



# MISSION ACCESSIBLE

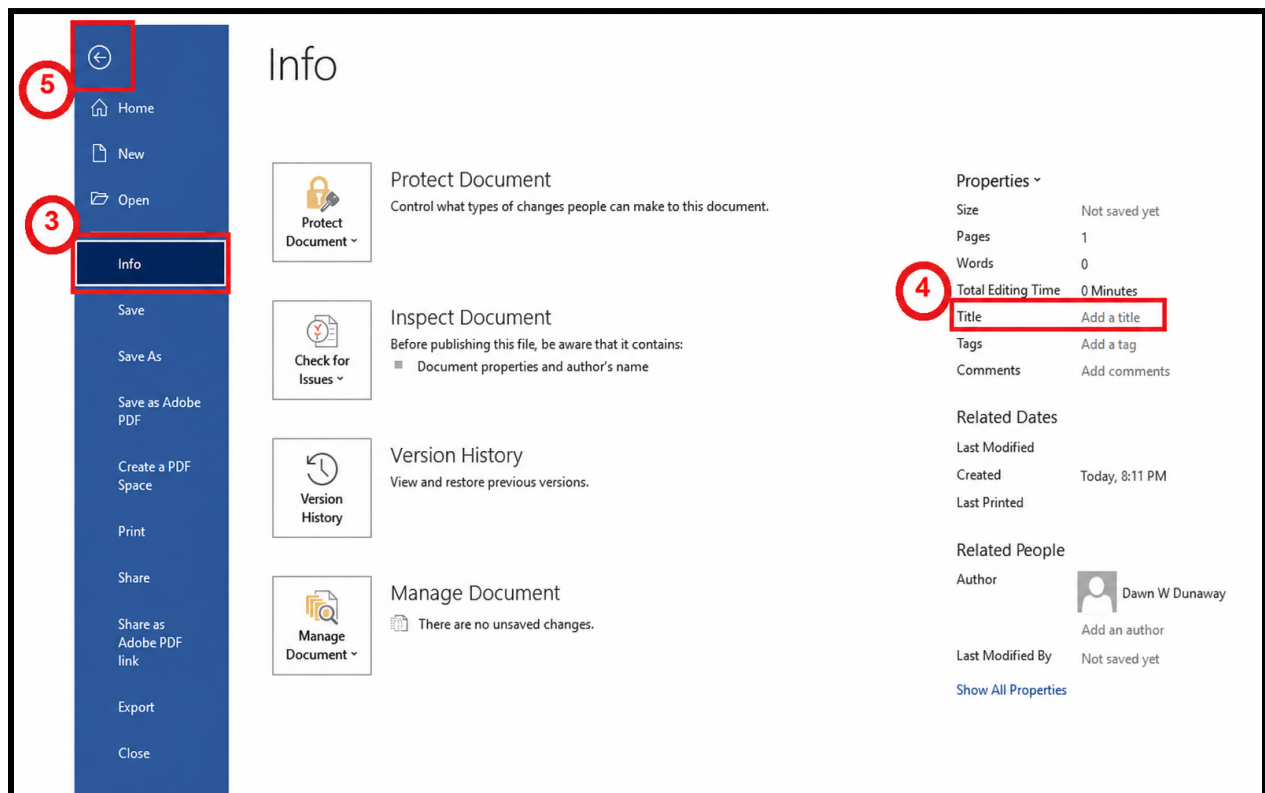
THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

## Adding a Title to Word Document - Windows and macOS

Since applications update often, please email [helpdesk@uah.edu](mailto:helpdesk@uah.edu) if you notice that a tutorial needs to be revised.

### Windows

1. Open the Word document using the Word desktop application.
2. Click File in the top horizontal menu.
3. Click Info in the left-side menu.
4. Locate Title on the right side under Properties. Type your title in the "Add a title" space provided.
5. Click the back arrow button at the top left to return to the document.



If you have further questions, please contact the Enhanced Teaching & Learning Center via [helpdesk@uah.edu](mailto:helpdesk@uah.edu)





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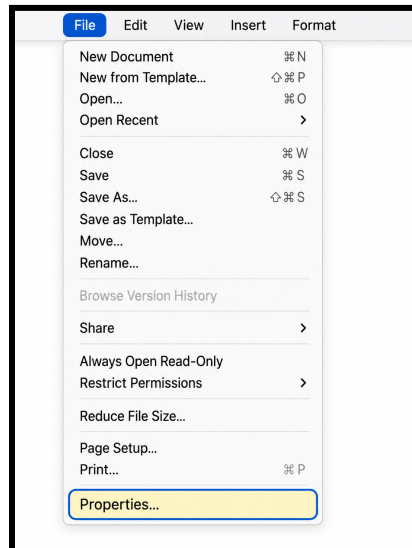
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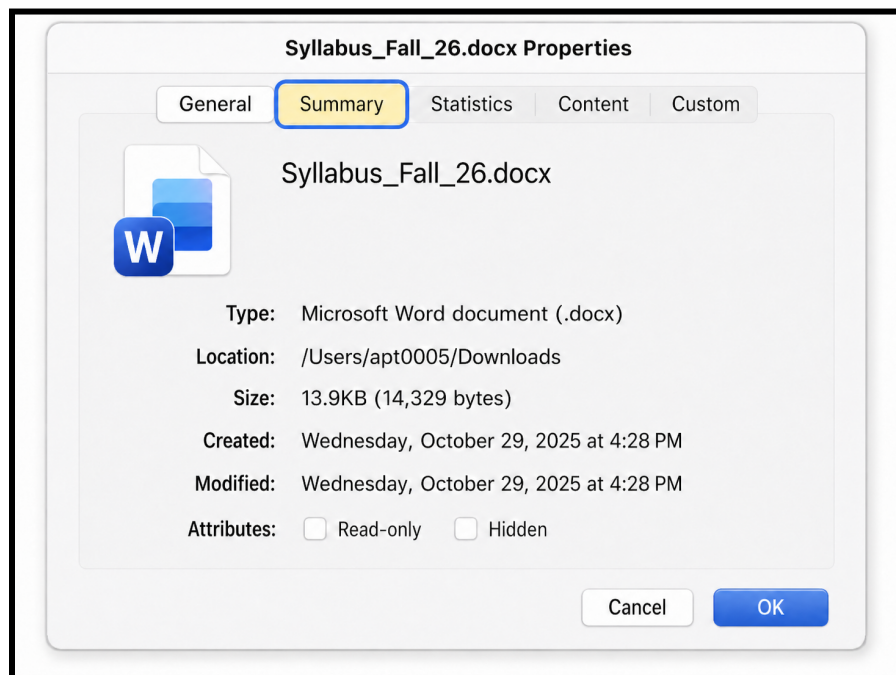
## Adding a Title to Word Document

### macOS

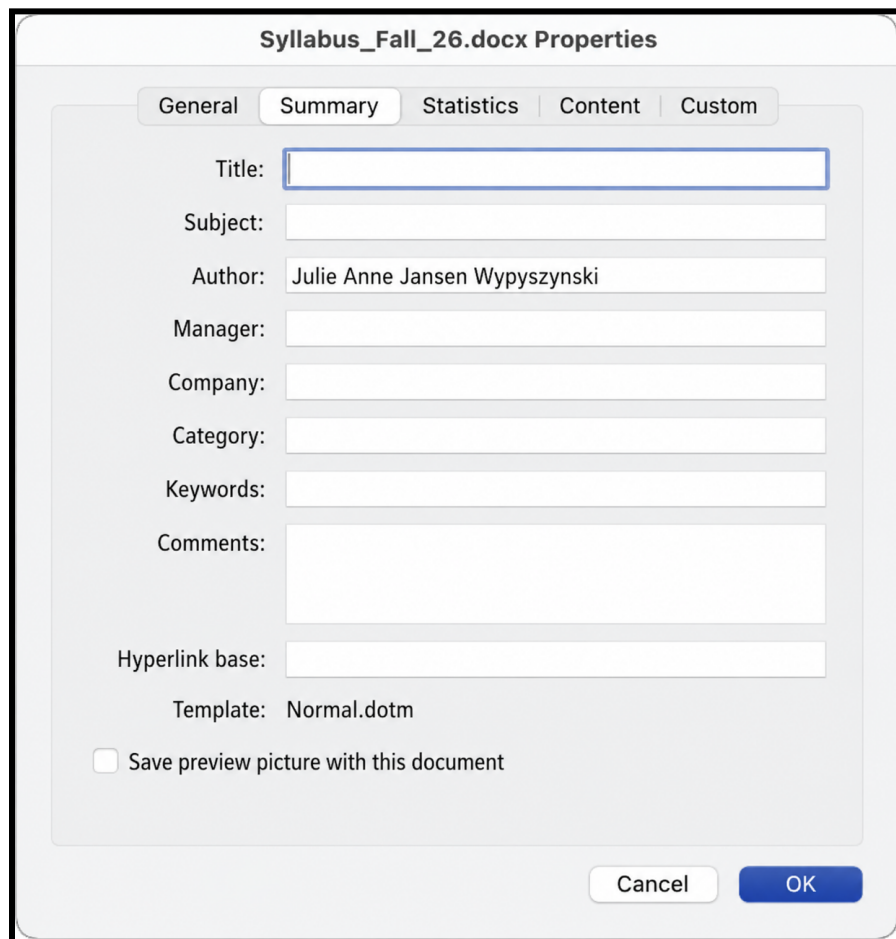
1. Open the Word document using the Word desktop application.
2. Click File in the top horizontal menu.
3. Click Properties at the bottom of the drop-down menu.



4. When the Properties window opens, select the Summary tab.



5. Type your title in the Title field.



6. Click OK to save your title.

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