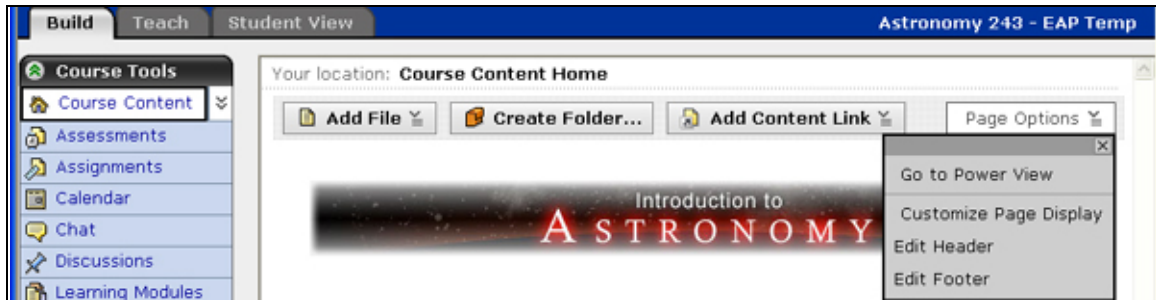


How Do I Add or Edit Headers or Footers?

⇒ To add or edit a header or footer:

1. Go to the Home Page or folder for which you want to edit the header or footer.
2. From the Page Options ActionLinks menu, select **Edit Header**. The Create/Edit Header screen appears.



3. Select **Enable HTML Creator**.
4. In the HTML Creator editing area, enter the content and/or select the image you want to appear in the header or footer.
5. Click **Save**.