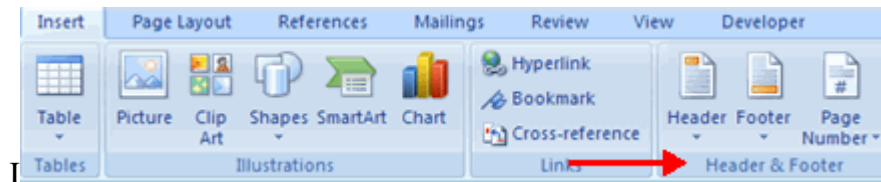# Insert Common Header and Footer Information

To insert Header and Footer information such as page numbers, date, or title, first, decide if you want the information in the header (at the top of the page) or in the Footer (at the bottom of the page), then:

- Click the **Insert** Tab on the Ribbon
- Click **Header or Footer**
- Choose a style



- The **Header/Footer Design** Tab will display on the Ribbon
- Choose the information that you would like to have in the header or footer (date, time, page numbers, etc.) or type in the information you would like to have in the header or footer
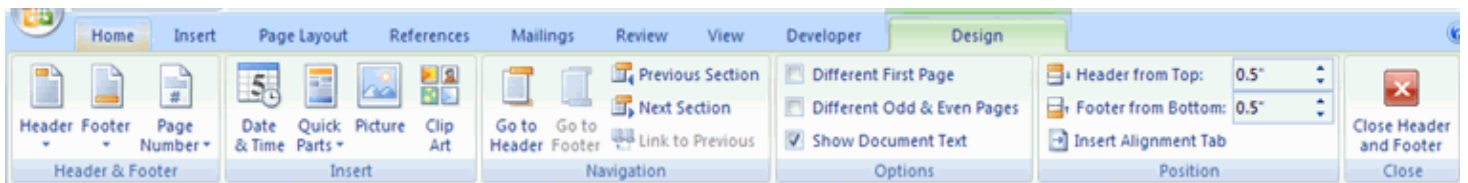
**Insert a Cover Page**

To insert a cover page:

- Click the **Insert** Tab on the Ribbon
- Click the **Cover Page** Button on the Pages Group
- Choose a style for the cover page
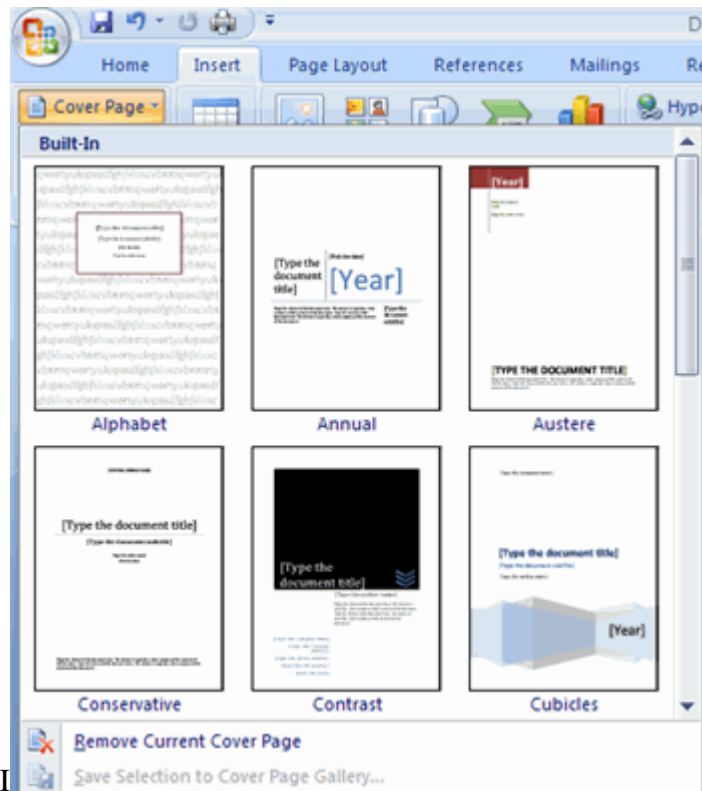


**Insert a Blank Page**

To insert a blank page:

- Click the **Insert** Tab on the Ribbon
- Click the **Blank Page** Button on the Page Group