How to make your remittance advice (framed footer) to display on 1st page always.

Remittance Advice

This is a framed footer that may appear at the bottom of your invoice template. The framed footer can be set to either stay on the 1st page or the last page if an invoice goes over 1 page.

Payment required within Fourteen (14) Days from date of Invoice Invoice Due Date DueDate				
	C Pay Inv	lient Co ment o oice Da	ode: C of: Gro ate: In	lientCod ssAmour voiceDat
sed a cheque for:		m	voice	NO. BIIN
Card No.:	_/	′		
Expiry Date: Amount: \$				
Name of Cardholder:				
Signature of Cardholder:				
)	Payment required within Fourteen (14) Days from date of Invoice Invoice Due Date DueDate	Payment required within Fourteen (14) Days from date of Invoice Invoice Due Date DueDate C Pay Inv Desed a cheque for: Card No.: Card No.: Card No.: Card No.: Card No.: Signature of Cardholder: Signature of Cardholder:	Payment required within Fourteen (14) Days from date of Invoice Invoice Due Date .: DueDate Client Co Payment of Invoice Da Invoice	Payment required within Fourteen (14) Days from date of Invoice Invoice Due Date DueDate Client Code: C Payment of: Gro Invoice Date: In Invoice Sed a cheque for:

Need to turn on object anchors so you can see the anchor in your template

Go to File>options>display

In the middle is Object anchors which needs to be ticked.

General	Change how document content is displayed on the screen and when printed.
Display	
Proofing	Page display options
Save	Show white space between pages in Print Layout view ()
Language	✓ Show <u>highlighter marks</u> ①
Advanced	Show document too <u>i</u> tips on hover
	Always show these formatting marks on the screen
Customize Ribbon	□ Tab characters →
Quick Access Toolbar	□ <u>S</u> paces ····
Add-Ins	Paragraph <u>m</u> arks
Trust Center	✓ Hidden text Abs
	Optional hyphens
	Show all formatting marks
	Printing options
	✓ Print drawings created in Word ①
	Print <u>background colors and images</u>
	Print document properties
	Print hidden te <u>x</u> t
	Update linked data before printing



Then you need to click on the frame and you will then see the anchor

The anchor can display 2 different ways as per the following

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This anchor symbol means the anchor is not locked

ΰ[®]

This anchor symbol means the anchor is locked and you will need to unlock before you can move the anchor

To unlock/lock the anchor (if required)

Right click on the anchor and choose Format frame

	Frame	?	×
Text wrapping			_
None		Around	
Size			_
Width: Exactly	✓ <u>A</u> t:	17.45 cm	÷
Height: Exactly	✓ A <u>t</u> :	8.86 cm	÷
Horizontal			_
Position: 1.56 cm	✓ Relative to:	Page	~
D	istance from te <u>x</u> t:	0.32 cm	÷
Vertical			_
Position: 20.63 cm	✓ Relative to:	Page	~
D	istance <u>f</u> rom text:	0.5 cm	÷
Move with text ✓ Lock anchor			
Remove Frame	ОК	Cancel	

You will need to either tick or untick the Lock anchor, depending if unlocking or locking the frame footer.

How to move the anchor so that the frame footer ALWAYS displays on the $\mathbf{1}^{st}$ page

1. You need to pick up the anchor and scroll up to next to Line text and place the anchor.

2. Now you need to right click and lock the anchor into this position (instructions just above).