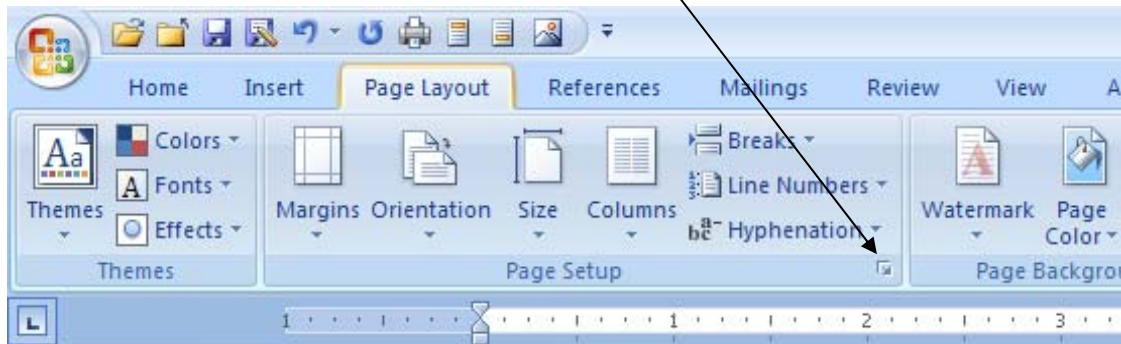


Word Tip—How to Add a Document Tag Line

Open your Normal.dotm template, Click on circle Icon (File), select Open, select Trusted Templates, select Normal.dotm, Open

Let's change the page setup on the Header & Footer spacing.

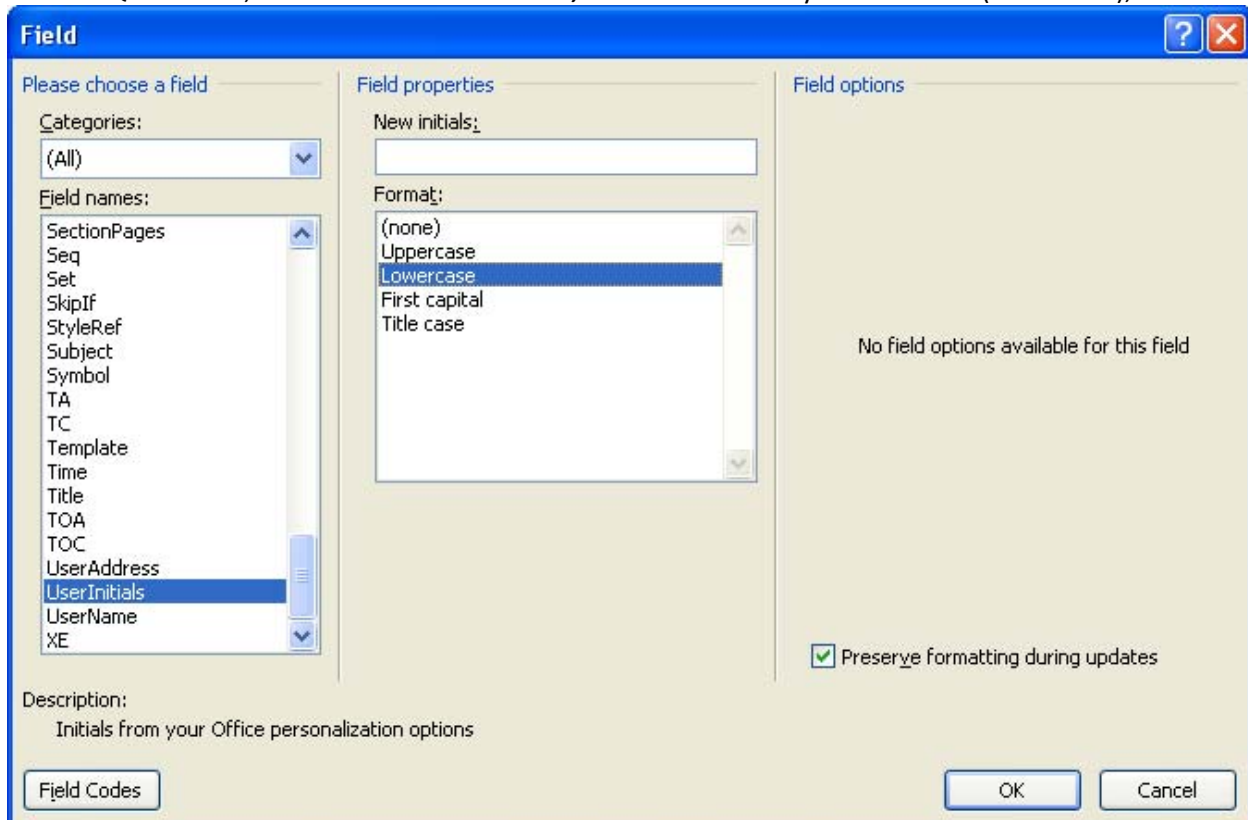
Click the **Page Layout** tab, Click on Page Setup symbol



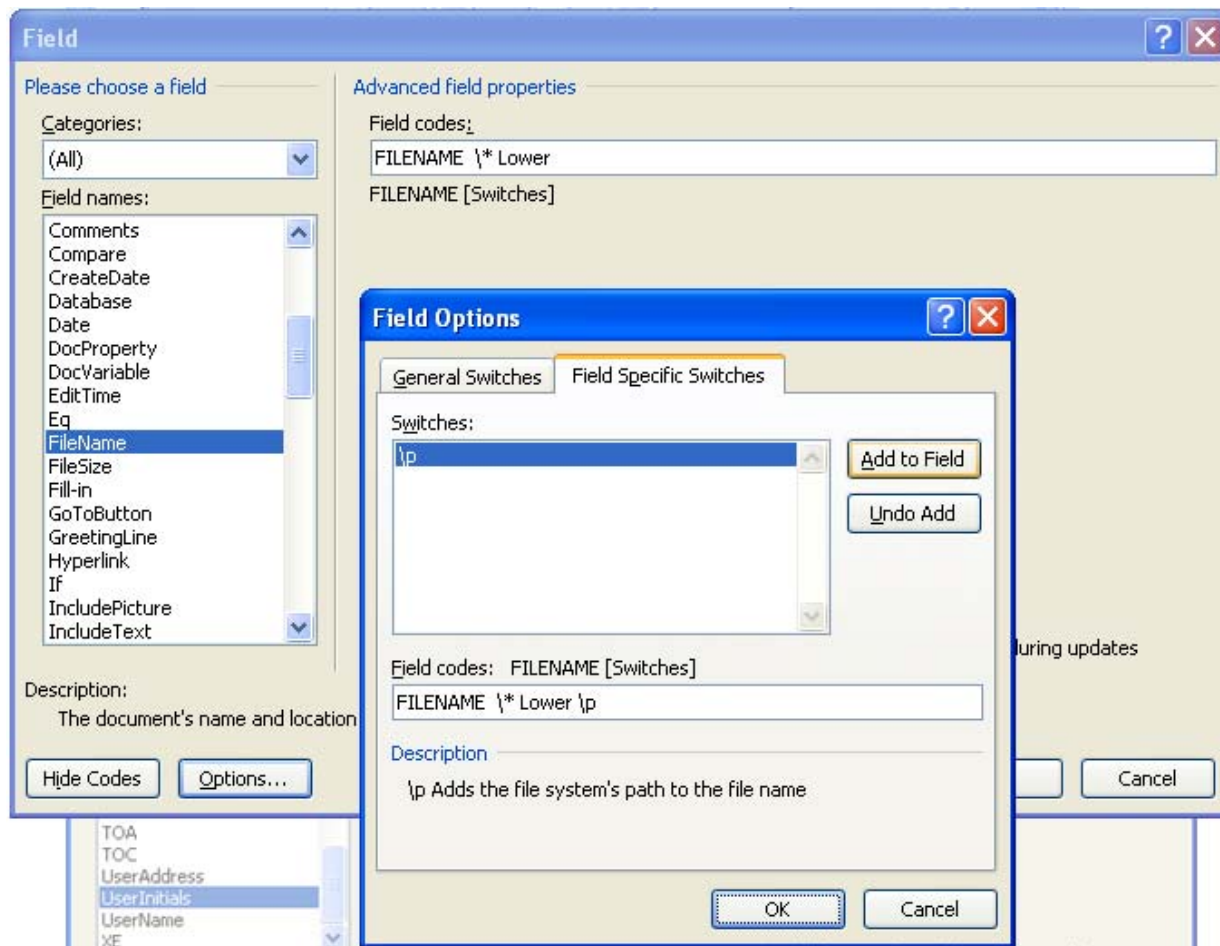
Click on the **Layout** tab, change both the Header & Footer to **0.3"**, Click the **Default** button, Click **Yes**, Click **OK**

Click on **Insert** tab, Click on **Footer** Icon and select the **Blank** template

Click on **Quick Parts**, scroll down to **UserInitials**, select the Format you would like (Lowercase), click OK



Click on **Quick Parts**, scroll down to **FileName**, select the Format you would like (Lowercase), click **Field Codes** button, click the **Options** button, click on **Field Specific Switches** tab, highlight \p (\p means the file path), click **Add to Field**, click **OK**, click **OK**



Click on **Quick Parts**, scroll down to **Date**, select the Format you would like, click OK.

Add separators between your fields if you like, for example: **djr/document path—10/16/2007**

Highlight and change the font and font size, Save your template, close then open a new document and you should see your document tag line at the bottom of your page.