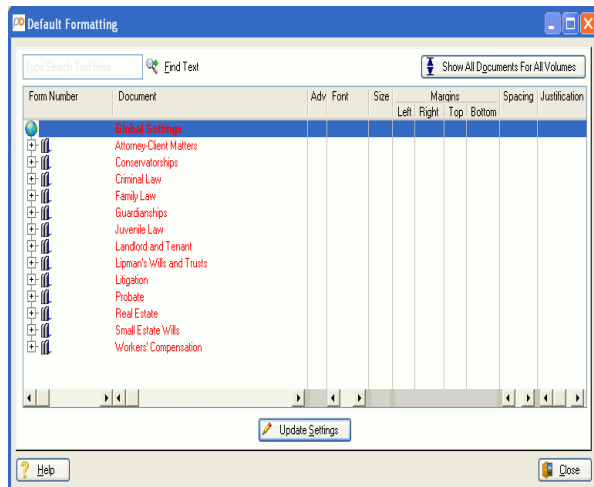


## Creating Headers and Footers in ProDoc Documents

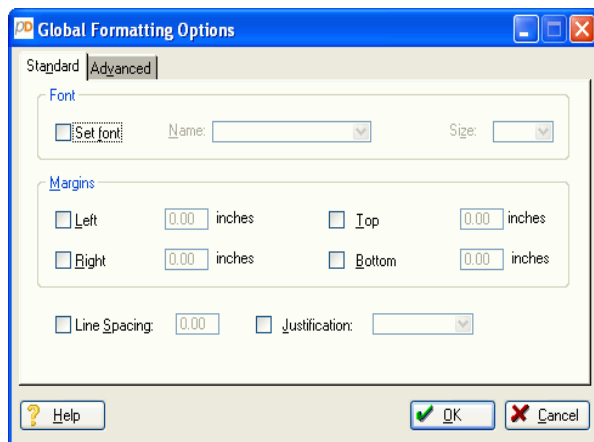
ProDoc forms are designed to be finished documents, ready for filing. However, you may want to add items to the formatting of the documents. The most commonly added items include headers and footers. This procedure is written for global formatting, but also works for volume and individual document formatting.

Perform the following steps to add headers and footers to your documents:

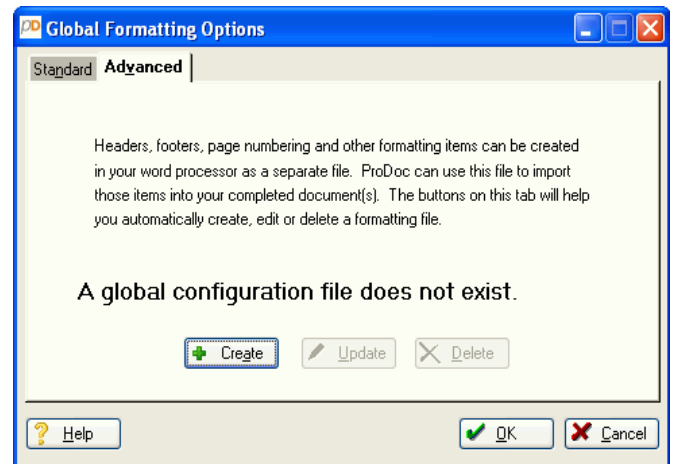
1. At the main menu, click **Customize**→**Document Formatting**→**General Formatting**. **Global Settings** will be highlighted in the **Default Formatting** window.




2. Click the **Update Settings** button. The **Global Formatting Options** window appears.



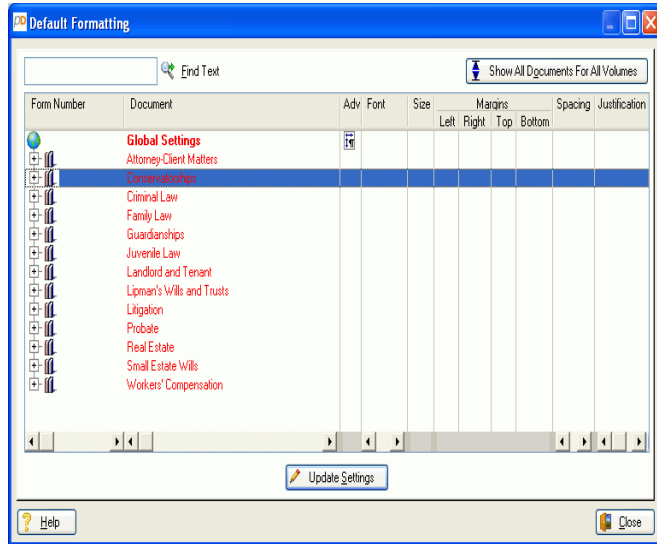
3. Click the **Advanced** tab.



4. Click the **Create** button. A blank **GLOBAL.CIF** document opens in your word processor.
5. Create the headers, footers or other formatting items to include in your documents.
6. Use the “Save As” feature of your word processor to save the file as GLOBAL.CIF.  
**NOTE:** Microsoft Word users must place quotation marks around the filename, as, “GLOBAL.CIF”. These marks prevent Microsoft Word from attaching its .doc filename extension.
7. Save the document. The **Global Formatting Options** window now announces that “A global configuration file exists.” Click the **OK** button.

Now, the **Default Formatting** window displays a formatting symbol  in the **Adv** column on the **Global Settings** line, and all word processor documents you produce will include the items you added.

## ProDoc Tech Tips



To create a configuration file for *all* documents in a volume, move the highlight from **Global Settings** to the desired volume title before clicking the **Update Settings** button. Do the same for any individual documents. You can use the **Show All Documents for All Volumes** button or click the plus sign to the left of a volume title to reveal individual volume document titles. You can also use the **Find Text** button to help locate a form with matching text.

Global configuration files are used on every document. These are stored in the ProDoc home directory. Volume configuration files apply to all documents in the selected volume. Individual document formatting only appears in the specified document. Both volume and individual document configuration files are stored in volume directories inside the ProDoc installation directory.

Please note that the configuration files apply only for the user who created the files. This is good for tailoring the settings to a particular user, but you may want all users to use the same formatting. To apply this formatting for other users, you must copy the applicable XXXCFG.CIF or XXXGCFG.CIF files for other users. “XXX” represents your user login.

To do this:

1. Open your ProDoc installation directory (the default is c:\ProDoc) and locate any files named XXXCFG.CIF or XXXGCFG.CIF. The Windows search function is useful for this.
2. Copy these files to a diskette or a network drive for copying to other user's systems.
3. At another user's system, copy the XXXCfG.CIF and XXXGCFG.CIF files to the C:\ProDoc installation directory, then rename each file, replacing your login initials or name with the new user's login initials or name. This will tailor the newly copied configuration files for that user.

A detailed discussion of all document formatting options is included in the *ProDoc Software Manual*, Chapter 3, Customize Menu, in the Document Formatting Menu section. As always, you can use the *Quick Reference Card* to find the essential steps for this process. These documents are located in a directory named **Documentation** inside your ProDoc home directory.