ADD IMPORTANT REFERENCE INFORMATION TO A PRINTED WEB PAGE

Incorporating the Website address, date, time, and other data into the header or footer of a **printed** Web page can provide helpful reference information for you down the road.

In Microsoft Edge, by way of Internet Explorer:

1. Find the target Webpage in Edge.
2. Click on the More tab (…) in the upper right corner of the page, then click *Open with Internet Explorer.*
3. Click **File** and then **Page Setup**.
4. You will find three vertical bars for the Header field and three vertical bars for the Footer Field. The information you select in the three vertical bars will be placed on one line across the top of the page (Header) or the bottom of the page (Footer). Select your desired print code from the list and enter it in the appropriate box to yield specific, printed results.
5. Go to File and select Print Preview to see the results before you send the page to the printer.