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hit your tab key, then type in the subject, then tab again to force the page number to the right hand side. You can change the colour, typeface or size in the usual ways.

		Review View	Header & Footer Tools	Document1 - Word		
4	Save (ctrl S) your new	Previous	Different First Page     Different Odd & Even Pages	Header from Top: 1.25 cm Footer from Bottom: 1.25 cm	×	
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**Hint:** If you need to change your footer details, just double click in the footer space of your document. It will put you back in the footer editing mode.