



ANANGU EDUCATION SERVICES
(Ernabella Office)

MICROSOFT OFFICE

FS 2 -MSO

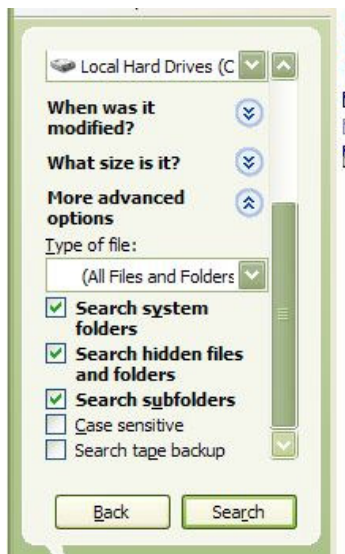
AUTOMATICALLY ADD FILE LOCATION TO A WORD DOCUMENT

DATE: 13/10/03

To automatically include a filename and location in a footer on a new document you need to make changes to the normal.dot template.

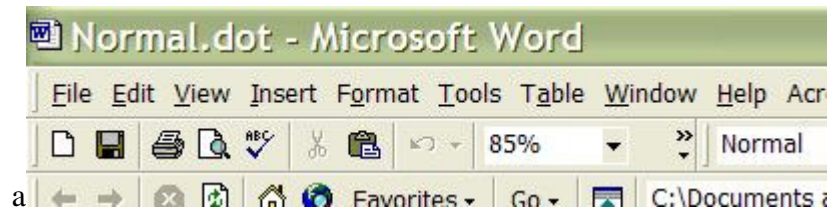
First you need to locate your normal.dot file

1. Click on Start / Search / All Files and Folders
2. Select the More Advanced Option
3. In the all or part file name box type in normal.dot
4. Scroll down and select Search System Folders, Search hidden files and folders and Search Subfolder
5. Click Search (see below)



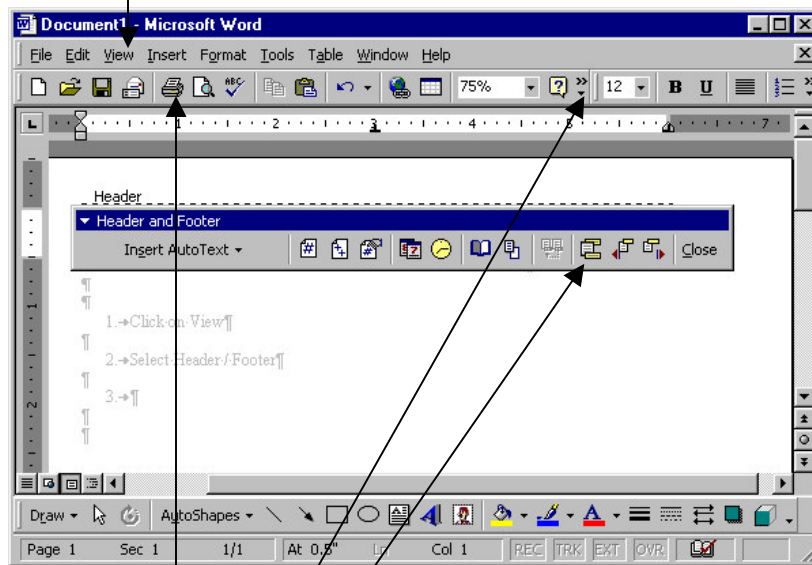
6. **Make a note of the location of your normal.dot file.**

7. Open Word
8. Click on File / Open
9. Open your normal.dot file by clicking and opening the appropriate folder(s).
10. If opened correctly your Title bar should reflect that you have the normal.dot file open (see below)

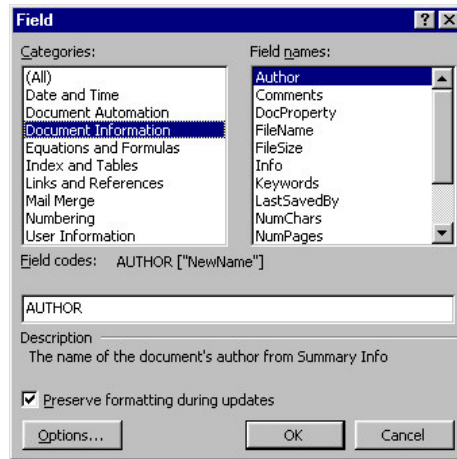


Office 2000 and Office 97 (for XP notes view page 5)

11. Click on View
12. Select Header / Footer



13. Click on Switch between Header and Footer to select the Footer option
14. Select Font Size as 8 or 9
15. Click on Insert from the Menu list
16. Select Field

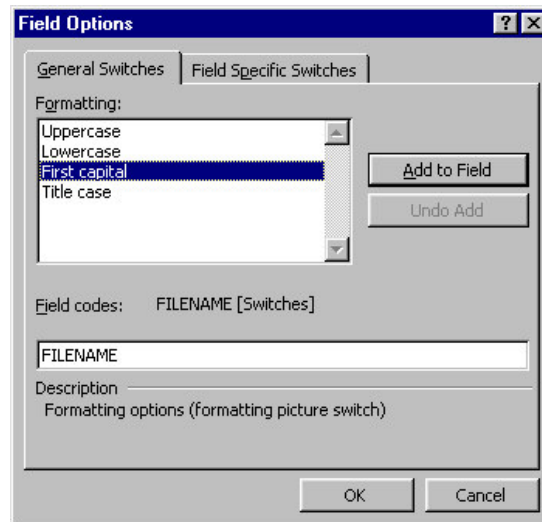


17. Select **Document Information** in the Categories box

18. Select **FileName** in the Field names: box

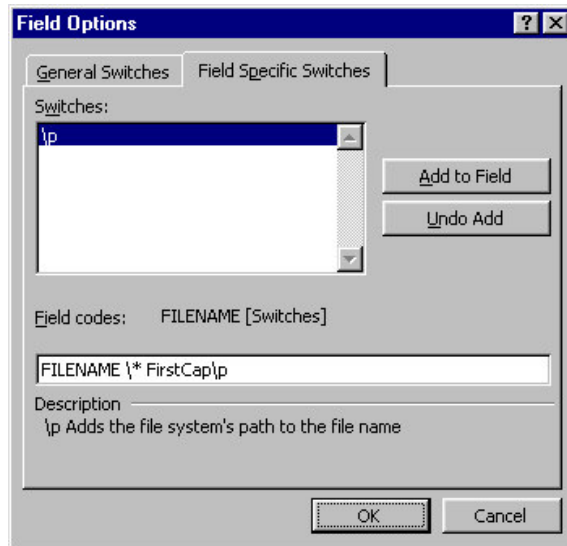
19. Select the **Options** button

20. Select **First capital**



21. Select the **Add to Field** button

22. Select the **Field Specific Switch tab** at the top



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

24. Click OK

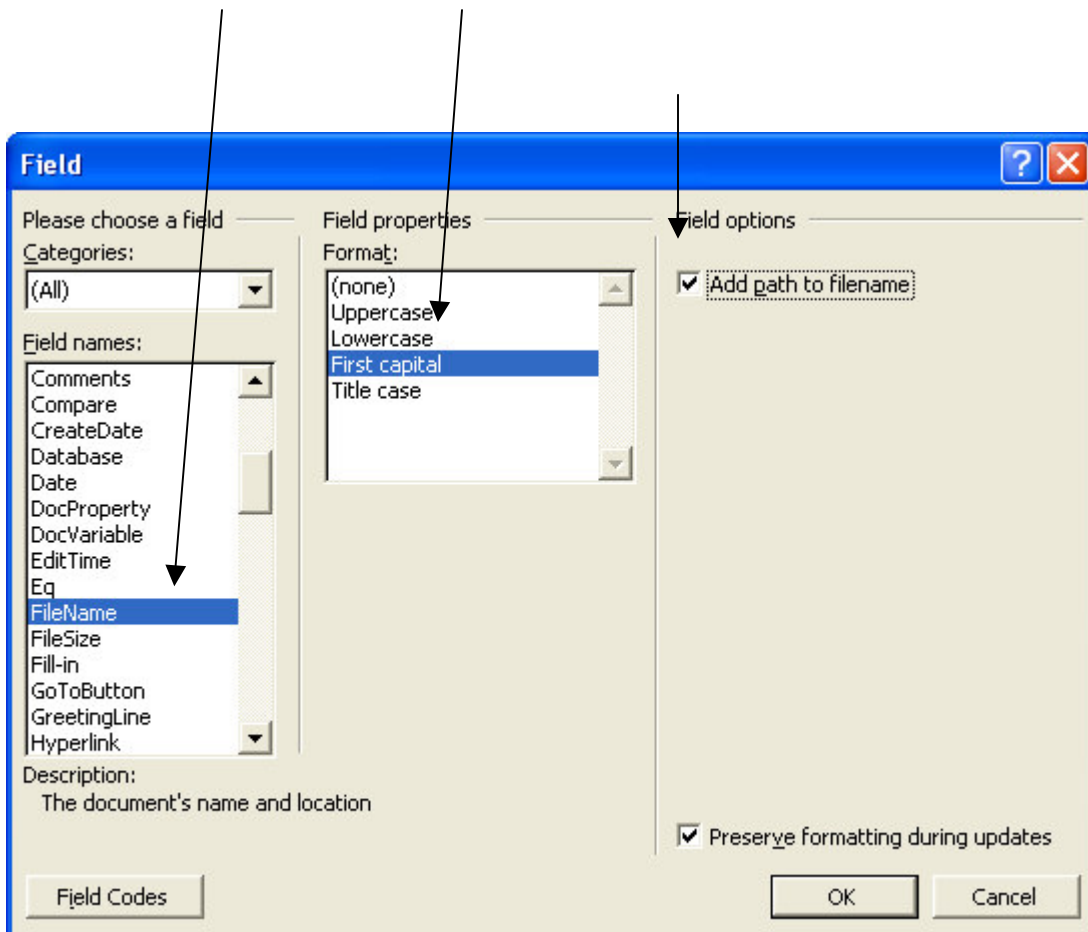
25. Click OK again

26. Close the Header / Footer screen

27. Save and close the normal.dot file.

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
10. Save and close the normal.dot file.