



ANANGU EDUCATION SERVICES
(Ernabella Office)

MICROSOFT WORD 2000 & XP

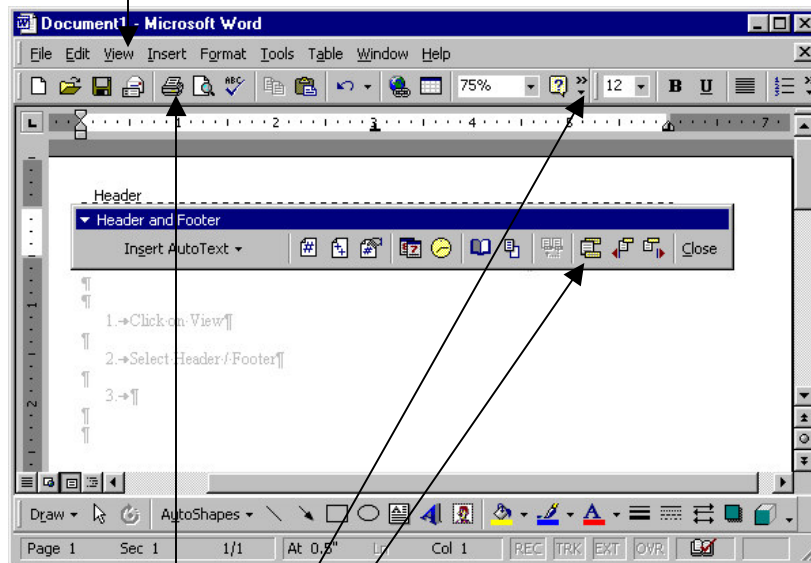
FS: MSO 1

ADD FILENAME & PATH TO DOCUMENT

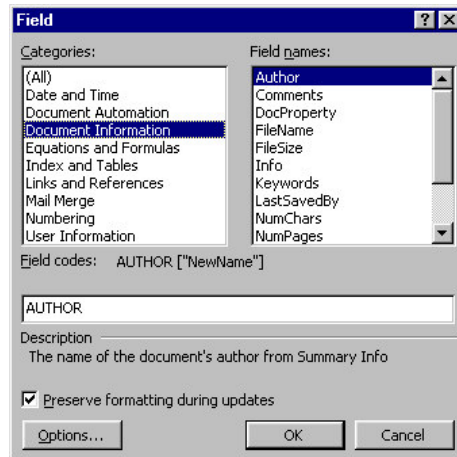
DATE: 27/9/03

Office 2000 and 97 (XP on Page 4)

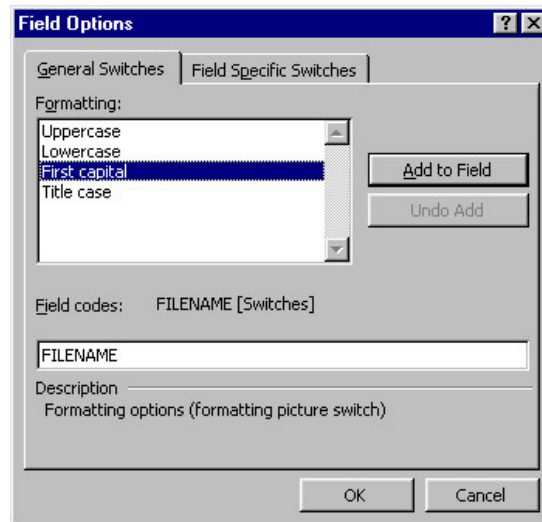
1. Click on View
2. Select Header / Footer



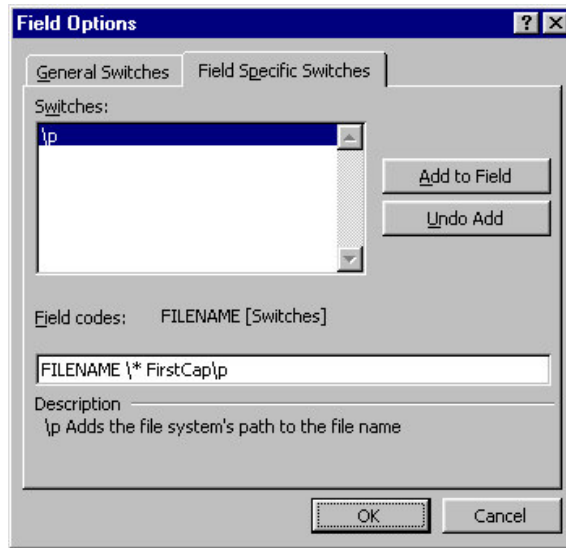
3. Click on Switch between Header and Footer to select the Footer option
4. Select Font Size as 8 or 9
5. Click on Insert from the Menu list
6. Select Field



7. Select **Document Information** in the Categories box
8. Select **FileName** in the Field names: box
9. Select the **Options** button
10. Select **First capital**



11. Select the **Add to Field** button
12. Select the **Field Specific Switch tab** at the top



13. Select the **\p** option and click the **Add to Field** button

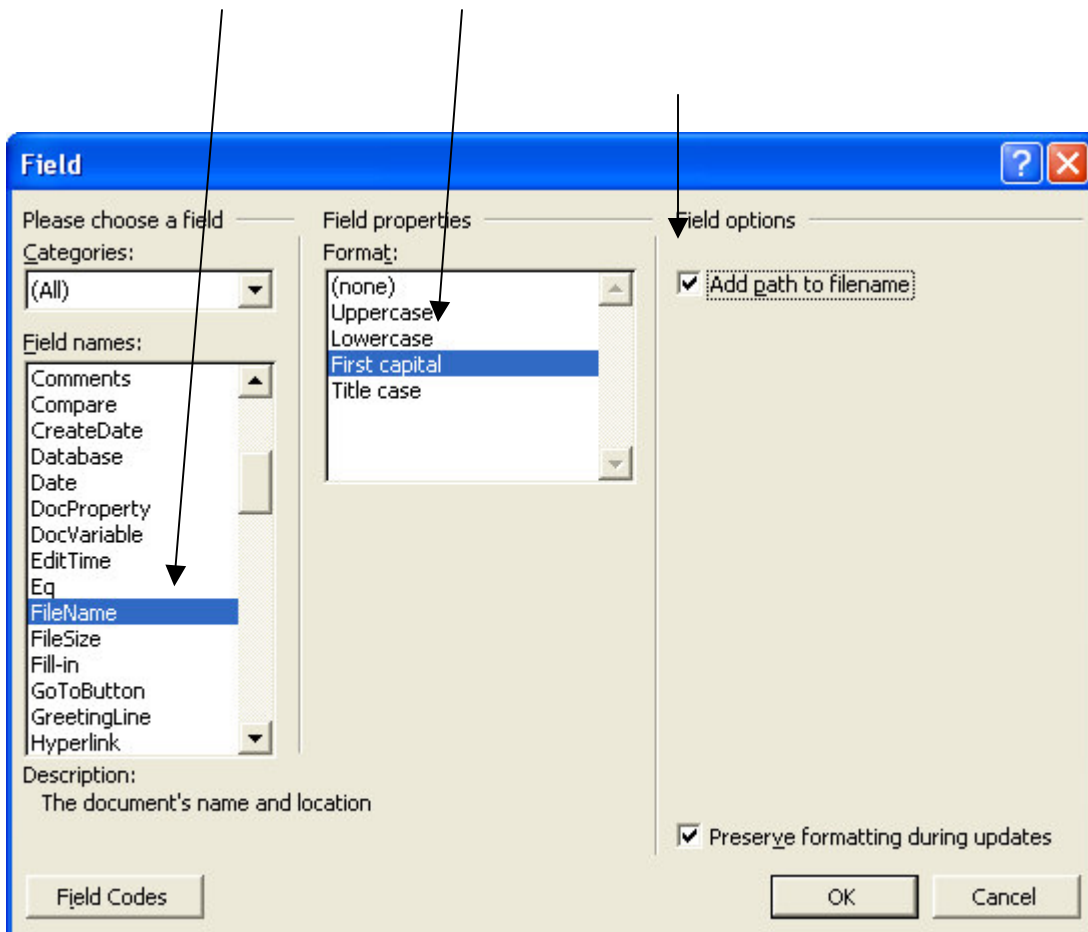
14. Click OK

15. Click OK again

16. Close the Header / Footer screen

ADDING FILENAME AND PATH TO WORD DOCUMENTS (OFFICE XP)

1. Click on **View** from the Menu List
2. Select **Header / Footer**
3. Click on **Switch between Header and Footer to select the Footer option**
4. Select Font Size as **8 or 9** from the Font Size on the Toolbar menu
5. Click on **Insert from the Menu list**
6. Select **Field**
7. Select **FileName**, Select **First capital** and Tick box **Add path to filename**



8. **OK** to close screen
9. **Close Header and Footer Screen**