## Inserting standard Header and Footer

Demonstrate the insertion of standard header in page 1 and standard footer from page 2 onwards. To see feature 1b, insert a blank page. You should see the default footer in page 2 onwards.

## Below paragraphs contain inserted merge fields:

1. feature
2. reference
3. name
4. address
5. photo (QR image)

## {feature}

{reference} is your reference #.

Name: {name}

Address: **{address}**

Good morning, Mr. {name} we are pleased to have you here. We hope your stay at {address} will be a fun-filled and pleasant one. Please cite reference {reference} when checkout.

Have a nice day, Mr. {name}

## Populating data in a table

|  |  |  |
| --- | --- | --- |
| No | Name | Quantity |
| {no} | {item} | {quantity} |

Total: ${total}

This page contains a QR code

{photo}