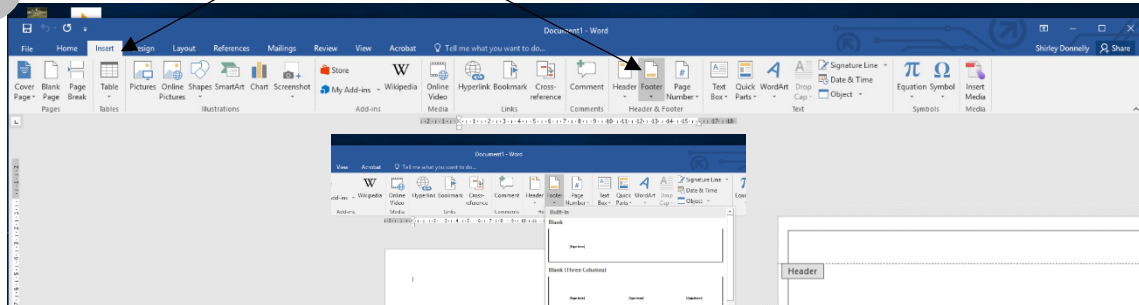


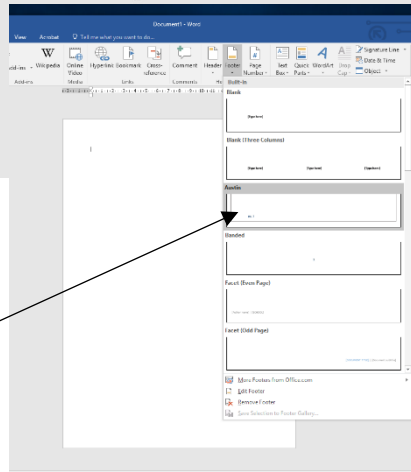
How to....

Add your name to all pages in Microsoft Word

1 Under the **Insert** tab, click **Footer**,



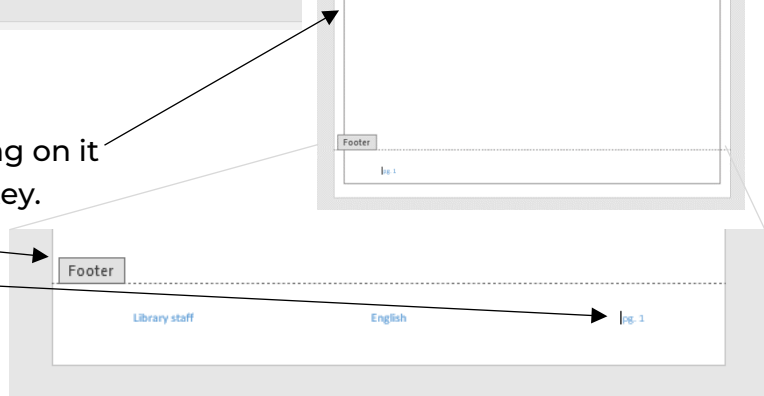
2 Under **Footer**, choose **Austin** (which has an automatic page number)



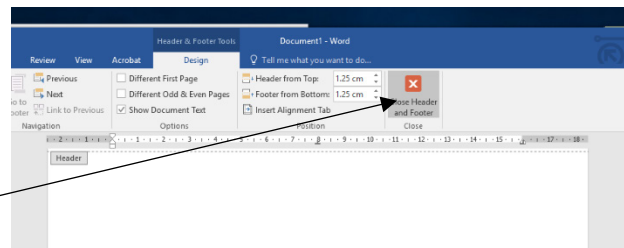
3 Remove the border by clicking on it and hitting your backspace key.

Go to the **Footer** strip at base of your file. Insert the cursor in front of the page number.

Type in your name, 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.



4 Save (ctrl S) your new footer details and get out of footer view by clicking on the **Close Header and Footer** button



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.