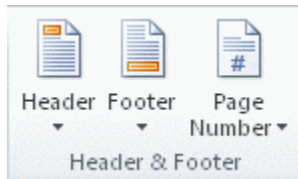


# Add the file name to the header or footer

**NOTE** If you already added a header or footer from the gallery, this procedure may replace or change the formatting of the current header or footer.

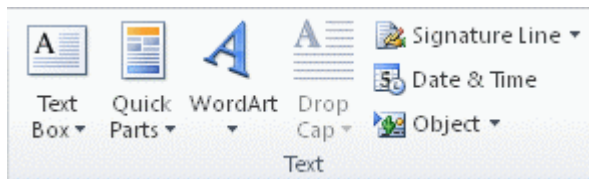
1. On the **Insert** tab, in the **Header & Footer** group, click **Header** or click **Footer**.



2. Click **Edit Header** or click **Edit Footer**.

The cursor is now located in the header or the footer of your document.

3. On the **Insert** tab, click **Quick Parts**.



4. Click **Field**.
5. In the **Field names** list, click **FileName**.
6. To include the path, or server address, select the **Add path to filename** check box.
7. Click **OK**.