

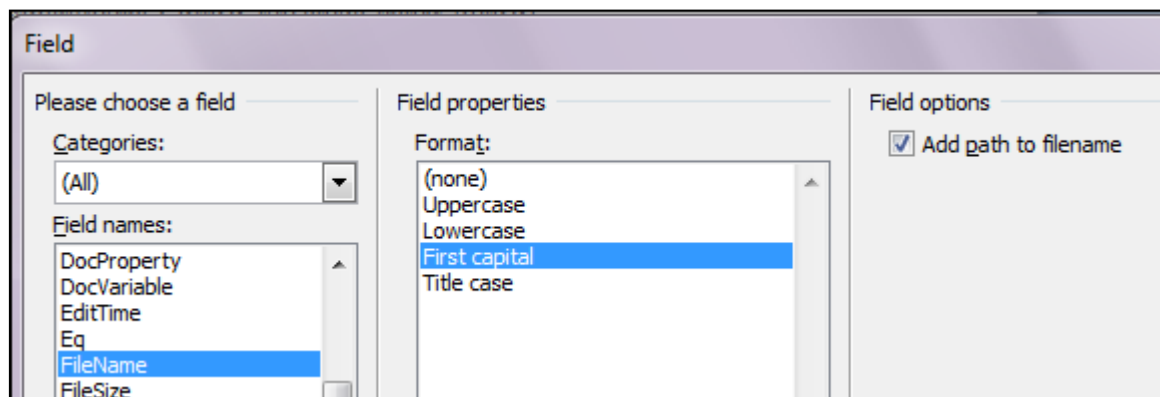
## Microsoft Word 2013: Inserting File Name, Document Title, Author & Other Property Details into a Document

*If you create a document & want to have the author, dates or location of the saved file or any other details it is put in the Header & Footer area. This would be a great idea for departments that have multiple people using documents. Follow the steps listed below.*

If you do not have a Header or Footer already inserted you can find this under the **Insert** tab, **Header & Footer** grouping.

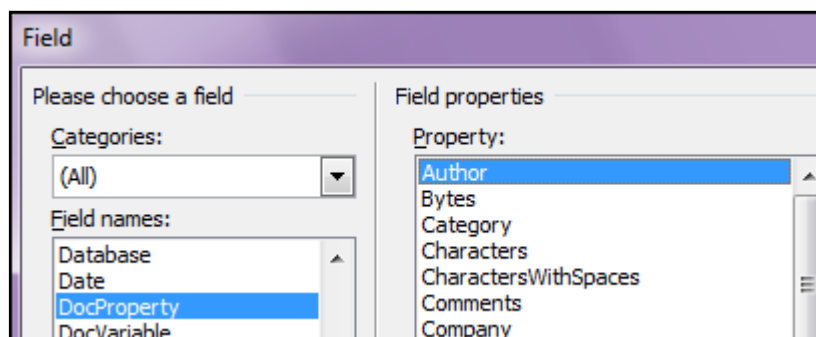
### Insert File Name of the Document

Double click to place the cursor where you want to insert the file name in the header or footer. Under **Header & Footer Tools**, on the **Design** tab, in the Insert group, click **Quick Parts**, and then click **Field**. In the **Field** names list, click **FileName** select the **Format** you want. In **Field options** put a check in the **Add path to filename** check box. Click **OK**.



### Insert The Document Title, Author's Name, Or Other Document Property

Place the cursor where you want to insert the document property in the header or footer. In the **Field** names list, click **DocProperty**. In the **Property** box select the document property that you want like **Author**. Click **OK**.



**NOTE:** If **Document Property** is not available it is because it is a lower version of word. You must save the document as the newest version of word, with the extension of docx.