

How to Add a Document Title into a Word Document

Hi! My name is Sandra Childers, and I work for eSAIL at Texas A&M University. Today, I'm going to show you how to add a Document Title into a Word document.

First, select, then copy, the Heading 1 at the very beginning of your document.

Then, go to File, Info, the Properties section, and down to "Title." Where it says "Add a Title," click, and paste in your Heading 1. When you click away, now your document has a title!

Be sure to save your document to actually make this change.

Lastly, if you're planning to convert this Word document into a PDF, use the "Save As" feature so your title will successfully be moved over.

That's it! Thanks & Gig'em!