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 o | lifferent |
|--|-----------|
| 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.

Close Header and Footer Close

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.**

| 8 | 1 🞽 | 📙 L() - | U 🛕 🤜- | 홍 아 |) Ŧ [| Document1 - N | /licrosoft W | /ord | Header & Footer Tools | | | | |
|--------|----------|------------------|-----------------------|------------------|-----------------|------------------------------|--------------|------------|------------------------|----------|------------------------|------|----------------------------|
| | Home | Insert | Page Lay | out | References | Mailings | Review | View | Design | | | | |
| | | | 5. | | | | 🕎 Previou | us Section | 🔲 Different First Page | | Header from Top: | 0.5" | |
| | | # | <u> </u> | | | | 🗐 Next S | ection | 📃 Different Odd & Ev | en Pages | 📑 Footer from Bottom: | 0.5" | |
| Header | Footer | Page Number 🔻 | Date Qu & Time Par | ick Pictu ts▼ | ure Clip Art | Go to Go to Header Footer | Link to | Previous | Show Document Te | xt | 📄 Insert Alignment Tab | | Close Header and Footer |
| He | ader & F | ooter | | Insert | | N | avigation | | Options | | Position | | Close |

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.

1

| Heade | r Footer Page • Number • | A Text Quick Word Box Parts * | Art Drop Cap + Marc Object + |
|------------|--|-------------------------------------|---------------------------------|
| Built | -In | | |
| Blank | | | |
| | [Type text] | | = |
| Blank | (Three Columns) | | |
| | [Type text] | [Type text] | [Type text] |
| I Alpha | bet | | |
| | | [Type the document title] | |
| Annua | al | | |
| | | [Type the docume | nt title] [Year] |
| | | | |
| | Edit Header | R. | |
| | <u>E</u> dit Header <u>R</u> emove Header | 2 | |