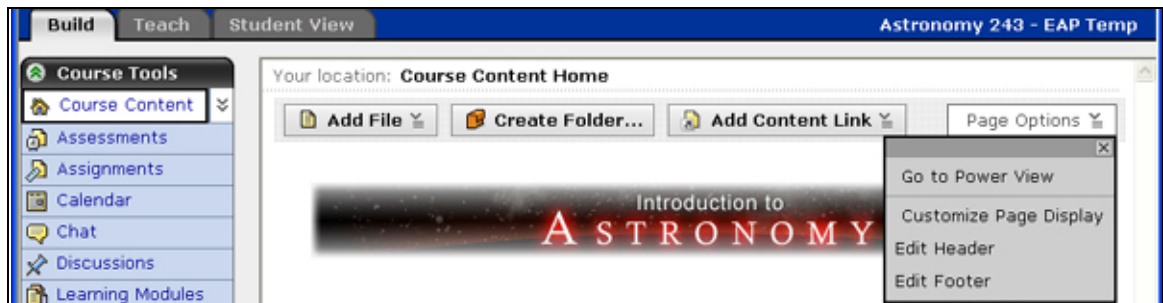


## How Do I Add or Edit Headers or Footers?

⇒ 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. Click Page Options and select **Edit Header** or **Edit Footer**.



3. Next to HTML Creator, select **On**. It may take a minute for the HTML Creator to launch.
4. In the HTML Creator editing area, enter the content and/or select the image that you want to appear in the header or footer.
5. Click **Save**.