## 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**.

Field		
Please choose a field <u>C</u> ategories: (All) <u>F</u> ield names: DocProperty DocVariable EditTime Eq <u>FileName</u> FileSize	Field properties Forma <u>t</u> : (none) Uppercase Lowercase First capital Title case	Field options

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**.

Field	
Please choose a field	Field properties
Categories:	Property:
Field names:	Bytes Category
Database 🔺	Characters CharactersWithSpaces
DocProperty DocVariable	Comments Company

**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.