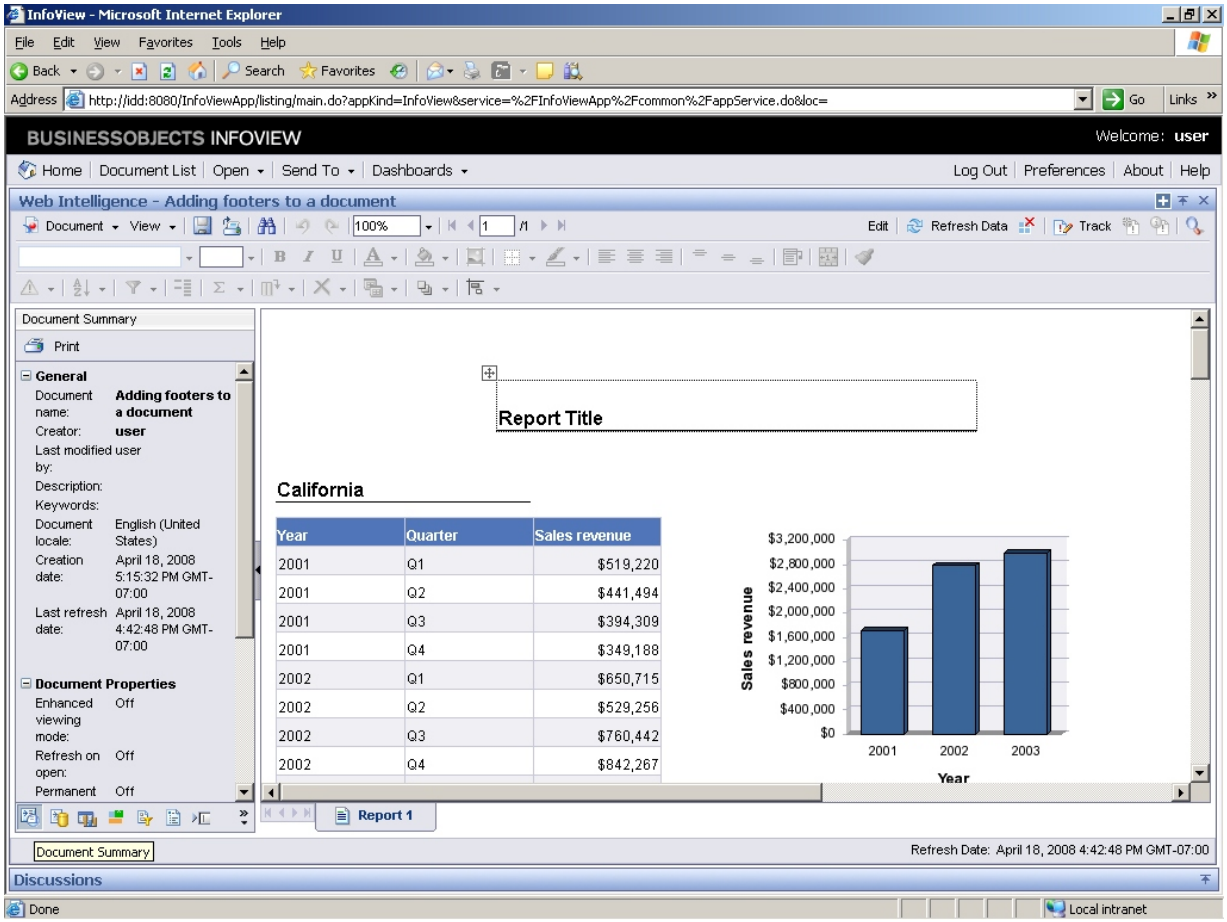
Procedure

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

View page mode



2. Click the**View Options**drop-down button to activate the menu.

In order to view the header and footer zones in this document, you are going to verify that the document is displayed in Page Layout mode, which shows the document exactly as it will appear when it is printed.

3. Click the**Page mode** .

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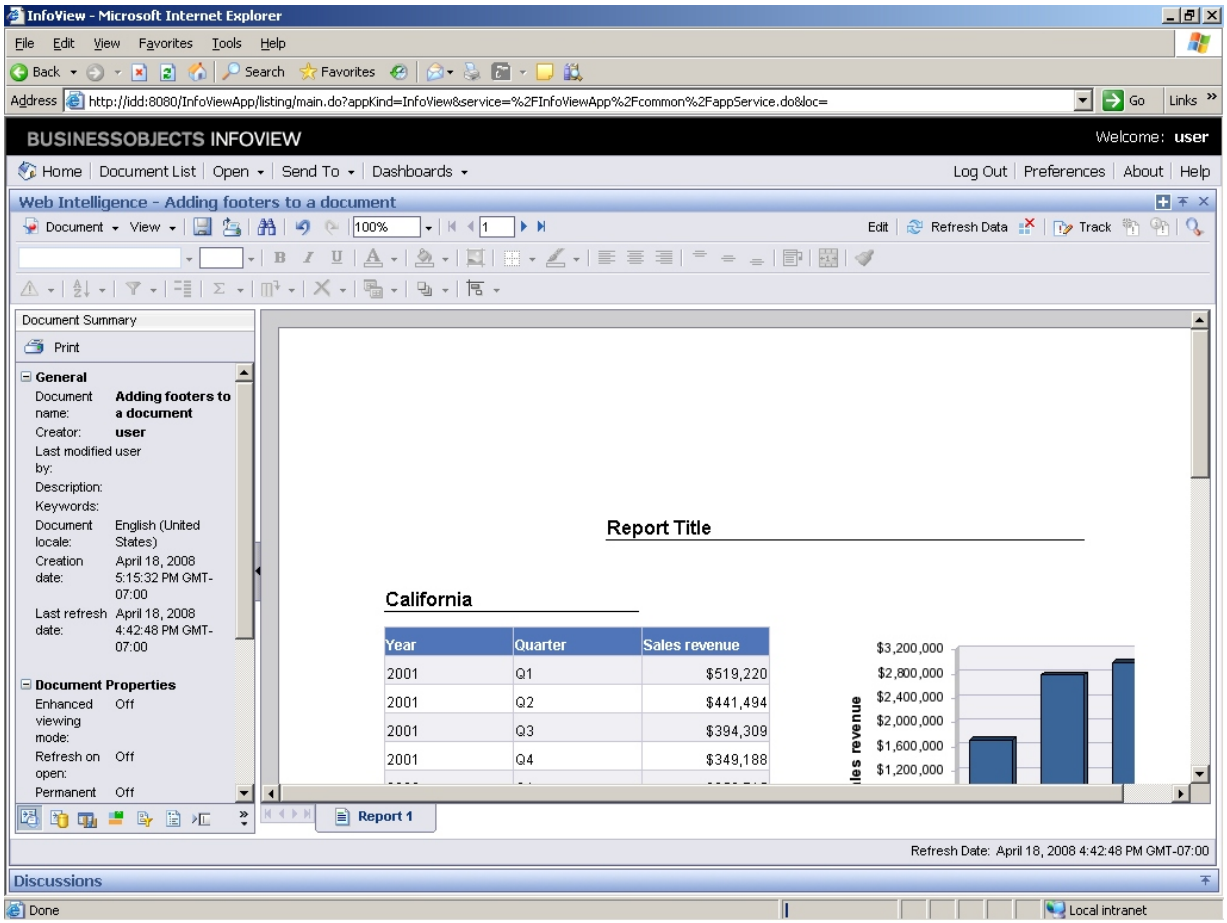
Verify that the Page mode view option is selected.

Document Structure and Filters



4. Click the **Document Structure and Filters** panel button .

Move to the Document Structure and Filters pane to see the document header and footer.

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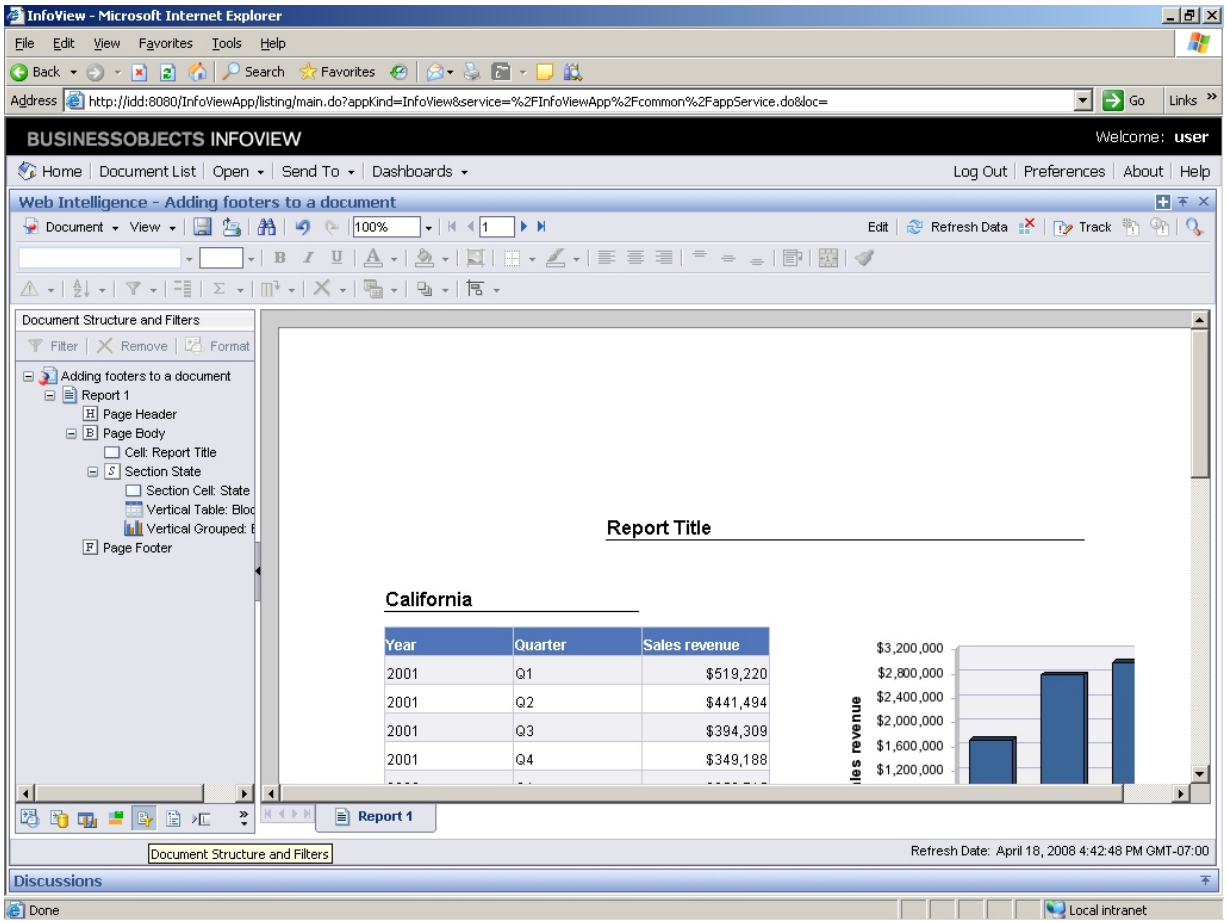
Document Structure and Filters



5. Click to scroll**down**.

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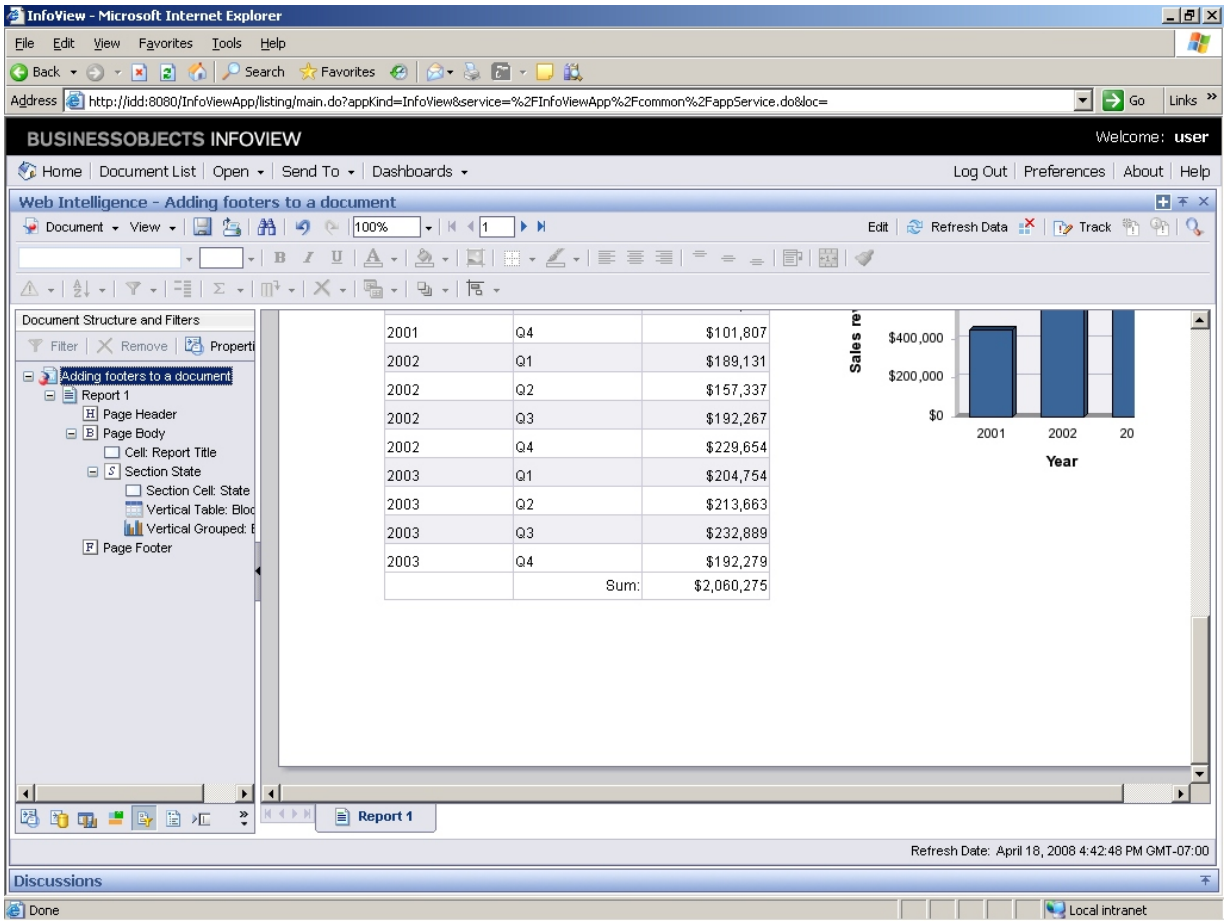
Document Structure and Filters



6. Click the**Page Footer**list item.

The Document Structure and Filters pane displays the reports and sections included in this document.

It also allows you to access the header and footer zones.

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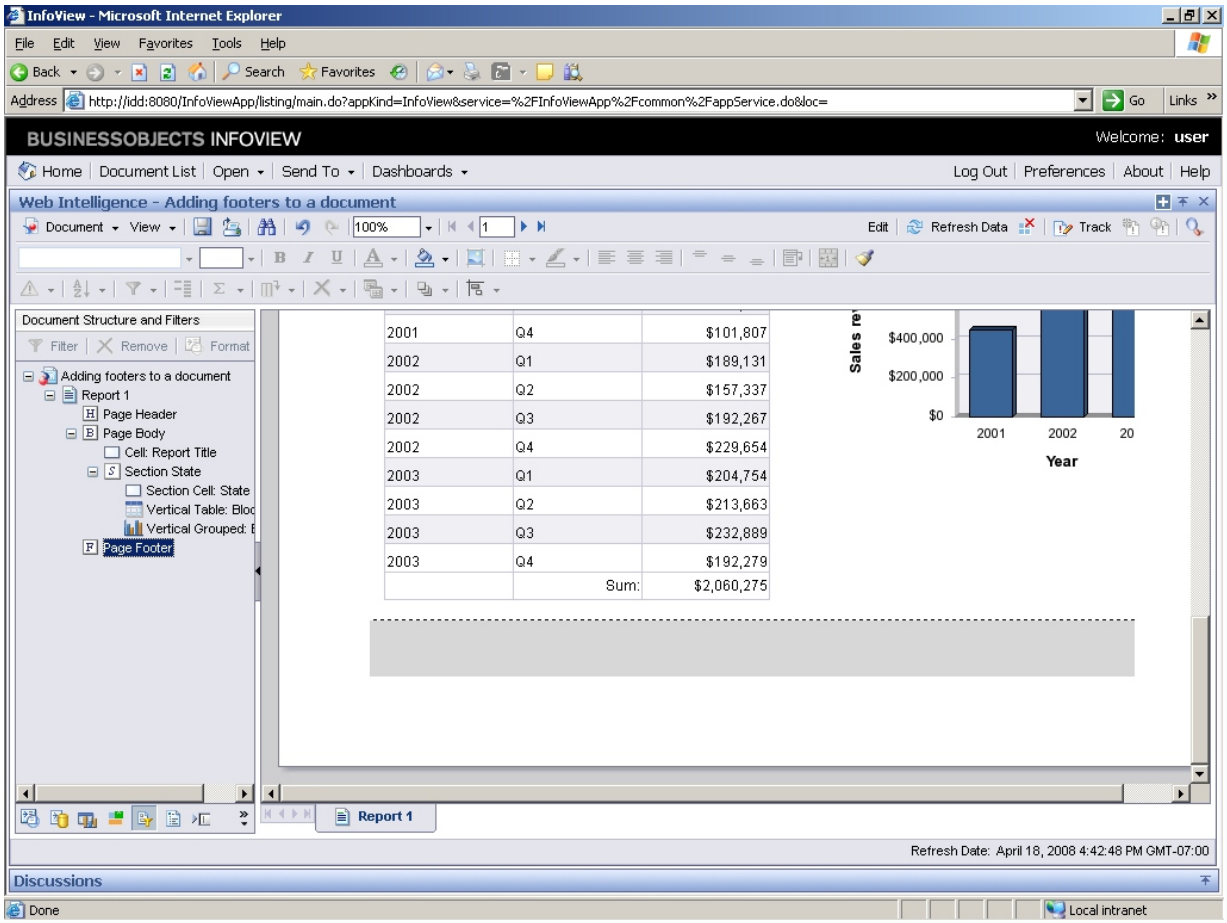
Document Structure and Filters



7. Click the **Chart and Table Types** panel button.

The footer zone appears at the bottom of the page.

Note: you can also simply scroll to the bottom of the page and click in the white space to highlight the footer zone.

Now you are going to add page numbers to the footer zone.

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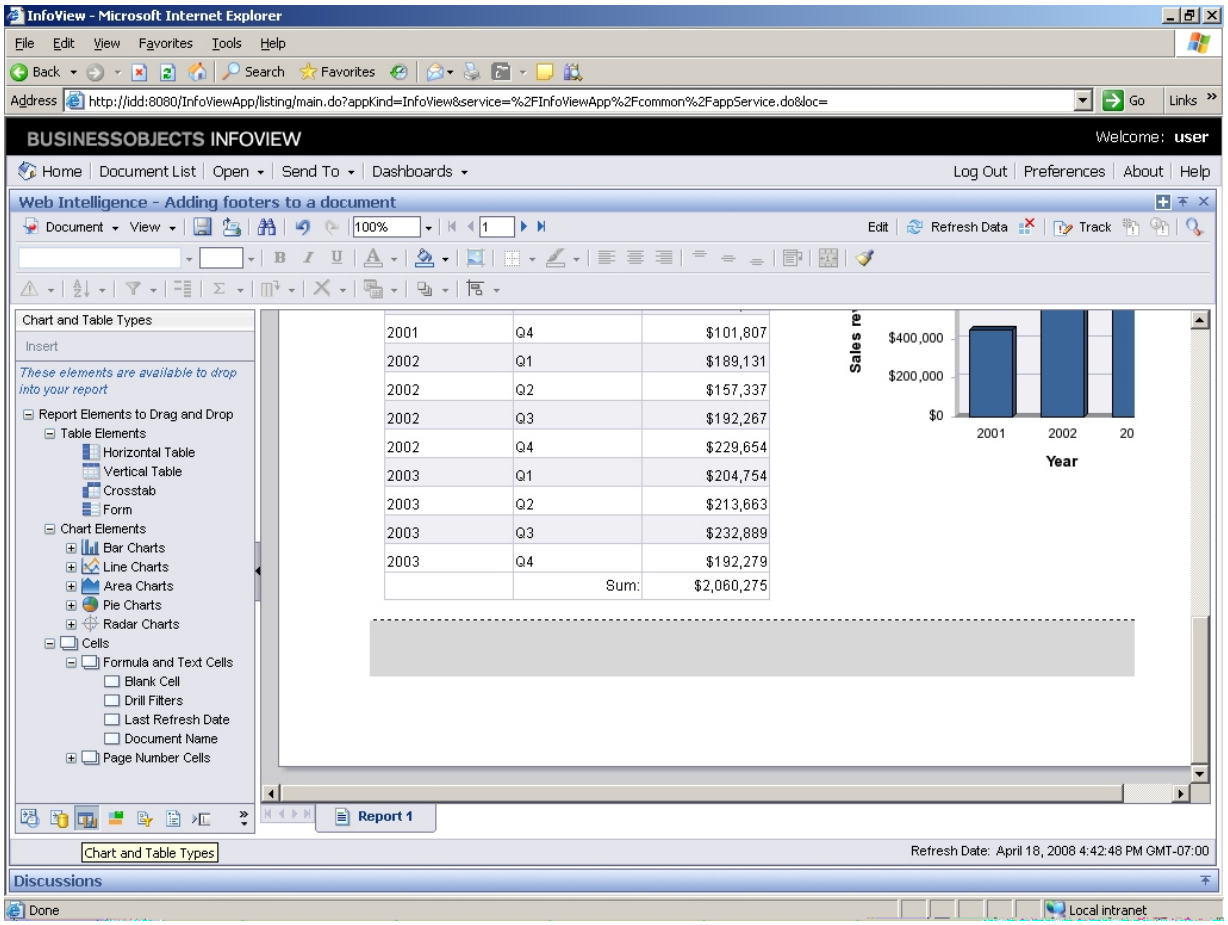
Inserting page number



8. Press [Enter] to continue.

The Chart and Table Types pane not only allows you to select different table and chart types. You can also use it to insert blank cells, or cells that display specific information.

For example, now you are going to insert the page number cell in the footer zone.

Press **[Enter]** to continue.

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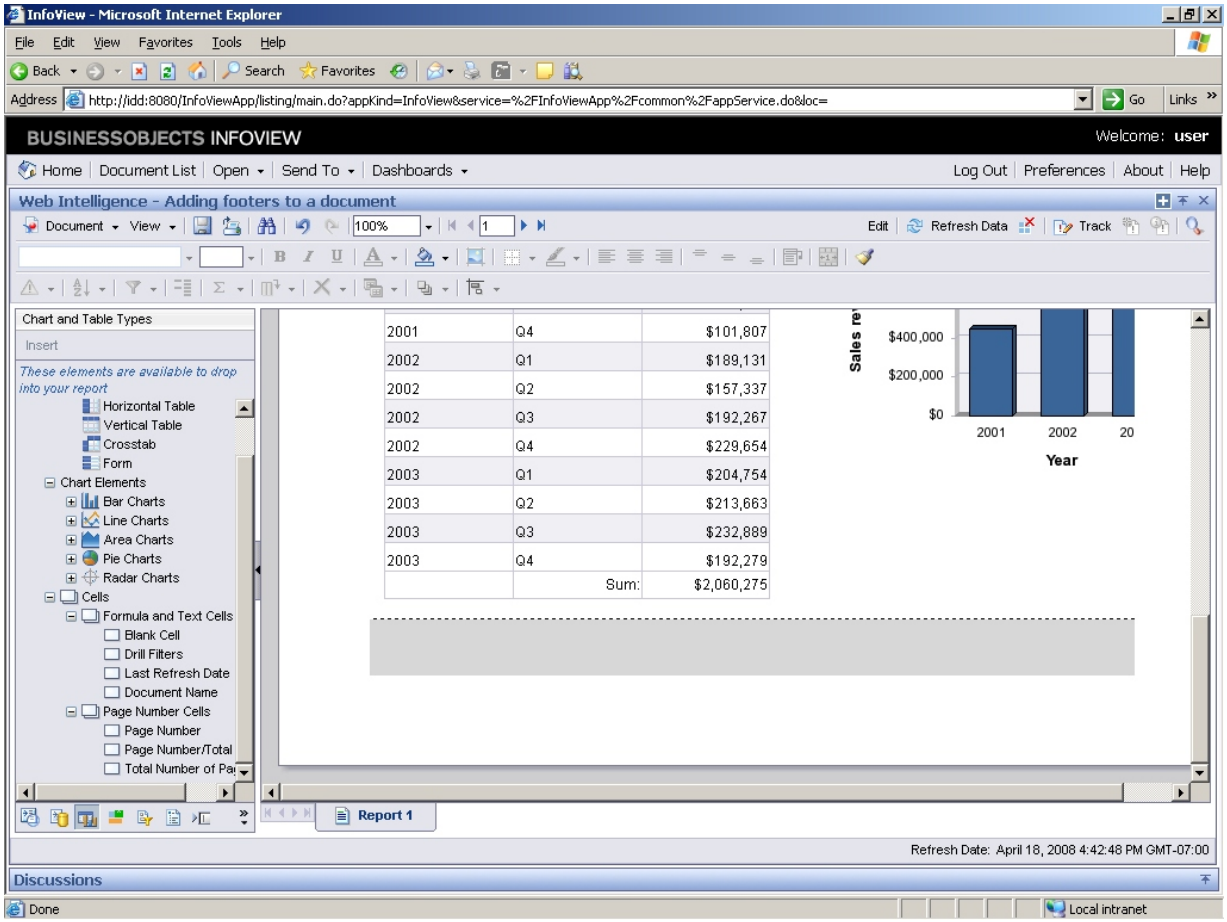
9. Click the + button before the **Page Number Cells** tree item.

Inserting page number



10. Drag the **Page Number/Total Pages** object to the footer area on the right.

11. Press [Enter] to continue.

The page number and count of total page numbers are displayed.

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

Press **[Enter]** to continue.

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12. Start the transaction using the menu path or transaction code.
13. Start the transaction using the menu path or transaction code.

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