

Formatting

How to create a header or footer

To create a page header or page footer, use **Document > Header and Footer**.

In the format field, use **#** for the page number, ***** for the current revision color, and **@** for the current date. You can also insert any other arbitrary text.

For instance, the page number format "*** revisions @ Page #.**" will result in something like: "White revisions 08/26/12 Page 1." (depending on the default date format).

You can also use the field placeholders **{Title}**, **{Subtitle}**, **{Writtenby}**, **{PageRevision}** (or **{PageRev}**), **{Revision}**, **{Page}**, and **{Pages}** as well as date formatting such as **{yy-mm-dd}**, **{d-m-yyyy}**, or **{mmm. d, yyyy}**.

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