



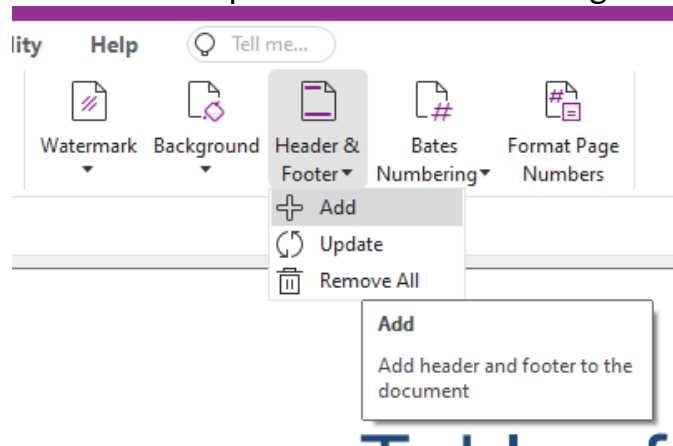
Title: How to Add Headers and Footers

Task:

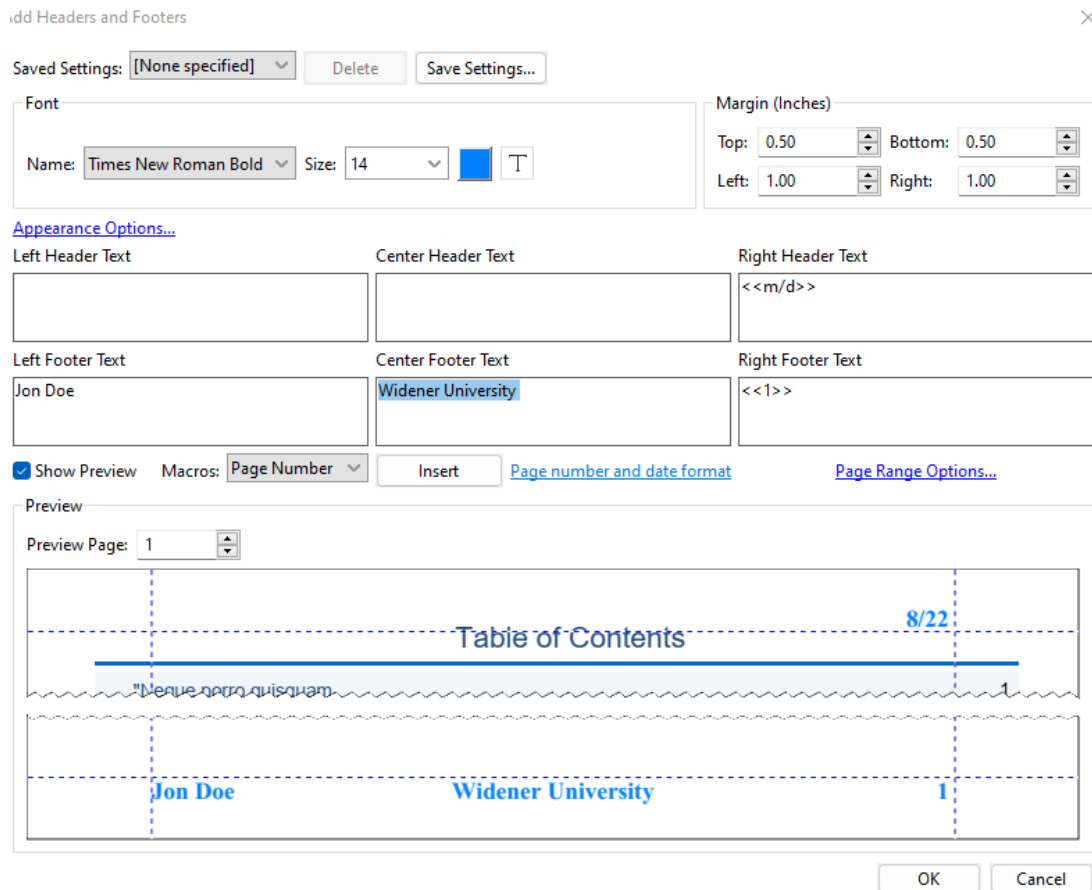
By following these instructions, you'll be able to add header and footer information to multiple-page documents.

Instructions:

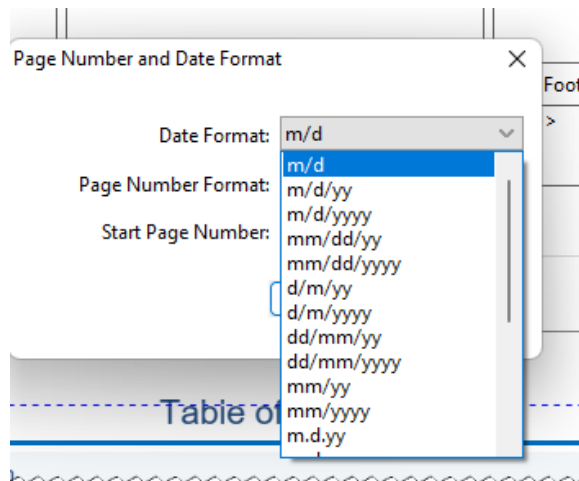
1. Open Foxit PDF Editor and open your file.
2. Select the Organizer tab and click Header & Footer.
3. Click Add.
4. You can also update or remove existing headers and footers.



5. Select Font options such as font name, size, and color.
6. The selected options apply to both headers and footers.
7. Select a location.
8. Page Number, Date, and File Name can be selected from the Macros list. Click Insert.



9. Additional options for page numbering can be set by clicking Page number and date format.



10. A preview of the header and footer are shown at the bottom of the screen.

11. Click OK to add the header and footer to your file.

12. Remember to save your file.

Video Link:

[How to add headers and footers to PDF | Windows | Mac | Add page numbers to pdf | Foxit](#)

Outcome:

Hopefully this information has been useful. If not, or you still have questions, please don't hesitate to contact CWLaw Client Experience.