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