

Microsoft Word - Headers and Footers



Headers and Footers.

Headers and Footers help you to keep track on where you are on in your documents. **Headers** are text printed in the top margin of every page within a document.

Footers are text printed in the bottom margin.

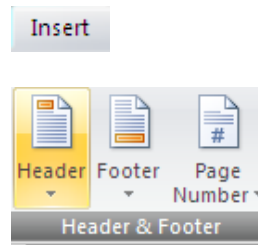
Information that is normally displayed in headers & footers :

Name, document title, page numbers, date printed etc.

If you have created larger document such as a manual, you may have divided the document into sections therefore it is also possible to create different headers and footers for each section.

Creating Headers and Footers.

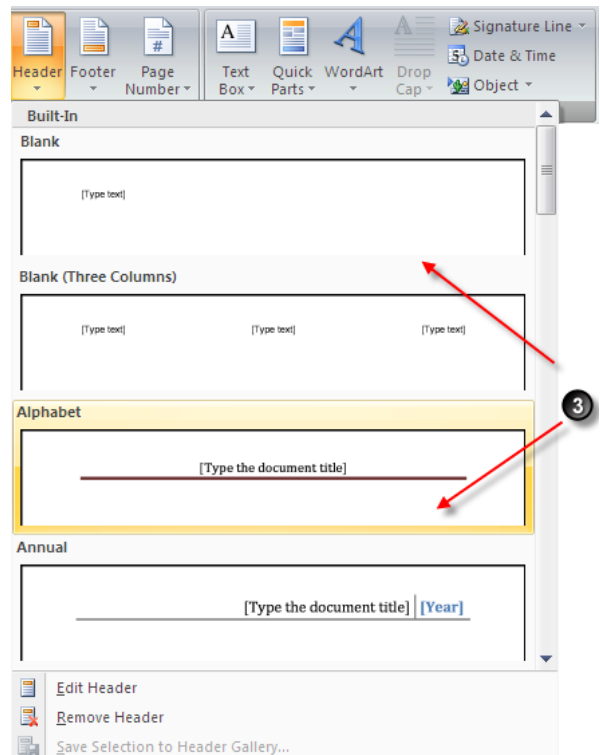
1. Click on the **Insert** tab.



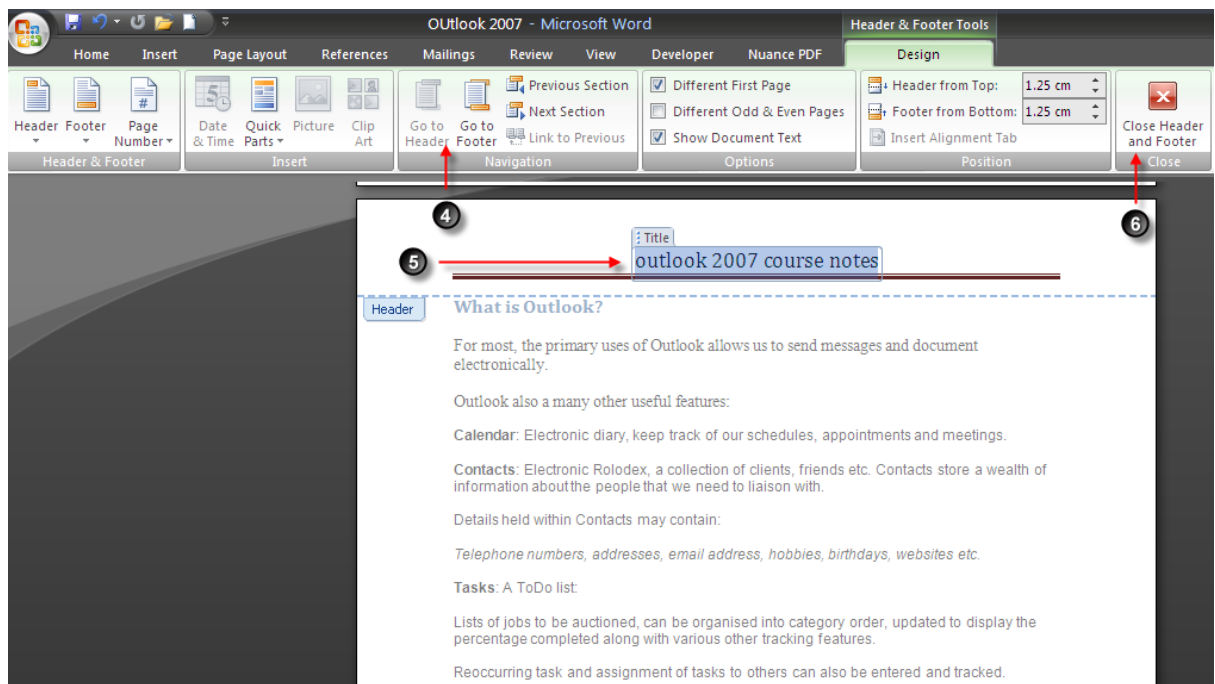
2. Click on the **Header & Footer** button.



3. Select a built-in header or footer, or click **Edit Header** or **Edit Footer** to modify existing headers / footers.



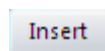
4. If necessary select the **Go to Header** or **Go to Footer** button on to display the header or footer text area.
5. **Click** the header footer box, **type** the text that you wish to display.



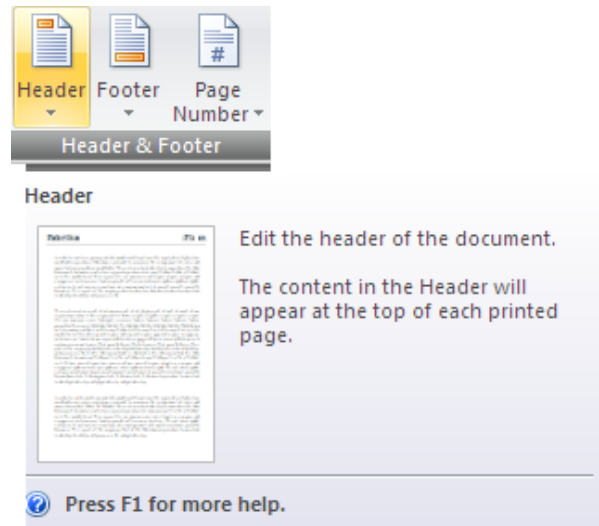
6. Once the header details have been entered, click on the **Close Header Footer** button to complete.

Creating Different Headers and Footers for Different Pages.

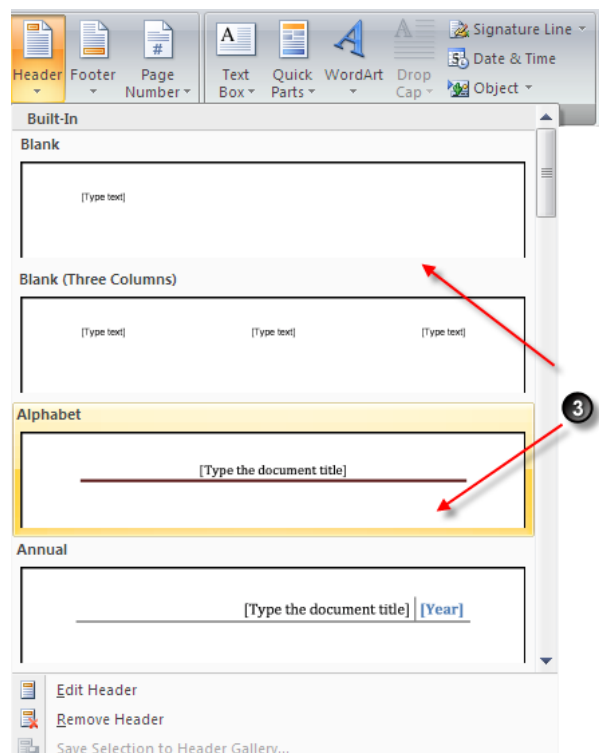
1. Click on the **Insert** tab.



2. Click on the **Header & Footer** button.



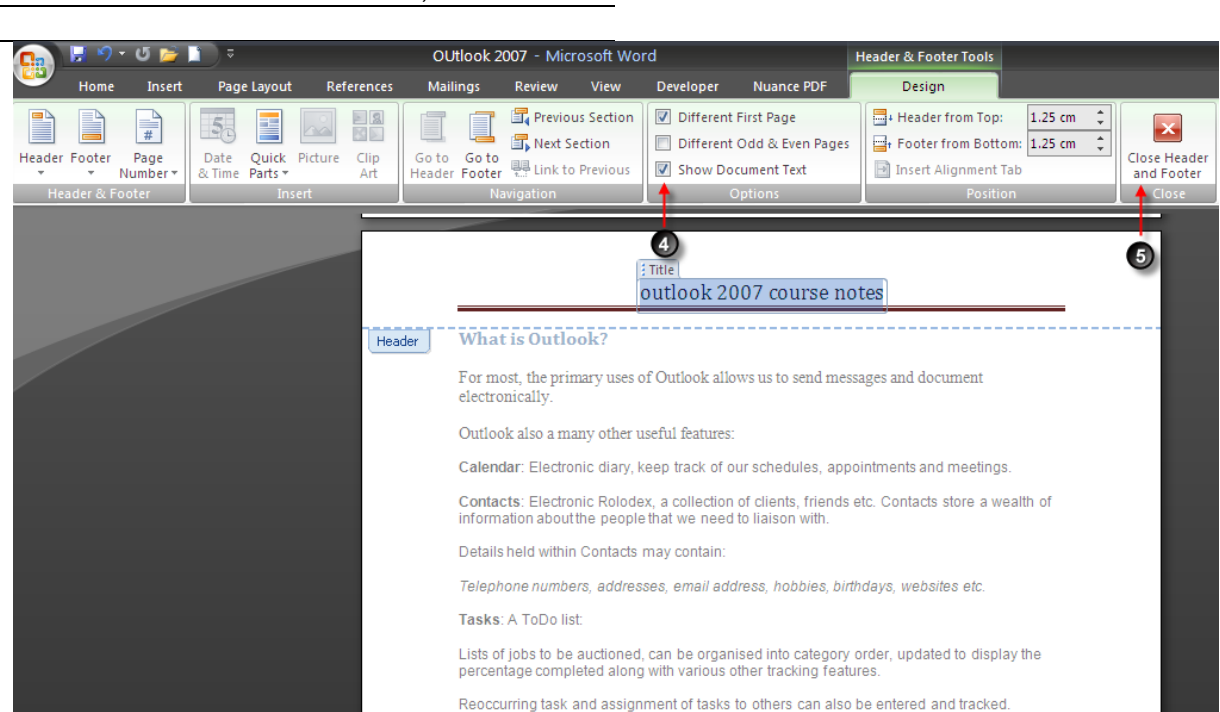
3. Select a built-in header or footer, or click **Edit Header** or **Edit Footer** to modify existing headers / footers.



4. To create different headers and footers for odd and even pages, click to select the **Different Odd & Even Pages** check box.

To create a unique headers or footer for the document's first page, click to select the **Different First Page** check box.

To show document text , select the **Show Document Text** check box.



5. Click **Close Header and Footer** button to complete.