

paste\_0.tiff ↵

When printing out documents, you have the option to append a title bar, or information box, to the bottom of each page. This bar, or box, includes the following information:

- (1) Your name
- (2) The names of anyone else who has modified the page\*
- (3) An assignment description\*
- (4) The current time and date

\*A person has modified a page if they have ever saved the file or if any graphics have been pasted onto the page from a file which they modified (if Joe loads Sally's file and copies graphics from Sally's file and pastes them into Joe's file, Sally's name will be included in the title box. If Bill then copies from Joe's file into Bill's file, both Sally and Joe's names will be included on Bill's title box.)

\*\*This line is blank by default. You may use it to describe the

document by bringing up the Assignment Inspector in the **Tools** menu.

You can enable and disable the information box in the **Format** menu by toggling the **Print title bar** menu option.