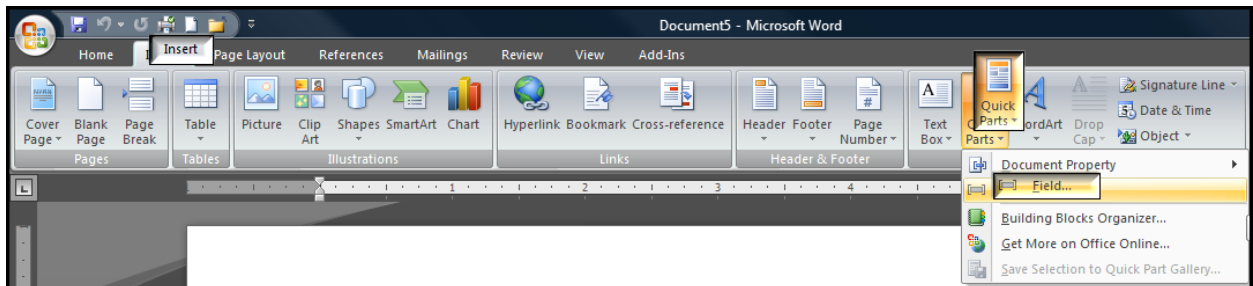


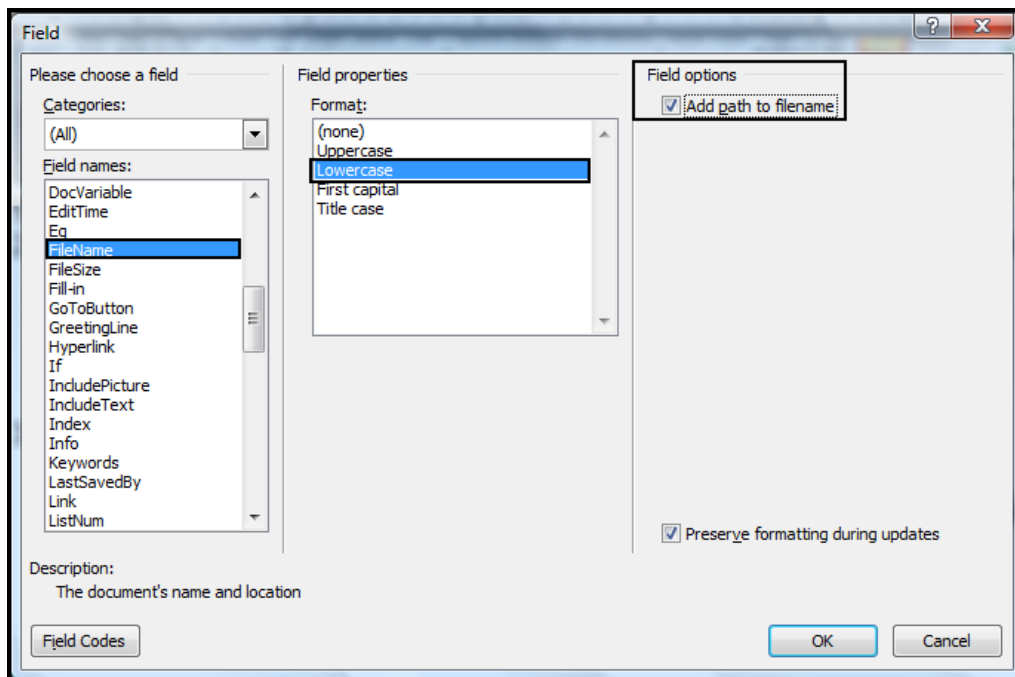
HOW TO:

INSERT A FILE NAME IN A DOCUMENT:

1. At the **Insert** Tab, choose **Quick Parts**, then **Field**:



2. Choose **FileName** and select formatting options under **Format**. If desired, click **Add path to filename**. Press OK.



3. Example of File name:

c:\users\cokeeffe\desktop\ilco materials\insert a file name in a document.docx