

## Body

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

### Add All Standard Tags

Adds `<HTML>`, `<HEAD>`, `<BODY>` and `<TITLE>` tags to the document.

### Add HTML Body Tags

Adds `<BODY>` to the beginning of the Body and `</BODY>` to the end of the Body.

### Move 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.

### Move Footer Text to Footer

Parses the Body for a closing `</BODY>` tag, and places all text after it into the Footer. If no `</BODY>` 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 section.

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