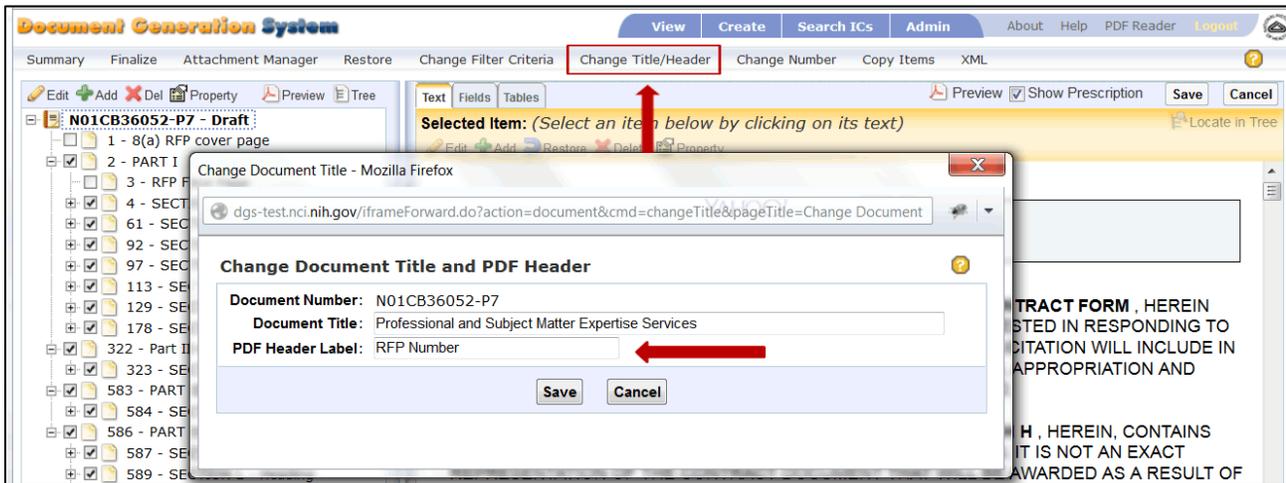


## DGS Change PDF Document Header

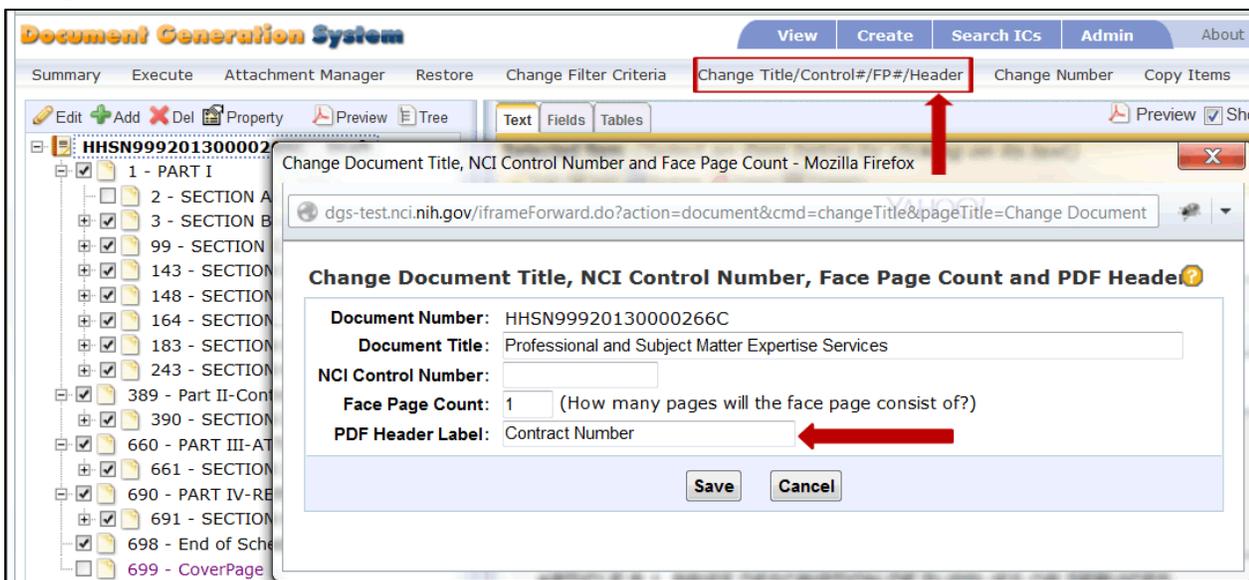
The Preview copy of a DGS document has document headers printed at the top of each page. To modify the printed document header, perform the following steps:

1. Navigate and login to the DGS application.
2. Open a draft document for edit.
3. From the Summary screen, select Details to view the document’s detail screen.
4. Select Change Header
  - a. For **RFP documents**, the menu item is entitled “Change Title/Header”
  - b. For **Contract documents**, the menu item is entitled “Change Title/Ref#/FP#/Header”
5. The Change Document Title and PDF Header screen displays:

### Change PDF Header on RFP Document:



### Change PDF Header on Contract Document:



6. Click within the PDF Header Label input field.
7. Modify the text as needed.
8. Select Save to retain changes.
9. Select Preview to generate the PDF document.
10. Note changes to the document's header.

