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

Adding Headers or Footers To Your Goog..

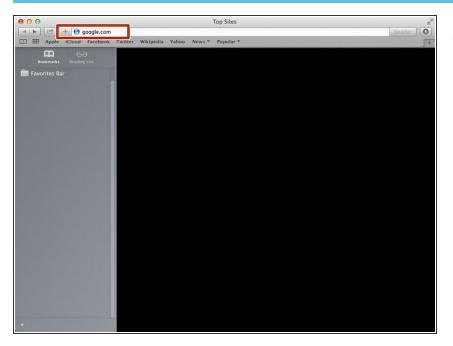
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Adding Headers or Footers To Your Goog..

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

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

Step 3 — Entering In Your Email

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

Step 4 — Entering In Your Password



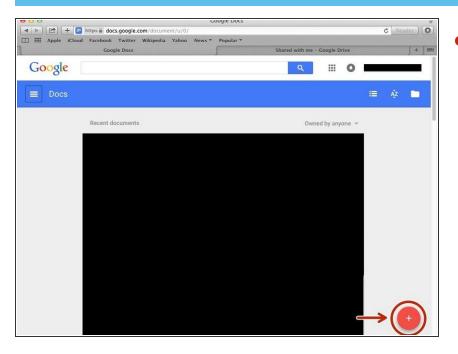
- Type your password into this box
- Click on the blue "Sign In" button

Step 5 — Opening Google Docs

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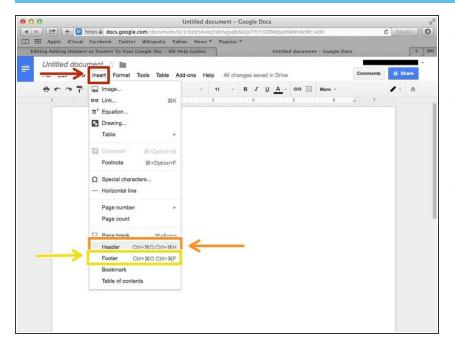
- Click on this button to open a menu of options
- Click on the "Docs" Button

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

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Step 9 — Viewing The Footer

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