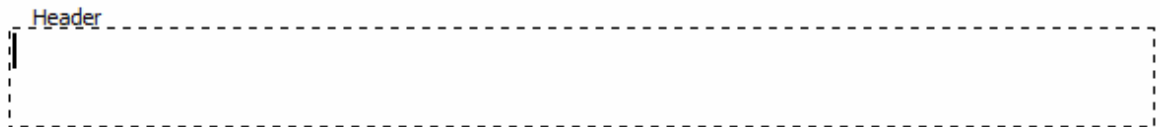


Header & Footer

[View] (Header & Footer)

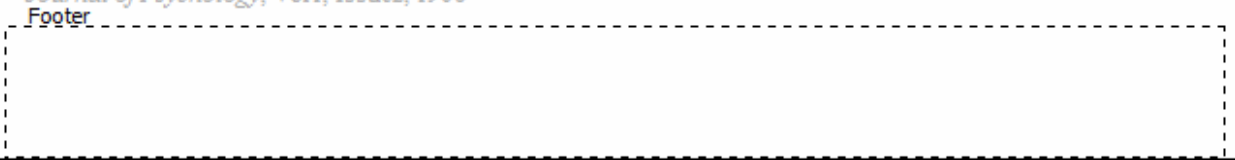
After selecting the Header and Footer from the View menu, a Header and Footer toolbar will appear with a dotted Header box.



To switch between the Header and Footer click on the third button from the right on the toolbar.

A dotted box with the word "Footer" will appear.

¹ *Journal of Psychology*, Vol1, Issue2, 1968



To insert the date or time click on the calendar or clock button on the toolbar. Use the Tab key on your keyboard to move within the dotted box. Once you are finish adding the information click the "Close" button and the Header and Footer option will close. Note that your Header and Footer information will appear in light gray in the Print Layout mode within your document.

My Dissertation

11/11/2004