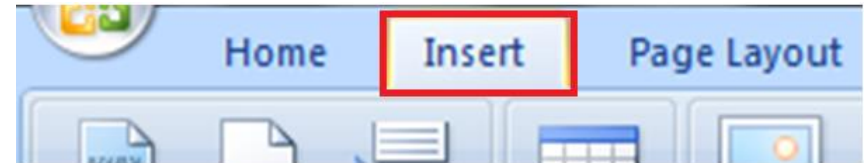
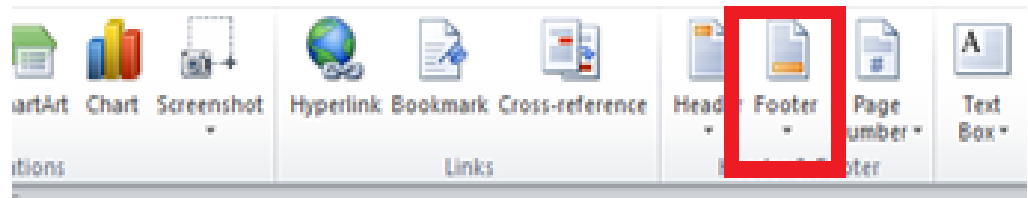


Inserting footers into a Word document

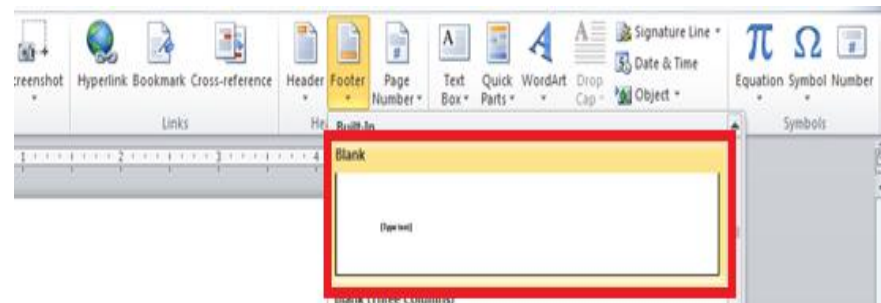
- click on the **insert** tab



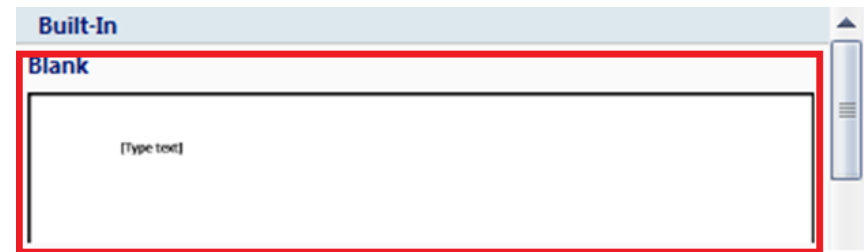
- Then locate the **footer** Icon
- Click on the icon.



- In the drop down menu you will see multiple styles of footers to choose from
- For the purpose of this tutorial I will be using the one titled **Blank**.



- Locate the footer style titled **Blank**
- Left click the icon.



- You now have a footer inserted into your document