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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