# Fast·Class File

SmartOffice

Volume 10: Using Headers and Footers

To add a header or footer to typewritten correspondence in SmartOffice –

- With a contact record open, select the **Letter Writing** button in the toolbar.

- In the **Letter Printing** options screen, select the **Create new Letter (Typewrite)**, **Create Letter using Template**, and **Create Letter using MS Word** options.
- Select the **Show template and header/footer settings** option.
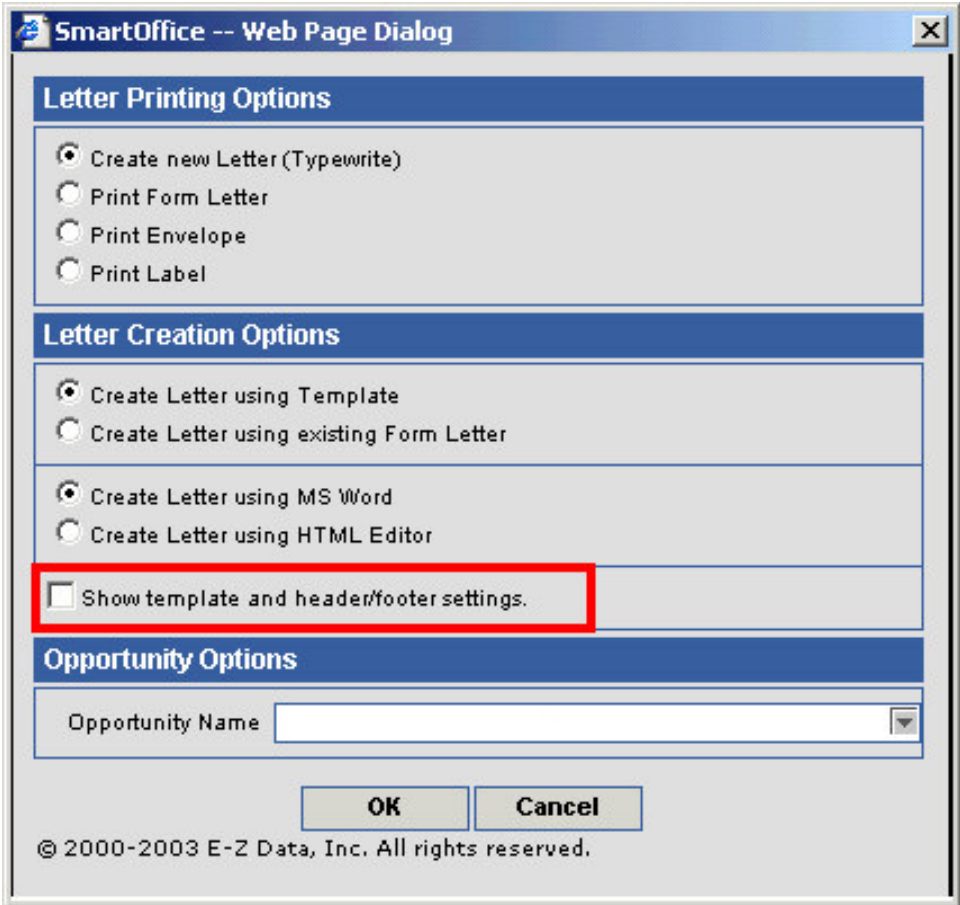
- The **Default Envelope, Header/Footer, Template Options** section will open in the **Letter Printing Options** screen.
- Add or make changes to a header, footer, or template by clicking on the appropriate hypertext link. Remove a header, footer, or template by clicking on the **Delete** button (trashcan) to the right of the entry.


- After selecting a hypertext link to add a header, footer, or template, SmartOffice will display a list of all document types that match the selected option.
- Select the header, footer, or template to be added to the typewritten correspondence by clicking on the appropriate hypertext link.

- The entry selected will be added to the **Default Envelope, Header/Footer, Template Options** section of the **Letter Printing Options** screen.


- When you have finished adding a header, footer, and/or a template to your correspondence, click **OK**.
- WordBinder will launch a Word document with your header, footer, and template choice(s) loaded.
- When the letter is complete, click the **Save Close** button to give the document a name, print the document, and save a copy of the document to the contact's Letter Log and SmartPad.
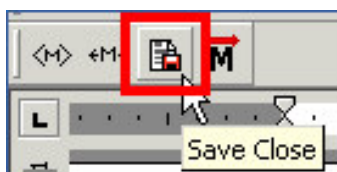
To create a custom header or footer for use with typewritten correspondence in SmartOffice –

- Select **Marketing** in the main menu then select **Form Letter Maintenance** in the Marketing menu.
- Click the **Add** button in the **Search Form Letters** screen.
- In the **Select the Type of Document to be Created** screen, select the **Headers/Footers** and the **Create Letter using MS Word** options.
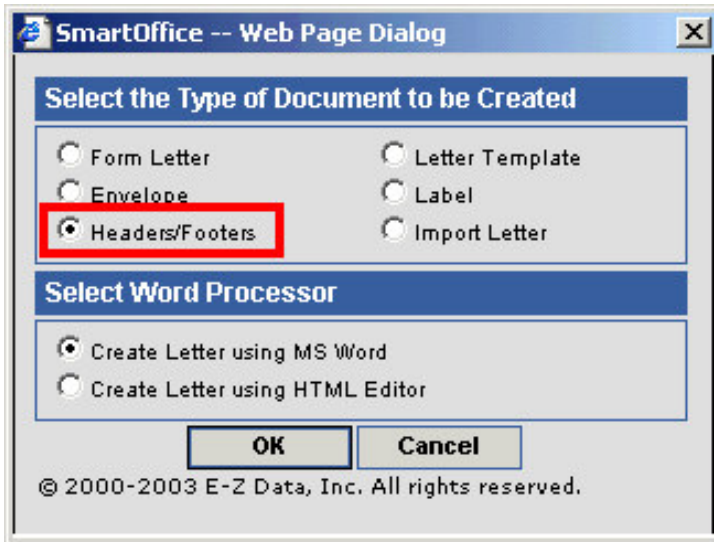
- Click **OK**.
- WordBinder will launch a Word document with the **Header and Footer** tool active.


- Add text or graphics as desired to create the new header or footer.

*Note: By default, Wordbinder will open a Word document with a blank header. To create a footer as opposed to a header, click on the **Switch Between Header and Footer** button in the **Header and Footer** toolbar.*

- When you have finished creating the new header or footer, click the **Save Close** button on the Word toolbar.
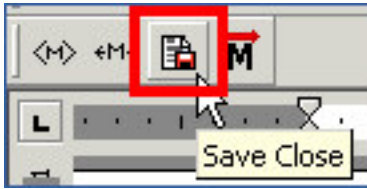
- Give the new header or footer a title and keyword in the **WordBinder** save window.
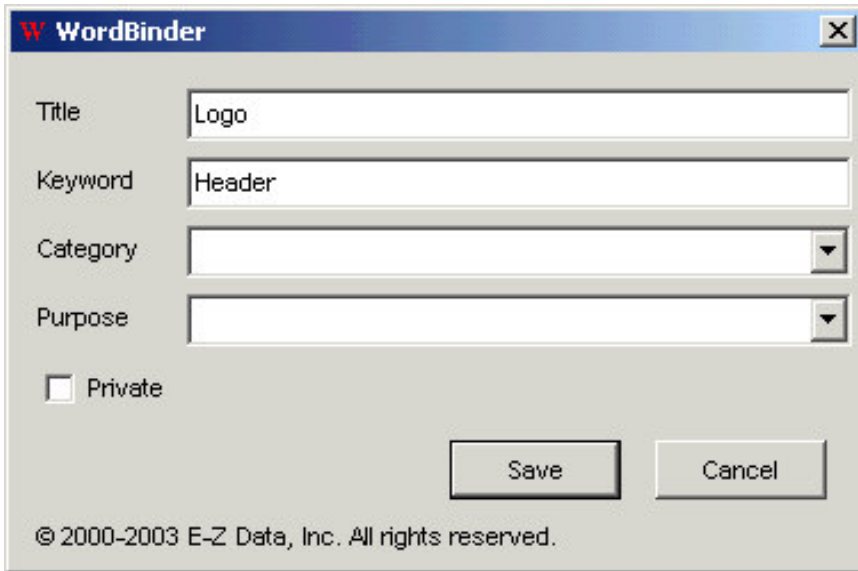
Note: It may be helpful to give a new header the key word of Header and a new footer the keyword of Footer for easy reference when adding headers and footers to typewritten correspondence.

- Click the **Save** button.
- The new header or footer will be saved in SmartOffice for future use with typewritten correspondence.