

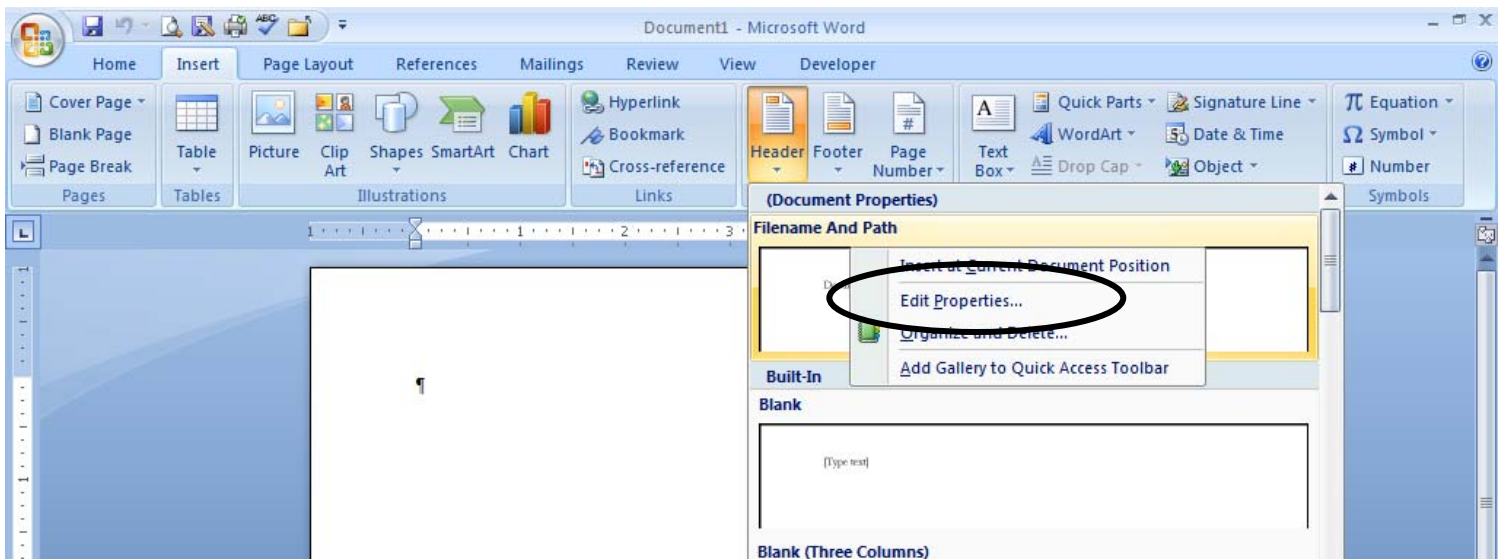
Office 2007 – Word – Inserting Filename and Path

Often times when working with documents, users may want to include the file path in the header or footer of documents.

Insert file path using template

Using a template provided by a Microsoft Word 2007 user, it is easy to install the building blocks necessary to insert file name and path into a document easily. Below are directions to install the building blocks using the template:

1. Click on the following link:
<http://office.microsoft.com/en-us/templates/TC300002951033.aspx?pid=CT101446261033>
2. You may be prompted to validate your Office 2007 installation. Follow the on-screen directions and complete this procedure. Once finished you will be able to download the template file. Click download now to retrieve and open the file on your computer.
3. Upon opening the file, you will be provided instructions to complete the process. The next few lines will include screen shots of the process to aid in installation.
4. On the Insert tab, click Header
5. Locate the building block named File and Path
6. Right click the building block and click Edit Properties



7. In the Save In list select Building Blocks.dotx, and then click OK
8. Repeat steps 2 through 4 for the File Name And Path Building Blocks located in the Footer gallery.

After you do all this close out of Word and click Yes until you get out of the document. Open a Word document that you would like to insert a file path for and go to the Insert tab and click on Header. Choose Filename and Path. This should insert the filename and path for the document you are working in.

