

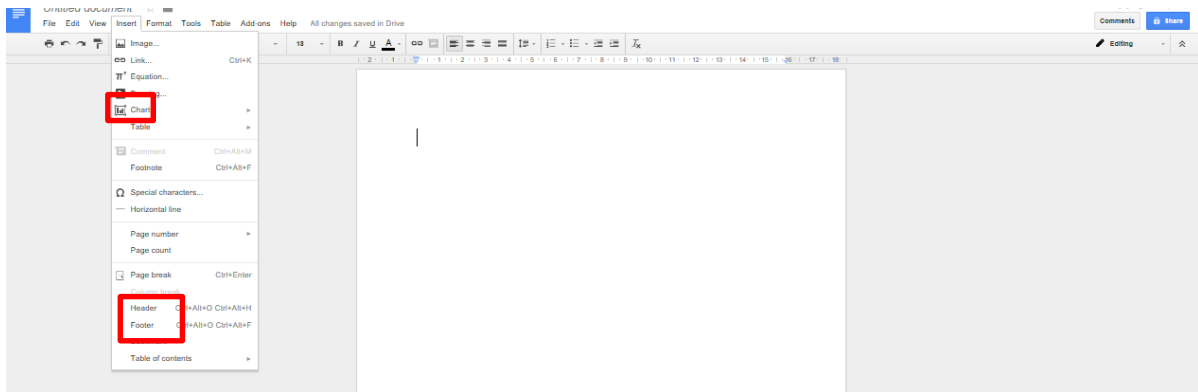
Headed paper

Creating company documents should ensure that all the documents look the same, they were written in the same font, have a similar arrangement of text and have headers and footers. These elements make the company documents look professional and readable.

Creating headers and footers

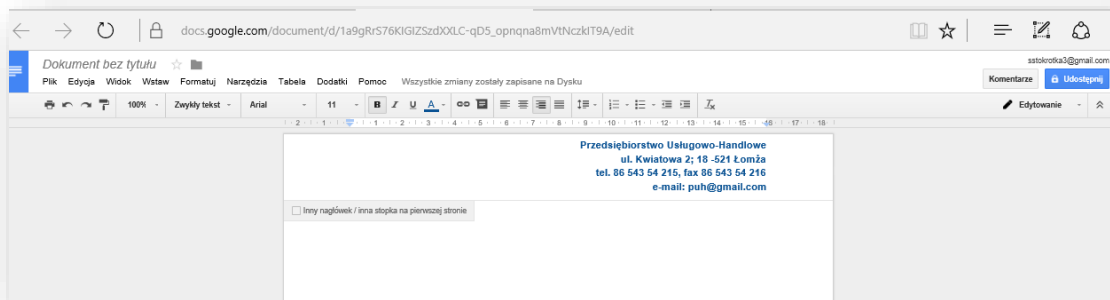
The header on a headed paper usually contains the name and contact information of the company. There is a company logo.

To go to the Header, click on the Insert-Header / Footer

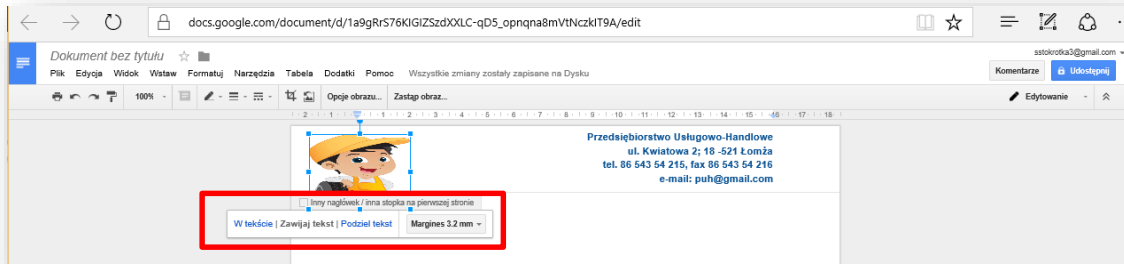


A cursor appears in the header.

- Type text, which will be identical on each page.



- Add the logo of the company (before that, you can create the logo in any graphics program)
Insert-> Image



Similarly, you can insert the footer and put there e.g. advertising slogan.

Change the name of the document to "headed paper"

