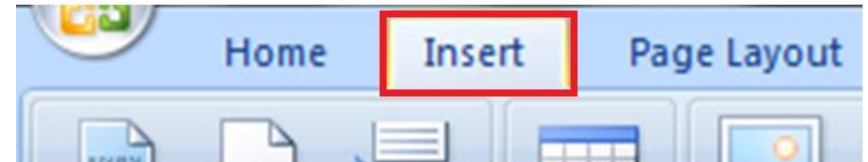
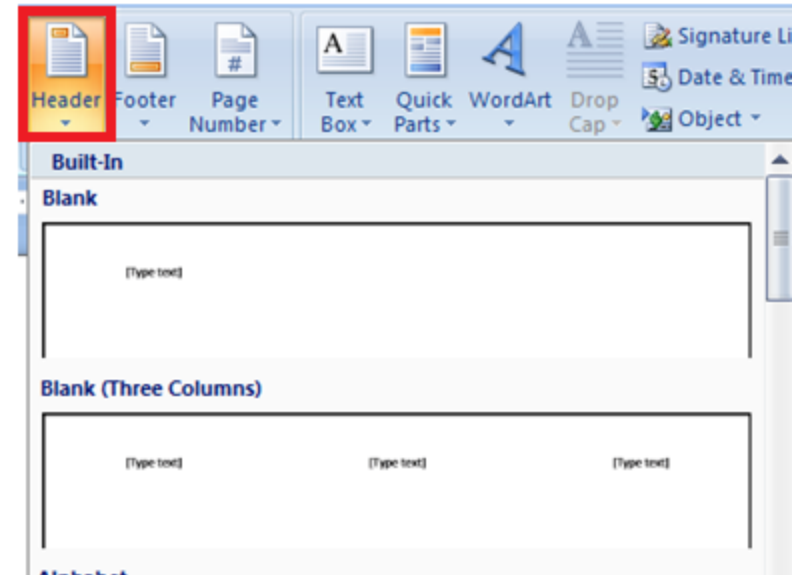


Inserting Headers

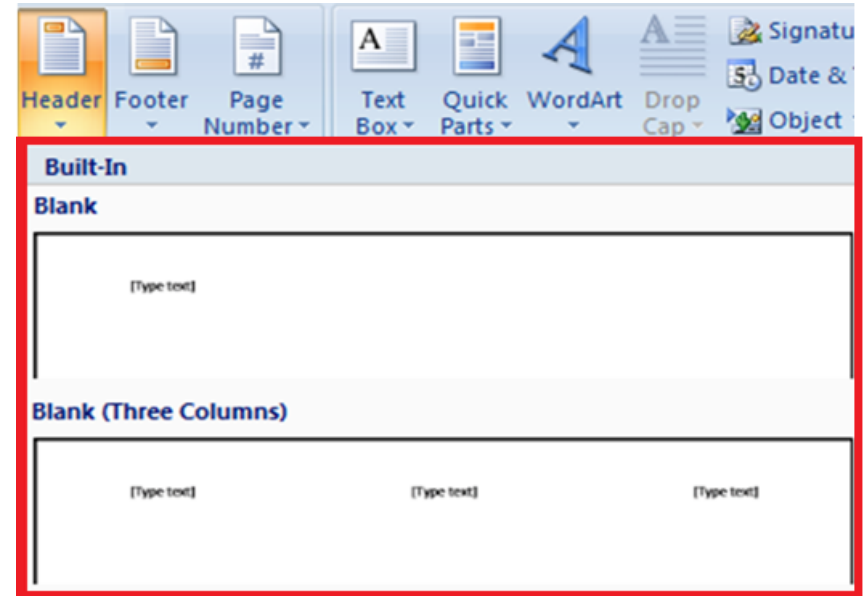
- click on the **insert** tab



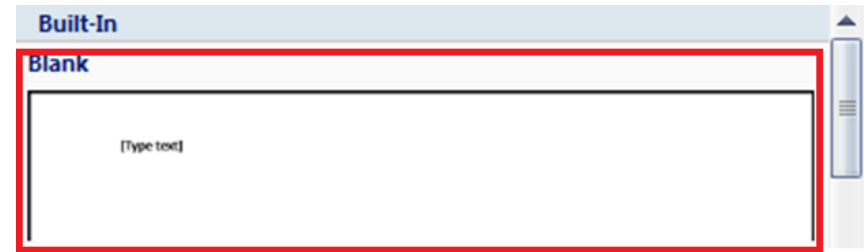
- Then locate the **header** icon and click on the icon.



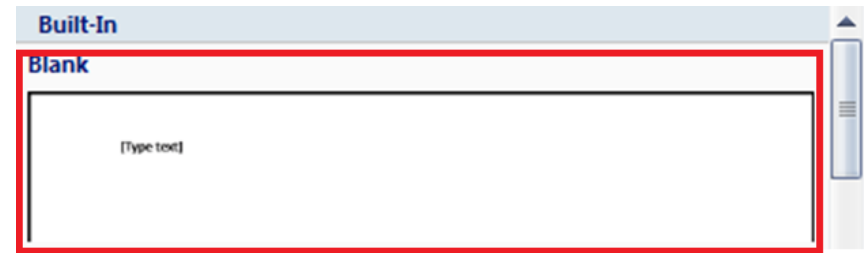
- In the drop down menu you will see multiple styles of headers to choose from, however for the purpose of this walkthrough I will be using the one titled **Blank**.



- Locate the header style titled **Blank** and click the icon.



- Locate the header style titled **Blank** and click the icon.



- You now have a header inserted into your document