

# Microsoft Word: Filename And Path In Footer

By

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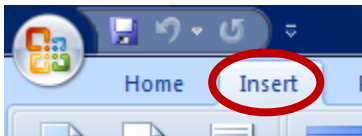
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It is not uncommon that you locate the hard copy of a document, but cannot find where the original electronic file is saved. This can be annoying and lead to a waste of time if you have to recreate the document because the original could not be located. While a file can be moved any time after it is printed, it is pretty common that it stays in the same location for months or even years later. Because of this, having the file location printed in the document footer can make finding it much easier to locate the original file.

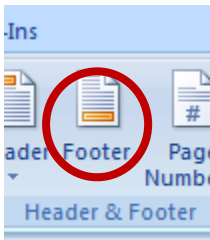
The steps below detail how to add the path and filename to the footer of documents created with Microsoft Word. The directions were created using Word 2010 though the steps are similar for many other versions of Microsoft Word.

## Add the Path and FileName to the Footer For The Current Document:

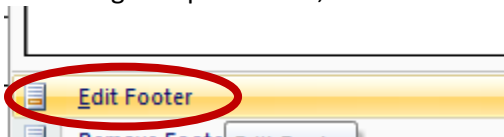
- Click on INSERT to activate the INSERT ribbon.



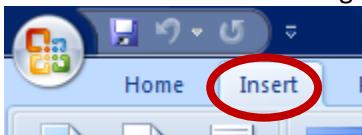
- Click on the FOOTER option in the INSERT ribbon.



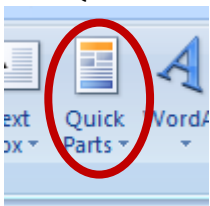
- In the large drop down list, click on *Edit Footer* near the bottom.



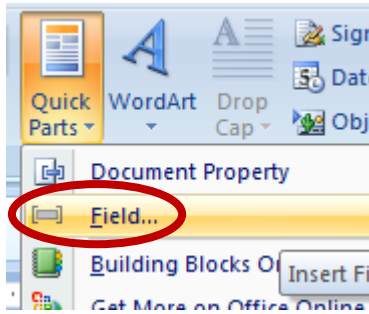
- Click on the INSERT ribbon again (you were likely taken to the DESIGN ribbon when you clicked *Edit Footer*).



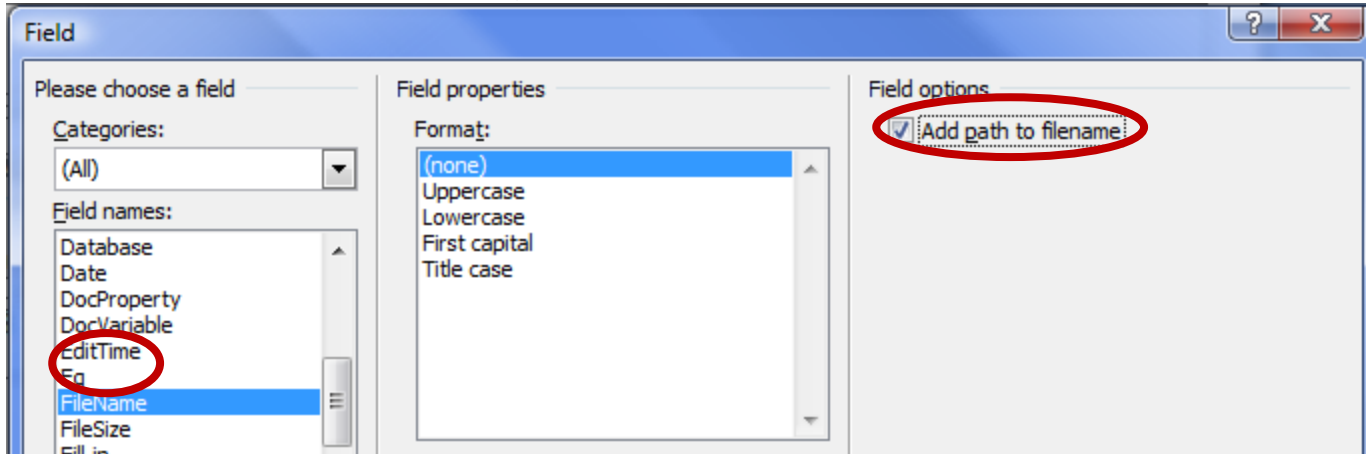
- Click QUICK PARTS in the far right section of the INSERT ribbon.



- Click once on FIELD in the QUICK PARTS menu.



- Scroll down until you see **FileName** in the left hand *field names* list and click it once to select it.
- Click the *Add path to filename* box on the right-hand side if you path printed as well as the filename (the path is the drive letter and folder that the file is in).



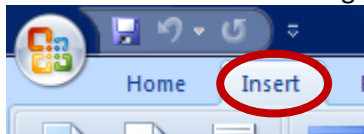
- Click the **OK** button.

You will now see the full path and filename for the document you are working on. You can also add any other formatting such as adding the date, page number, changing the font, etc.

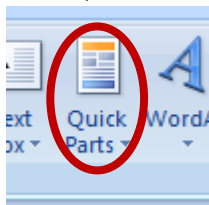
### Save The Path And FileName Footer Format For Use With Other Documents

The information above adds the filename and footer information to the single document you were working on, but it may be helpful to have fast access to this for other documents. Detailed below is how to add this for use in the future.

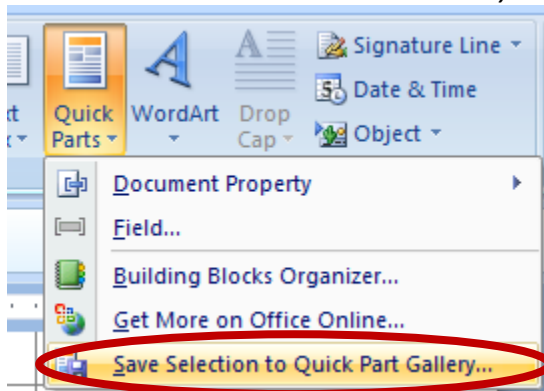
- Create the footer layout using the steps in the first section of this document.
- Highlight the entire footer information you wish to save.
- Click on the INSERT ribbon again.



- Click QUICK PARTS in the far right section of the INSERT ribbon.



- Select *Save Selection To Quick Part Gallery...*



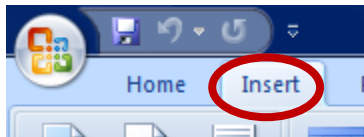
- Give the Quick Part a name that makes sense to you and click the **OK** button.

*NOTE:* When you exit Microsoft Word, you will likely be prompted to save the *Building Blocks*. Assuming you want to save this new footer format for future use, you will want to save when prompted.

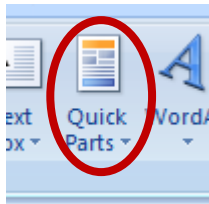
### Use The Saved Path And FileName Footer Format

After creating the Quick Part format as detailed in the previous section, you can use it in other documents by doing the following:

- Click on the **INSERT** ribbon.



- Click **QUICK PARTS** in the far right section of the **INSERT** ribbon.



- You will find the new Footer format off the **INSERT** ribbon, under the **QUICK PARTS** item.

