

ADD GRAPHICS TO HEADERS & FOOTERS



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Click on the blue, underlined text to go to its linked reference.¹

You can create eye-catching headers and footers in WordPerfect by adding an image, such as a company logo or clipart. You can add a horizontal line to separate the header or footer from the document text.

1. From the MenuBar, select Insert ► Header/Footer
2. Click on the “Header” and then on the “Edit” button (**Figure 1**).
3. Click where you want to insert an image in the header or footer.
4. Click Insert ► Graphics ► From File.
5. Click the image you want to insert.
6. Click Insert.

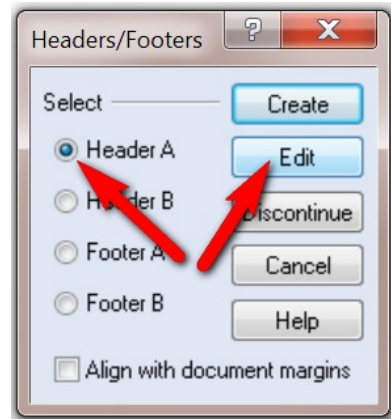


Figure 1

TO ADD CLIPART TO A HEADER OR FOOTER

1. From the MenuBar, select Insert ► Header/Footer
2. Click on the “Header” and then on the “Edit” button (**Figure 1**).
3. Click where you want to insert a clipart image in the header or footer.
4. Click Insert ► Graphics ► Clipart.
5. The Scrapbook opens.

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6. Browse through the folders in the Scrapbook until you find the image that you want to insert.
7. Select the clipart image.
8. Click Insert.

TO ADD A BORDER TO AN IMAGE IN A HEADER OR FOOTER

1. From the MenuBar, select Insert ► Header/Footer
2. Click on the “Header” and then on the “Edit” button (**Figure 1**).
3. Click the image in the header or footer.
4. On the property bar, click the Border Style picker, and choose a border style.
5. By clicking the Image tools button on the property bar, you can access various tools for modifying the image.
6. To add a horizontal line to a header or footer
7. Click where you want to add a horizontal line to the header or footer.
8. Click Insert ► Line ► Custom Line.
9. Enable the Horizontal line option, and modify any of the settings in the Line attributes area.