

How to insert images into Header, Footer on Word

Inserting Header, Footer on Word in addition to writing text content, you can insert images.

Header, Footer on Word or Excel will often use to insert the date, website name or insert page number in Word or any other information. Users can choose to manually enter Header, Footer content or use the available header and footer insert templates.

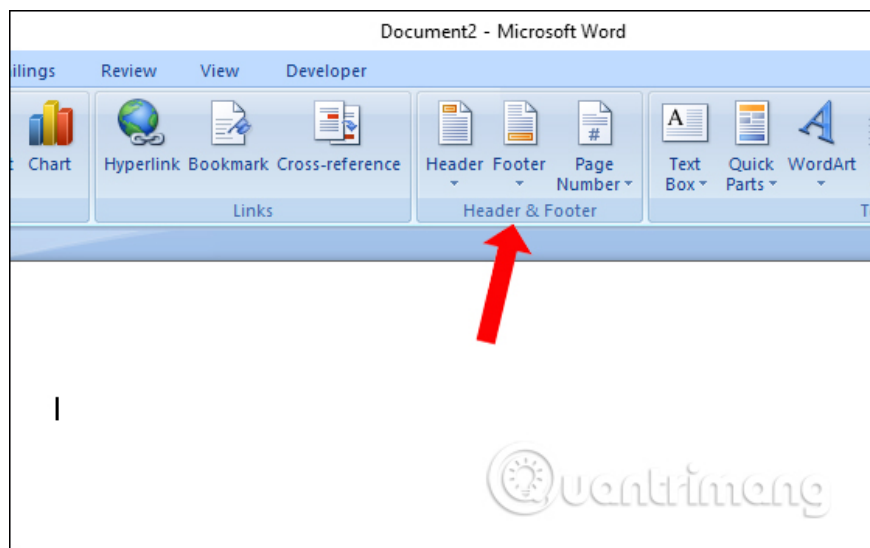
Besides inserting text content on Header, Footer as usual, we can insert images like logos to highlight our company or website. Thus, in addition to inserting watermark on Word to insert the sinking logo in the middle of the document content, you can insert the logo at the top of the document title. The following article will guide you to insert images into Header, Footer on Word.

1. Word 2013 Complete Guide (Part 14): Page title, footer and page numbering
2. How to insert page numbers in Excel
3. Complete guide for Word 2016 (Part 15): Page numbering

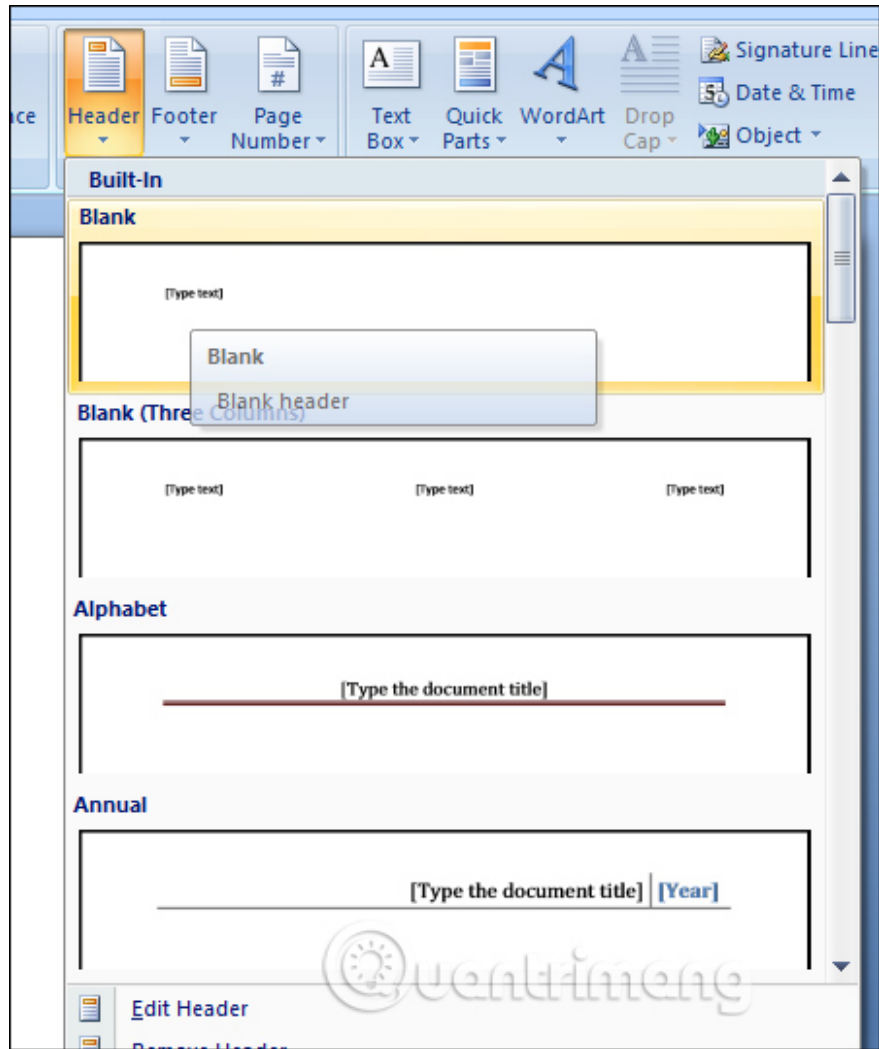
Instructions for inserting images into Header, Footer Word

Step 1:

Click **Insert** and then select **the header of the Header or insert the Footer footer** for the document.

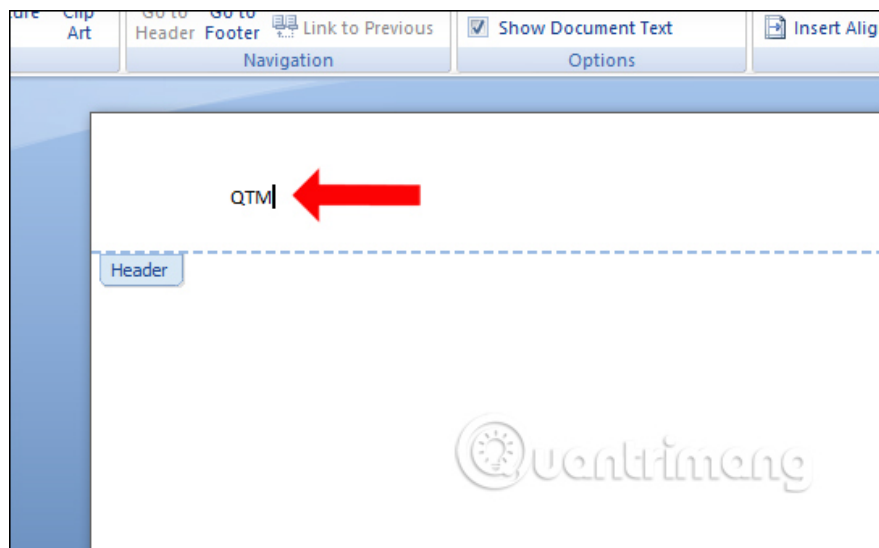


Display the list of title insertion positions, here is the header. You should choose the first title type because it is quite basic and does not include other formats.



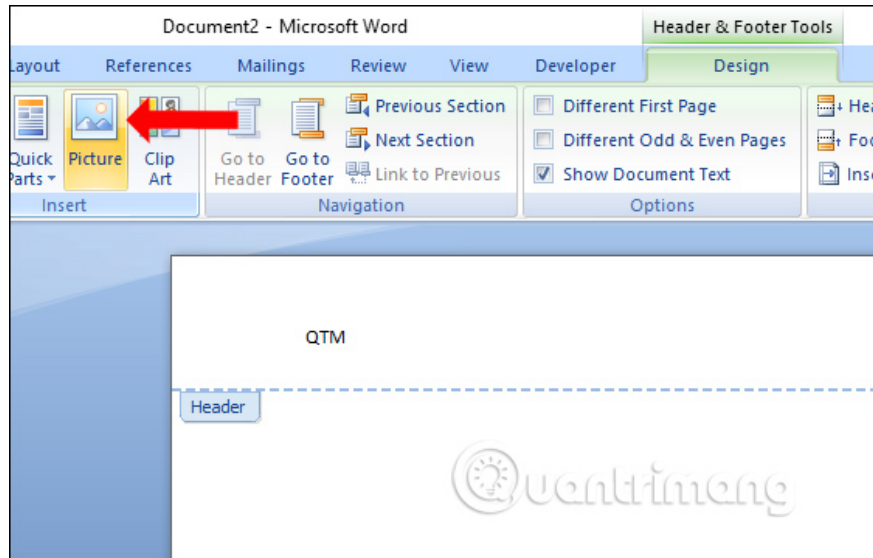
Step 2:

Users can enter additional content in the title. If you only want to insert images, delete the insert line.

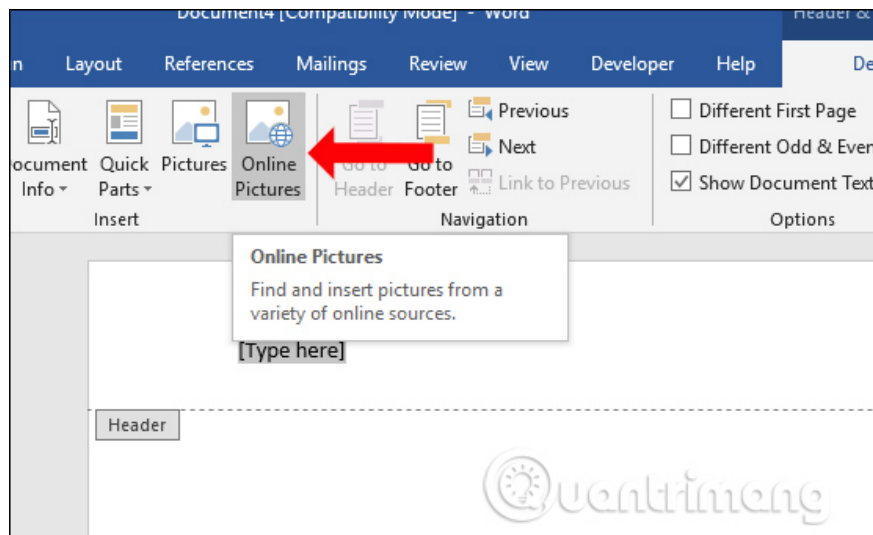


Step 3:

Continue to place the mouse where you want to insert the image for the title, then click on **the Design item** . Then click on **the Picture section** below.

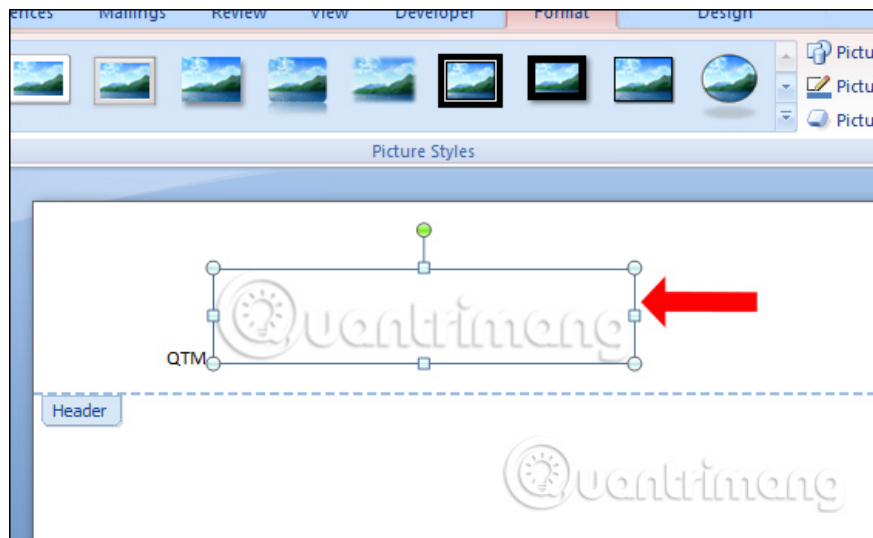


With some versions of Word 2010 and above, there will be an Online Picture option as shown below so you can find images online.

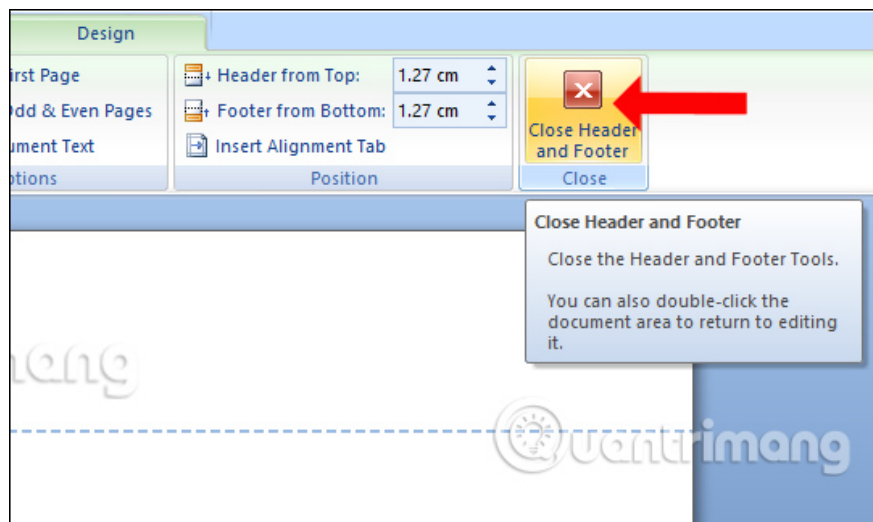


Step 4:

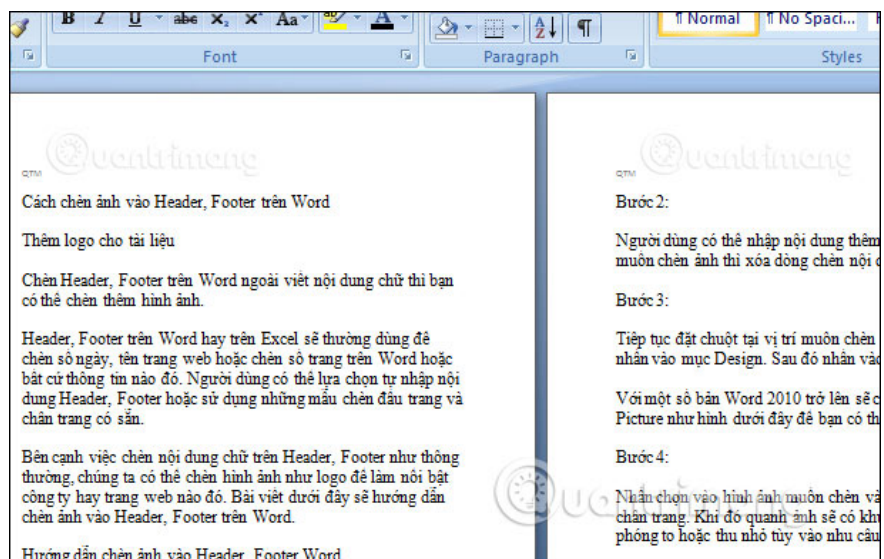
Click on the image you want to insert in the header or footer header. The image will then have a frame to resize, zoom in or zoom out depending on the user's needs.



Once satisfied with the position as well as the size of the image inserted in the title click **Close Header and Footer** to close the title insertion interface.



The image inserted at the top of the page will display as shown below. The remaining pages will also show the title of the image as the first page. If you want to change the user just double click the title to adjust, or if you want to delete Header, Footer on Word, click Remove Header or Footer.



Inserting images into Header, Footer on Word is often used with the case of inserting a company logo or website or logo into the document. Users should not leave the image too big, so adjust it to a moderate size on Word.

See more:

1. How to create different Header, Footer on Word
2. Instructions on how to create frames in Word 2007, 2010, 2013, 2016
3. Enter the serial number and the automatic initial character MS Word

I wish you all success!

You finished reading the article "**How to insert images into Header, Footer on Word**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.