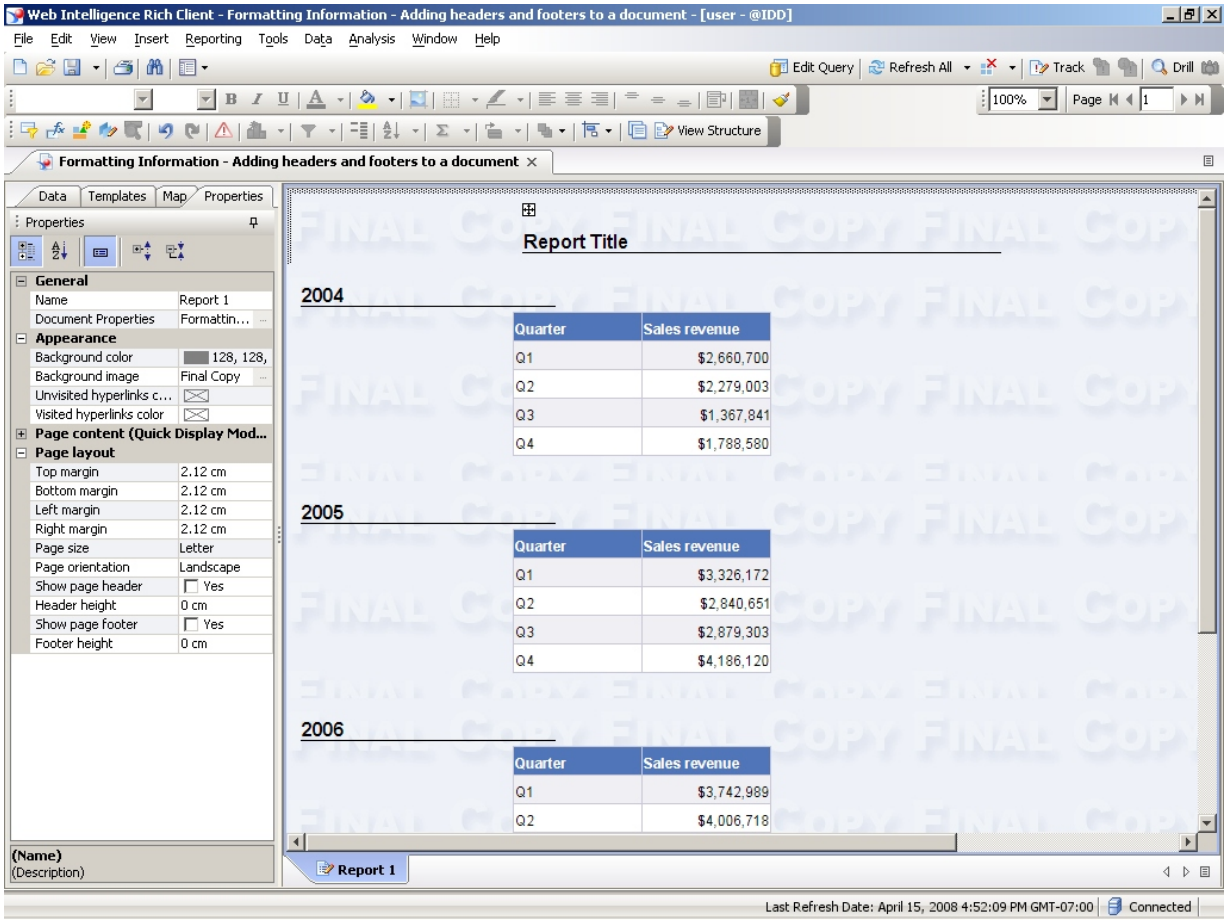
Procedure

1. Start the transaction using the menu path or transaction code.

Adding headers and footers to a document



2. Click **View Page Layout** .

> In order to view the header and footer zones in this document, view the document in Page Layout mode, which shows the document exactly as it will appear when it is printed.

3. Click the **Yes** option to Show page header.

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You want to add a header and footer to this report. You do this in the Show page header/footer area of the Page layout zone on the Properties tab.

4. Click in the **Header height** field.
5. Click the up arrow next to the **Header height** field.
6. Click the **Yes** option to Show page footer.
7. Click in the **Footer height** field.
8. Click the up arrow next to the **Footer height** field.
9. Click to **scroll down**.

View the footer zone to see the impact of your change.

10. Click to **scroll up**.

The footer zone has been expanded.

Go back to the top of the document.

11. Click **View Structure**.

To add page numbers to the footer zone, you need to move to the Structure mode.

12. Click to **scroll down**.

To view the footer zone, you need to scroll to the bottom of the page.

13. Click the **Page Footer** object.
14. Click the **Templates** tab.

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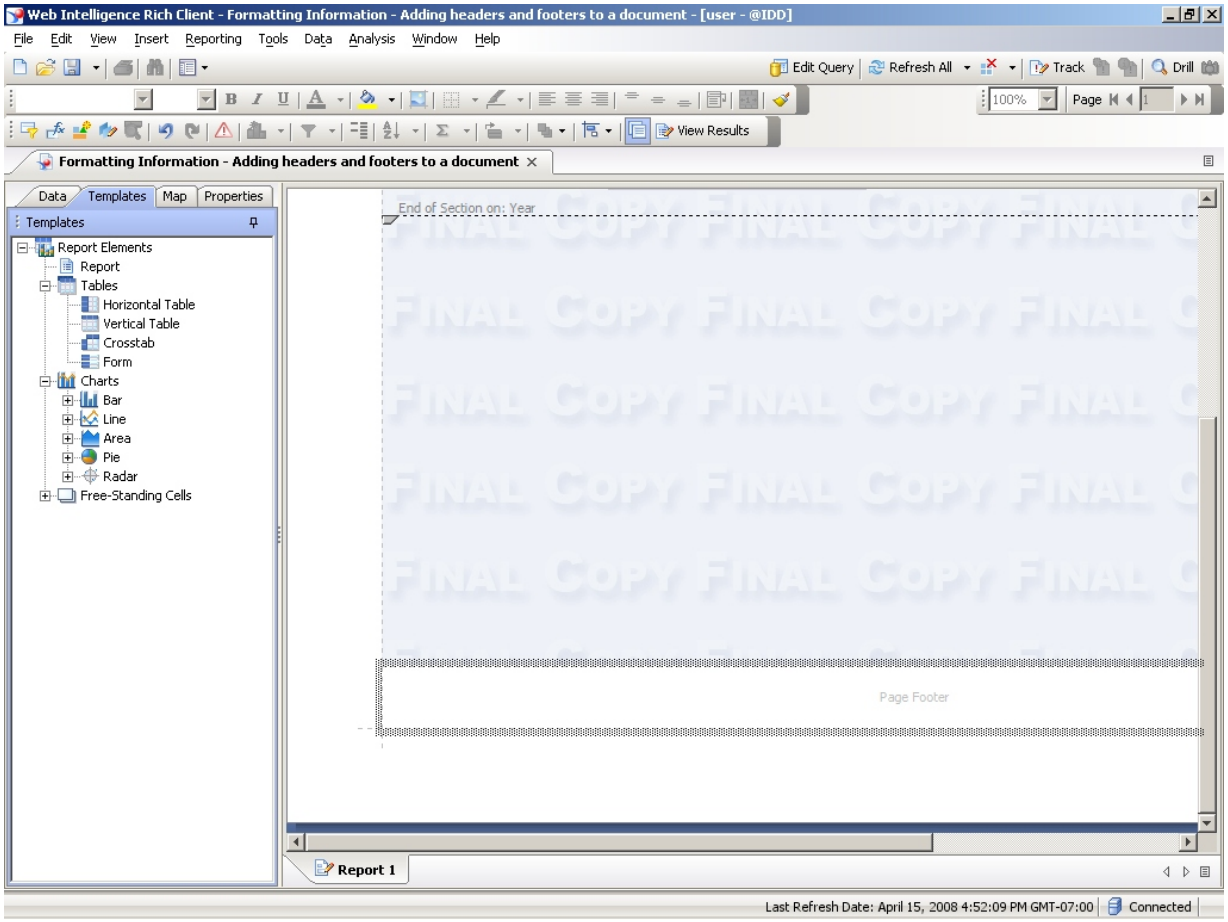
Adding headers and footers to a document



15. Click + before the **Free-Standing Cells** tree item.

16. Click + before the **Page Number Cells** tree item.

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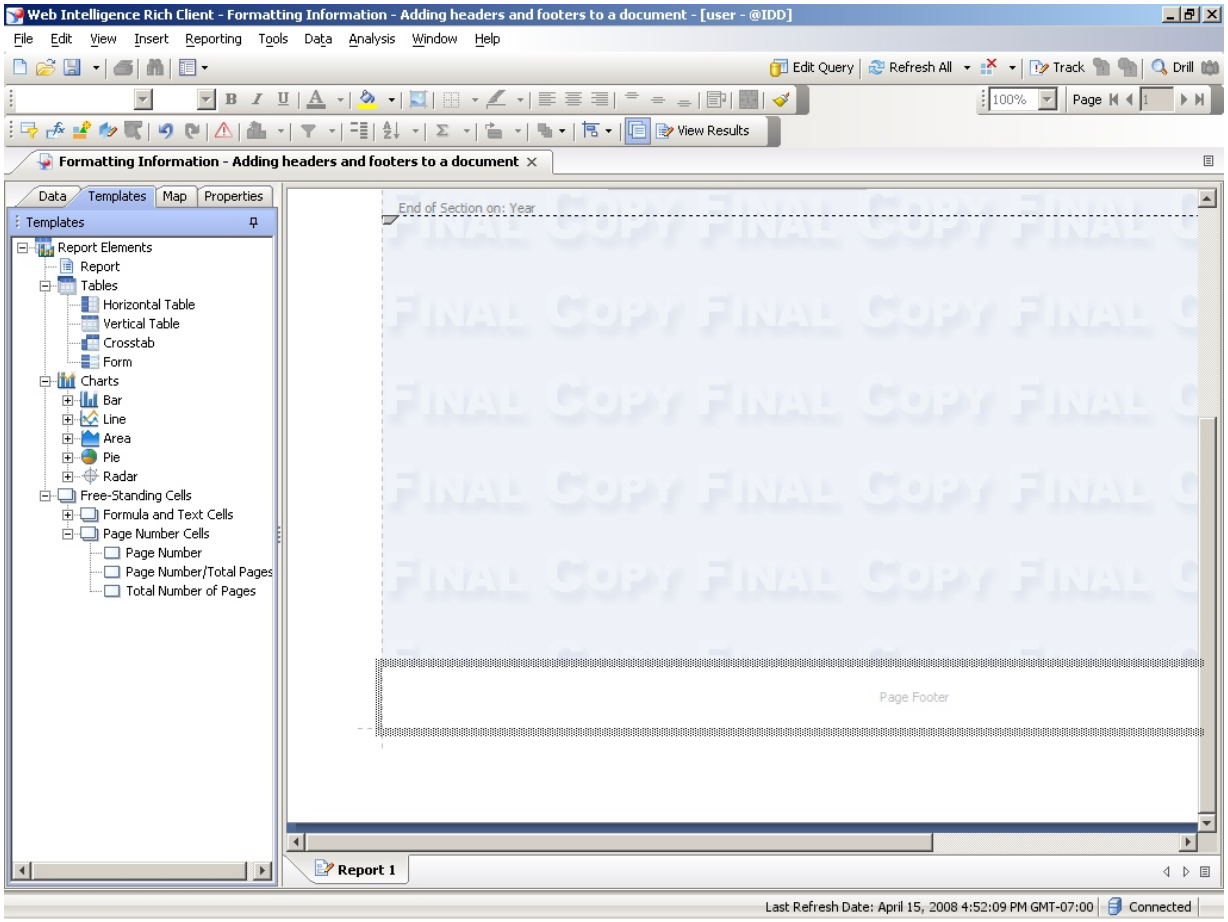
Adding headers and footers to a document



17. Press the left mouse button and drag **Page Number/Total Pages** to the desired location.

    Now you will drag the Page Number/Total Pages cell type and drop it over the Page Footer zone.

18. Click **View Results**.

    In Structure mode, you can see that the page values are positioned in the footer zone. To view the actual page numbers, you need to return to Results mode.

    The page number is now displayed.

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Note: You can also insert an image file or a link to a URL in the Page Header zone by editing the Header properties in the same way.

Press **[Enter]** to continue.

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