

How to add file name in the footer

1. On the ribbon, click the **INSERT** tab, and then in the **Header and Footer** group, click **Footer**.
2. At the bottom of the list, click **Edit Footer**. On the ribbon, notice that the **Header and Footer Tools** Display
 - a. The *Header and Footer Tools Design* tab displays on the ribbon. The ribbon adapts to your work and will display additional tabs like this one—referred to as **contextual tabs**—when you need them.
 - b. A **footer** is a reserved area for text or graphics that displays at the bottom of each page in a document. Likewise, a **header** is a reserved area for text or graphics that displays at the top of each page in a document. When the footer (or header) area is active, the document area is dimmed, indicating it is unavailable.
3. On the ribbon, under **HEADER AND FOOTER TOOLS**, on the **DESIGN** tab, in the **Insert** group, click **Document Info**, and then click **File Name** to insert the name of your file in the footer, which is common business practice.
4. At the end of the ribbon, click **Close Header and Footer**.
5. Another way: Click the **File** tab to display **Backstage** view. On the right, at the bottom of the **Properties** list click **Show All Properties**.
 - a. Click the arrow to the right of **Properties**, and then click **Show Document Panel** to show and edit properties at the top of your document window.
6. On the list of **Properties**, click to the right of **Tags** to display an empty box and then type key words related to the file.
 - a. **Tags**, also referred to as **keywords** are custom file properties in the form of words that you associate with a document to give an indication of the document's content. Adding tags to your documents makes it easier to search for and locate files in the File Explorer and in systems such as Microsoft Share Point.