














INSERTING A HEADER AND/OR FOOTER

A header is used to apply formatting, such as adding page numbers, to the top of each page of a document. In addition, it is possible to apply formatting to the bottom of each page of a document by inserting footers.

- ✎ **Header** - Text to be printed at the top of each page in a document.
- ✎ **Footer** - Text to be printed at the bottom of each page in a document.
- ❖ Make sure the insertion point is at the point where the Header and/or Footer is to be displayed.
- ❖ Click **View** on the **Menu Bar**.
- ❖ Click **Header and Footer**.
 - The **Header and Footer** toolbar will display. For an explanation of the buttons on this toolbar, see the table below.
 - The **Header** area of the page is displayed.
 - The body of the document will be dimmed.

Header and Footer Toolbar

<i>Button</i>	<i>Used to</i>
Insert Auto Text 	Display a list of AutoText entries that are commonly used in Headers and Footers, such as Created by, Created on, -PAGE -, etc.
Insert Page Number 	Insert a page number field into the header or footer.
Insert Number of Pages 	Insert a number of pages field, which reports the number of pages in the document.
Format Page Number 	Change the format of the page, such as having the page start with a different number.
Insert Date 	Insert the current date in the document.
Insert Time 	Insert the current time into the document.
Page Setup 	Change the Page Setup, such as Different First Page.
Show/Hide Document Text 	Show or hide the text in a document. When Hide is chosen, the text will not show in the Window, just the Header or Footer.
Link to Previous 	Insert the contents of the previous header or footer.
Switch Between Header and Footer 	Switch between the header of a document and the footer of the document.
Show Previous 	Show the previous header or footer.
Show Next 	Show the next header or footer.
Close 	Closes the Header and Footer dialog box.

- ❖ Do one of the following:
 - Click the **Page Setup** button on the **Header and Footer** toolbar, select the **Layout** tab, click the **Apply to** drop-down arrow, choose **This point forward**, and then click **OK**.
 - When this option is chosen, the header and/or footer will be applied from the place in the document where the insertion point is located to the end of the document.
 - This option can be used even if a document is not divided into sections.
 - Click the **Page Setup** button on the **Header and Footer** toolbar, select the **Layout** tab, and then click the **Different First Page** check box.
 - This option will apply the header and/or footer to all the pages in the document except the first page.
 - This option can be used whether a document is divided into sections or is not divided into sections.
 - This is probably the easiest way to create a header and/or footer.
 - Click the **Link to previous** button on the **Header and Footer** toolbar to deselect that option.
 - This will allow you to change the header and/or footer for a different section of the document so that it is different from the previous one.
 - If this option is used, the document has to be formatted into sections.
- ❖ After the options have been chosen, input the text for the header.
- ❖ To input a footer, click the **Switch Between Header and Footer** button on the **Header and Footer** toolbar.
- ❖ When all the information has been entered, do one of the following:
 - Click the **Close** button on the **Header and Footer** toolbar.
 - Double-click in the body of the document.
- ❖ In order for the Header and/or Footer to display in the document, the view should be changed to **Print Layout**. To do this:
 - Click **View** on the **Menu Bar**.
 - Click **Print Layout** from the list of **View** options.

