# Headers and Footers in Word

Microsoft Office Word 2007 includes many predesigned headers or footers that you can insert into your document or you can create a header or footer from scratch.
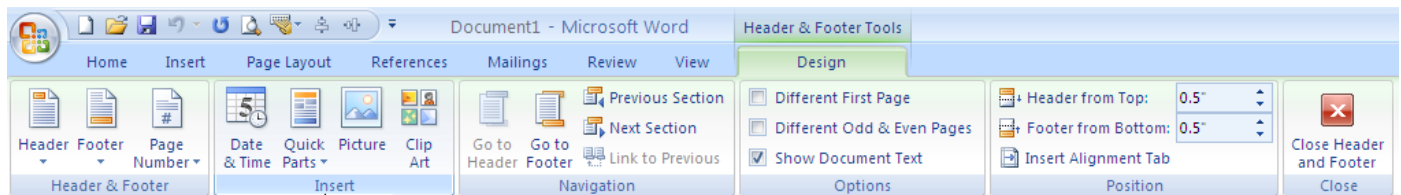
Insert a predefined header or footer

1. On the **Insert** tab, in the **Header & Footer** group, click **Header** or **Footer**.

2. *Click the header or footer design that you want. The header or footer is inserted on every page of the document*

3. Type your information into the predefined areas

4. Click the **Close** button on the Headers and Footers tab
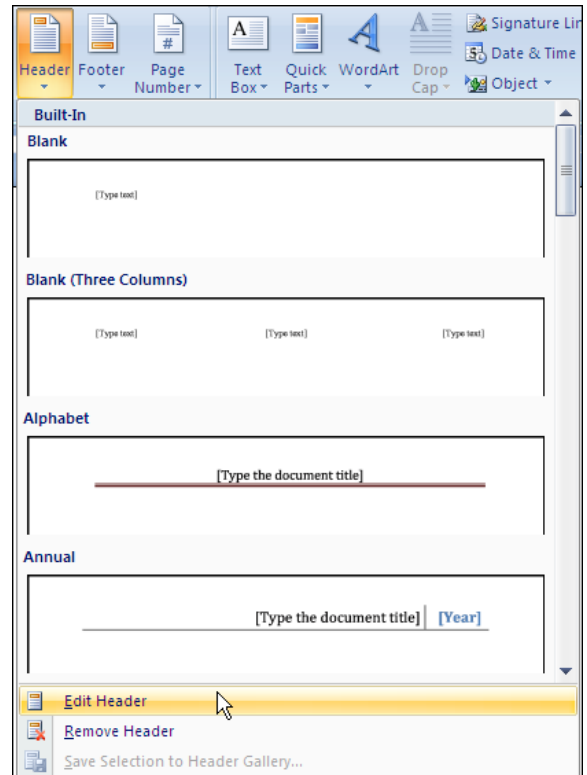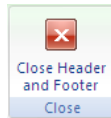
Make the first page header or footer different from the rest of the pages

1. On the first page of the document, double click the header or footer area.

2. Under **Header & Footer Tools**, on the **Design** tab, in the **Options** group, select the **Different First Page** check box.

3. Create a header or footer, or make changes to the existing header or footer, on the first page.

 Note   If your document includes a cover page from the gallery of cover pages in Office Word 2007, the **Different First Page** option is already turned on. Inserting or editing a header or footer **on this page does not affect the other pages in the document.**

Insert a custom header or footer

1. On the **Insert** tab, in the **Header & Footer** group, click **Header** or **Footer**.

2. Click **Edit Header** or **Edit Footer**.

3. Type text or insert graphics and other content by using the options in the **Insert** group on the **Design** tab, under the **Header & Footer Tools** tab.

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