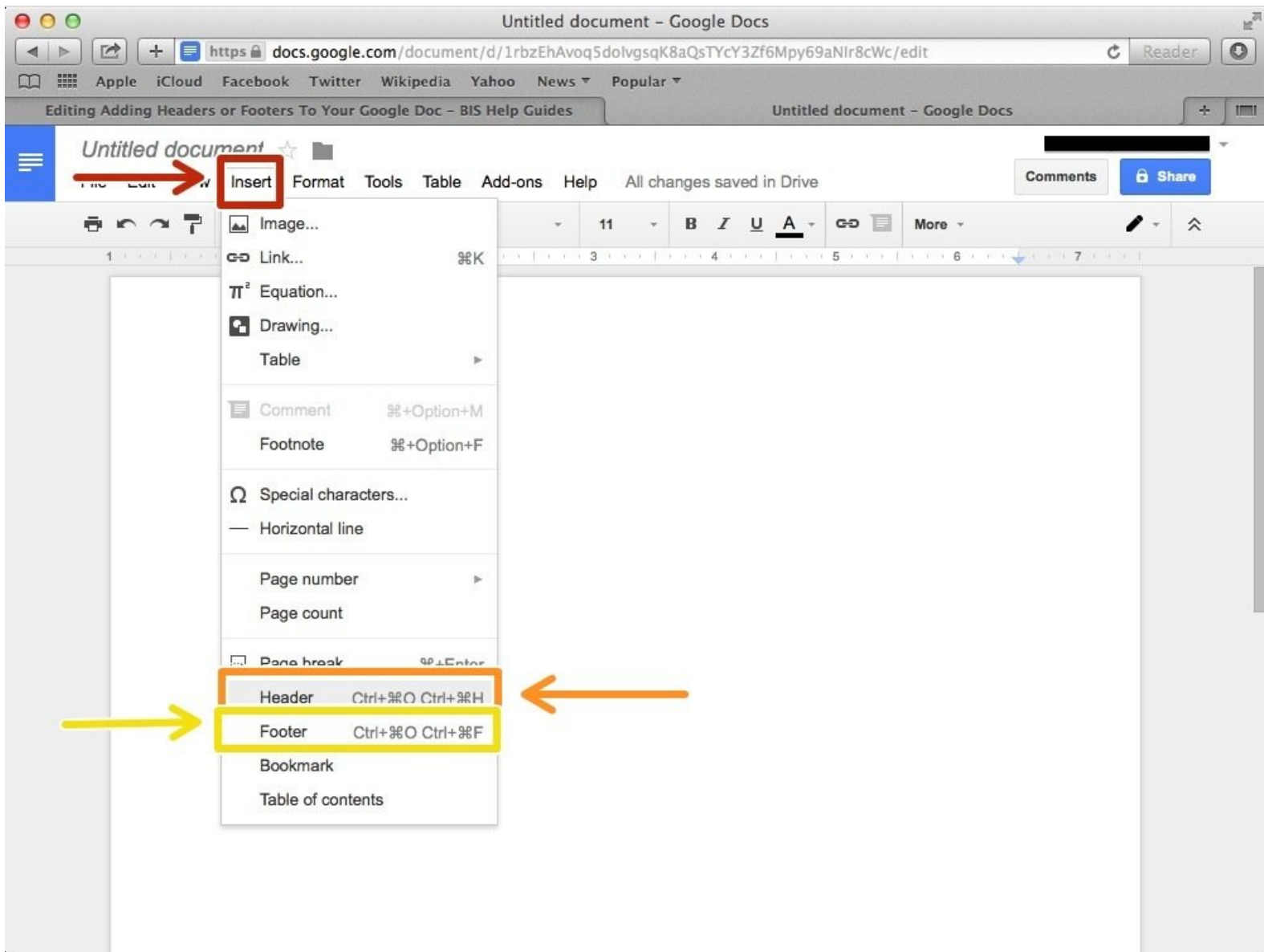


BIS Help Guides

Adding Headers or Footers To Your Google Doc

Learn how to add a header or footer to your google doc

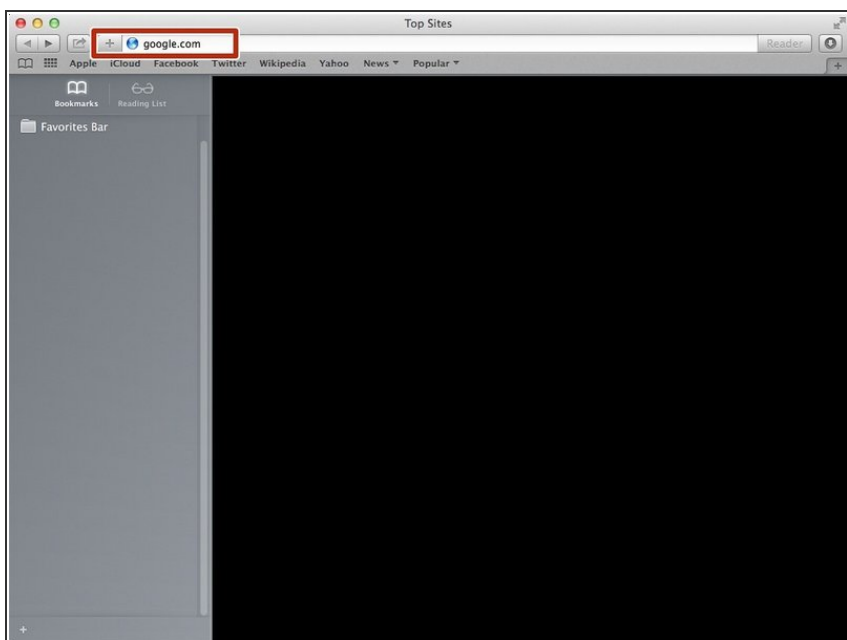
Written By: Aaron



INTRODUCTION

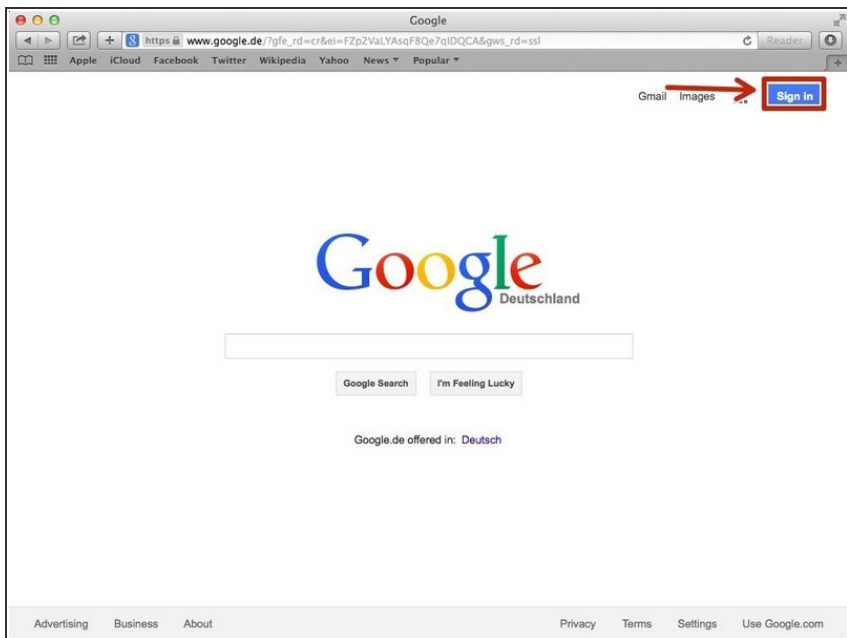
Learn how to add a header or footer to your google doc

Step 1 — How To Access Google.com



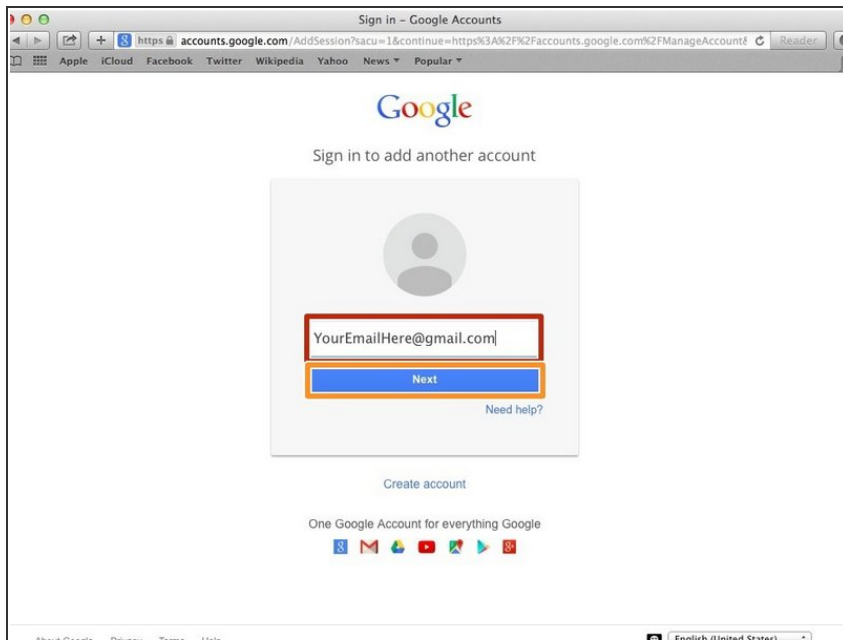
- Type "google.com" in the address bar to go to the google website

Step 2 — Finding The Sign In Button



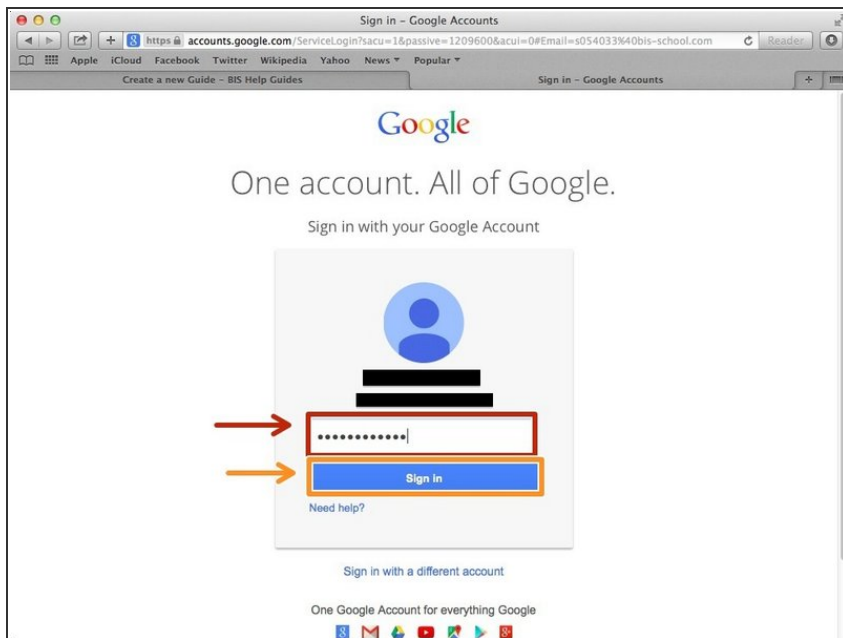
- Click on the "Sign In" button to sign in to your google account

Step 3 — Entering In Your Email



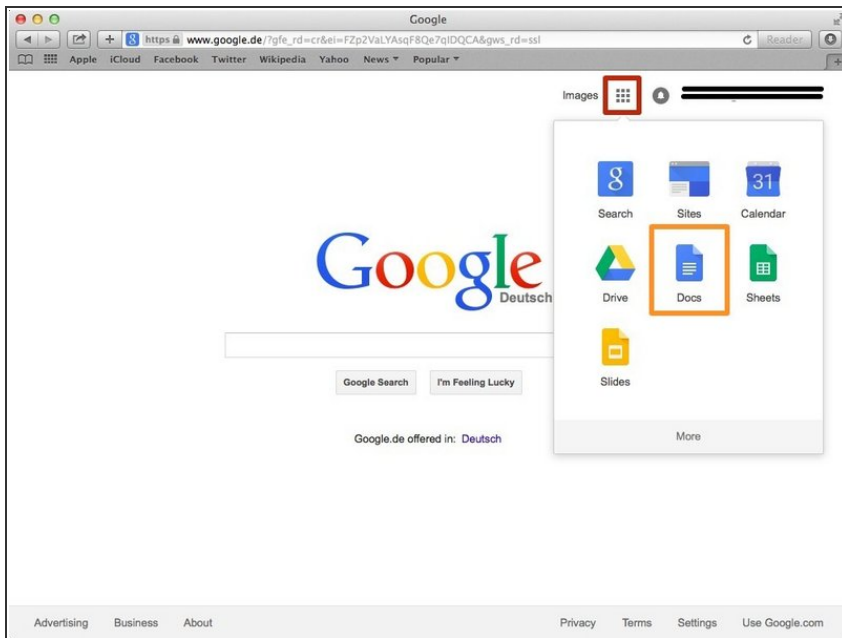
- Type your email address into this box
- Click on the blue "Next" button

Step 4 — Entering In Your Password



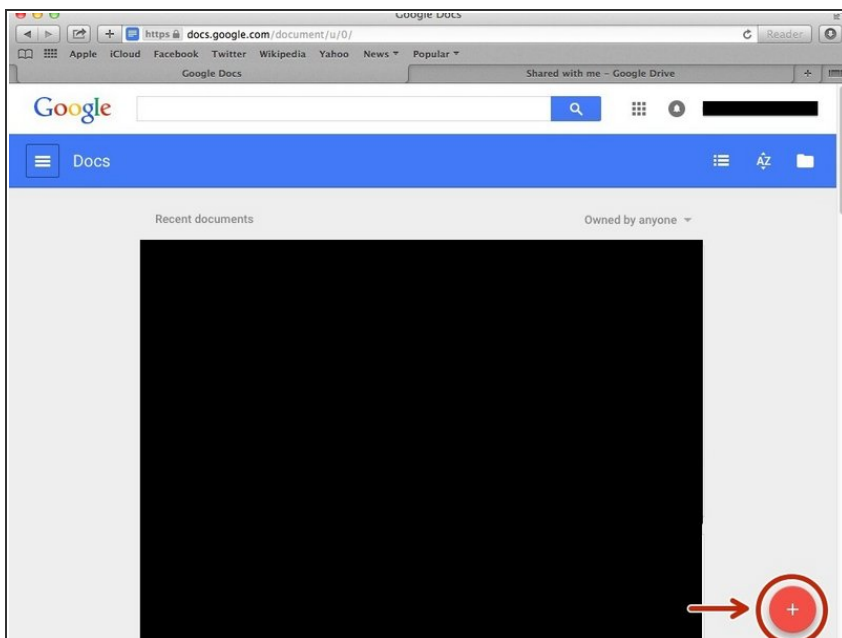
- Type your password into this box
- Click on the blue "Sign In" button

Step 5 — Opening Google Docs



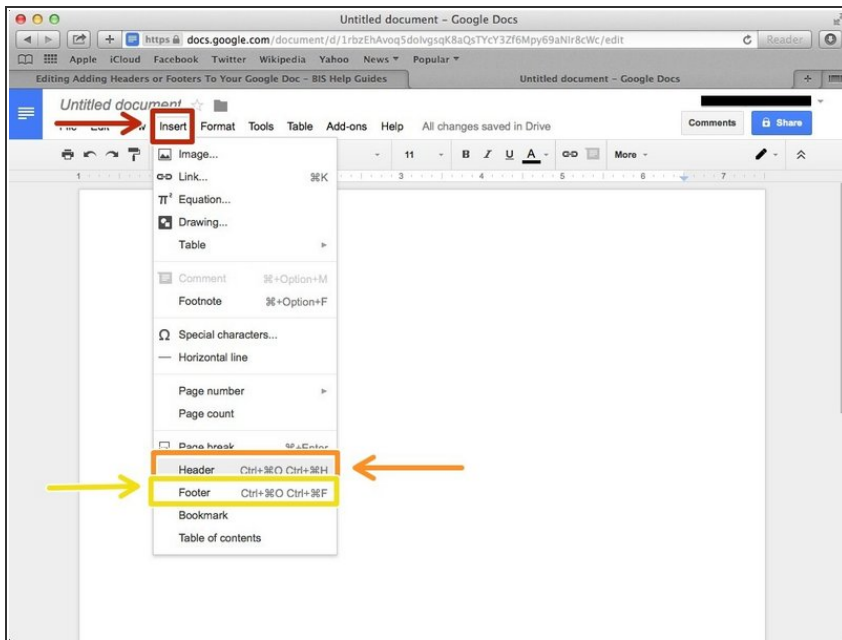
- Click on this button to open a menu of options
- Click on the "Docs" Button

Step 6 — Creating New Google Docs



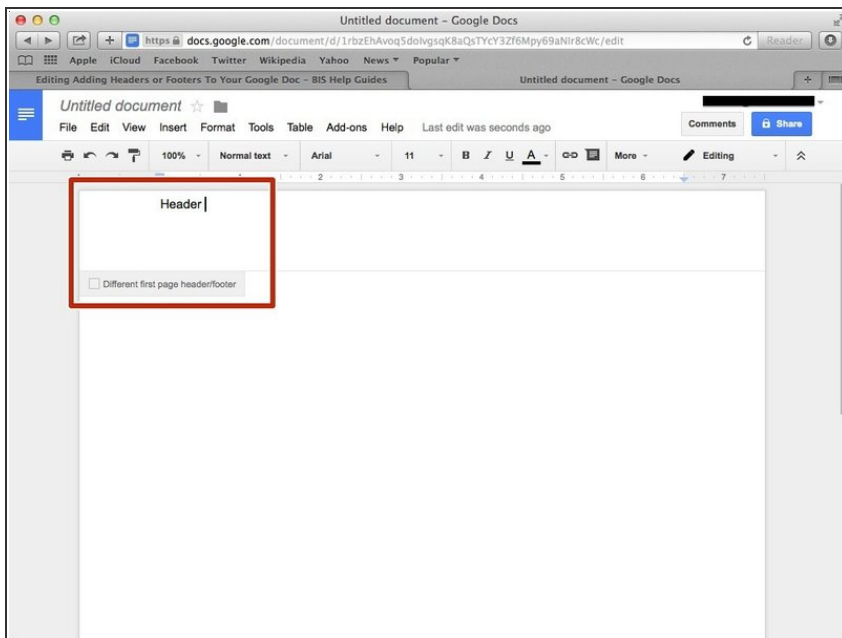
- Click on the red "+" button on the bottom right of the screen to make a new google doc

Step 7 — Adding A Header Or Footer



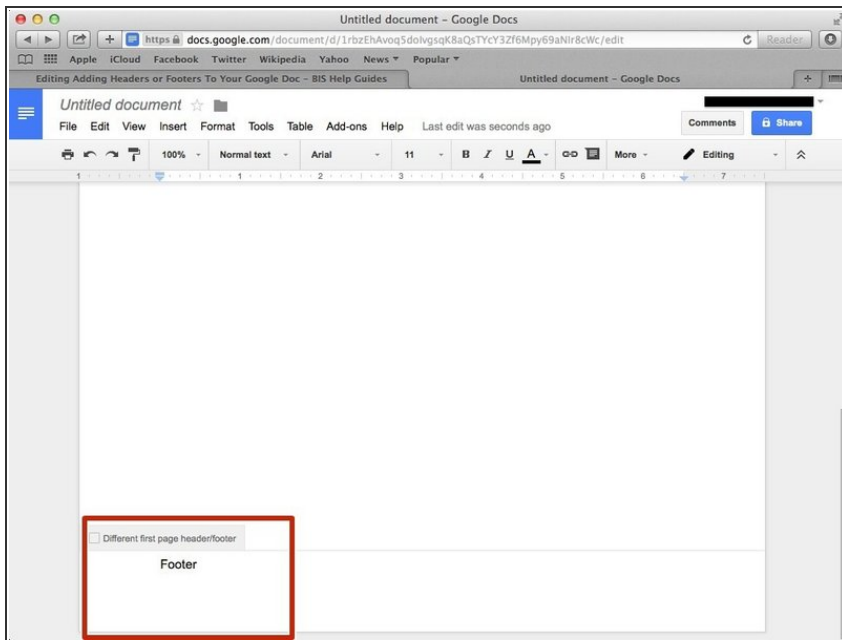
- Click on "Insert" to open a menu of options
- Click on "Header" to add a header to the page you are on in your document
- Click on "Footer" to add a footer to the page you are on in your document

Step 8 — Viewing The Header



- Type what you want to appear in the header here

Step 9 — Viewing The Footer



- Type what you want to appear in the footer here