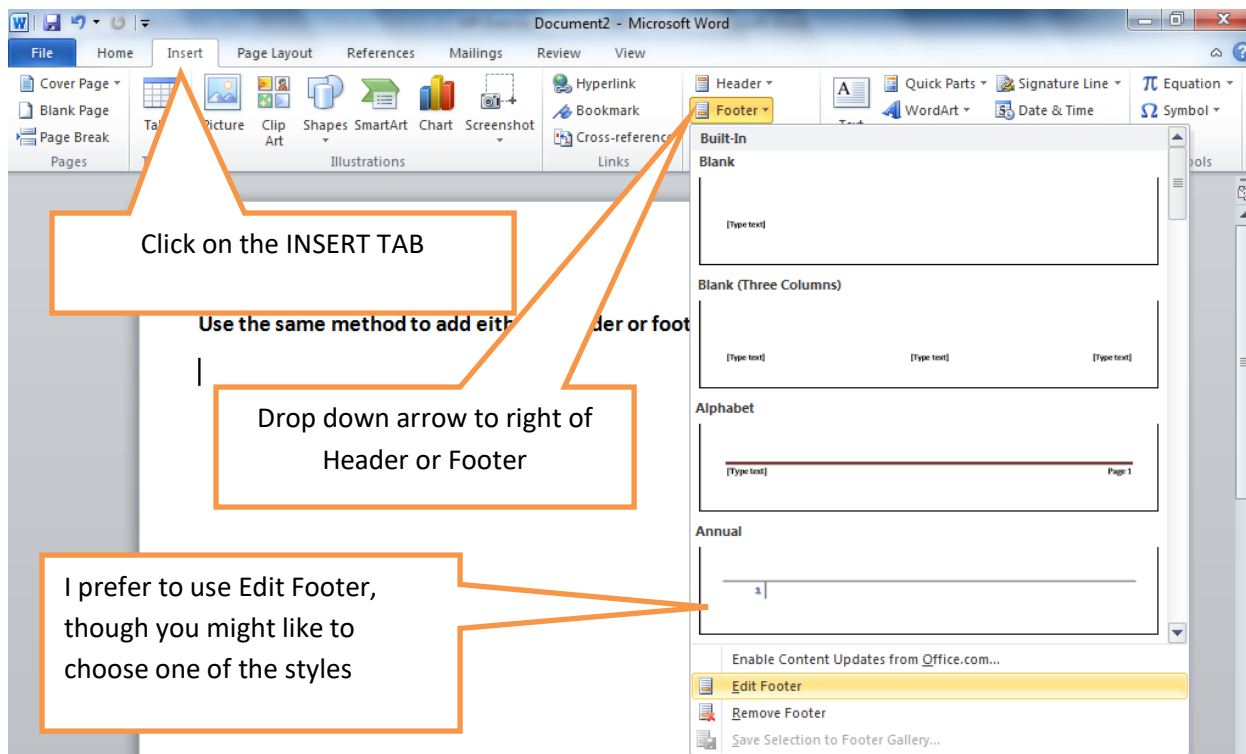
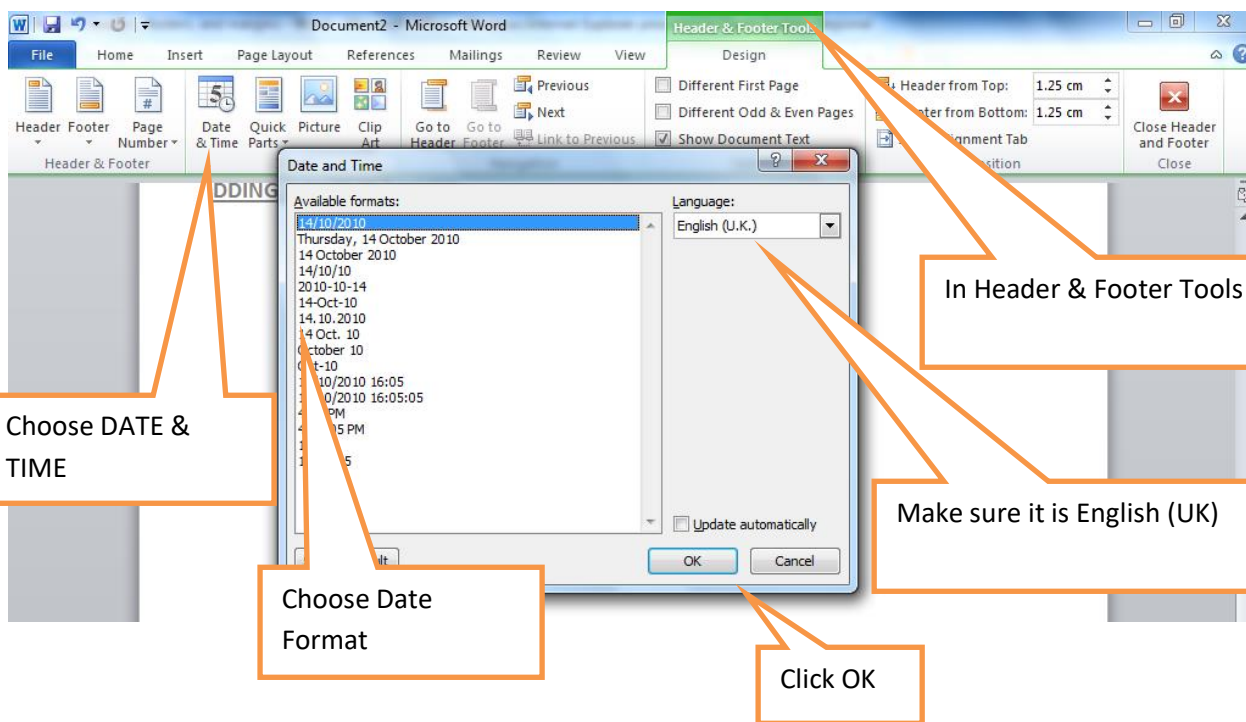


MS Word 2016 HEADERS/FOOTERS

Use the same method to add either a header or footer. A footer is my preference.



ADDING A DATE IN FOOTER



ADDING A PAGE NUMBER

The image shows a screenshot of Microsoft Word's 'Header & Footer Tools' ribbon. The 'Page Number' button is highlighted, and its dropdown menu is open, showing options like 'Top of Page', 'Bottom of Page', 'Page Margins', 'Current Position', 'Format Page Numbers...', and 'Remove Page Numbers'. The 'Current Position' option is selected. A callout box points to this option with the text: "Click on PAGE NUMBER > CURRENT POSITION".

The 'Header & Footer Tools' ribbon is also visible, with a callout box pointing to it: "In Header & Footer Tools".

The 'Close Header and Footer' button (marked with an 'X') is visible on the right side of the ribbon, with a callout box pointing to it: "To close Header or Footer click X".

Another callout box points to the 'Format Page Numbers...' option in the dropdown menu: "Choose style of Numbering".

A final callout box points to the main body of the document: "Or double click on main body of document".