

Body

The body of a document begins with `<BODY>` and ends with `</BODY>`.

Transfer Header Text to Header

Parses the Body for `<HEAD>` and `</HEAD>` codes, and places the codes and all text between them into the Header. If both a `<HEAD>` and `</HEAD>` tag are not found, nothing happens.

Transfer Footer Text to Footer

Parses the Body for a `<!--FOOT >` tag, and places all text after it into the Footer. If no `<!--FOOT >` tag is found, nothing happens.

Edit Master Headers

Navigates to the Master Headers card to allow viewing and editing of the Master Headers.

Edit Master Footers

Navigates to the Master Footers card to allow viewing and editing of the Master Footers.

Note that the command Add HTML Body Tags will eliminate any extra `<BODY>` or `</BODY>` tags found anywhere in the document, leaving only the pair at the beginning and end of the Body and Footer sections respectively.

[Back to Header](#), [on to Footer](#), or [return to Contents](#).