

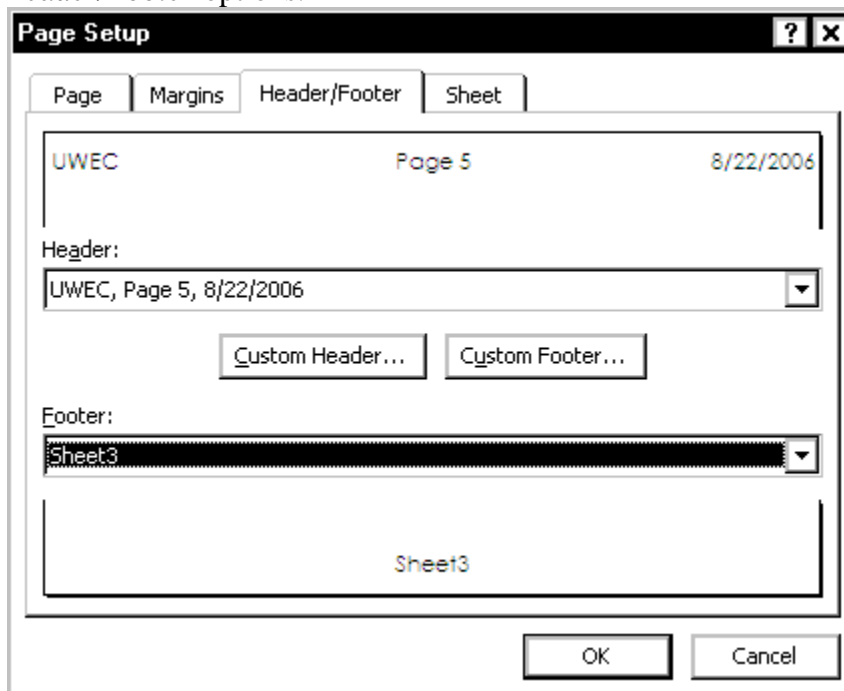
## Adding Headers and Footers

Headers and footers can be useful tools for organizing and identifying a document. A header is a section of information that is printed above the body of the document, and footer is a section of information that is printed below the body of the document. Information in headers and footers is often static throughout a document (e.g., identifying the name of the document or supplying a page number). You may choose to add a preset header or footer to your document, or to create a custom header and footer.

### Using Preset Headers and Footers

Preset headers and footers are provided by Microsoft, or can be taken from documents you have used in the past.

1. From the *Ribbon*, select the **Page Layout** command tab
2. In the *Page Setup* group, click **PAGE SETUP** the *Page Setup* dialog box appears.
3. Select the **Header/Footer** tab the *Page Setup* dialog box refreshes to display the *Header/Footer* options.




4. From the *Header* or *Footer* pull-down list, select a preset header or footer

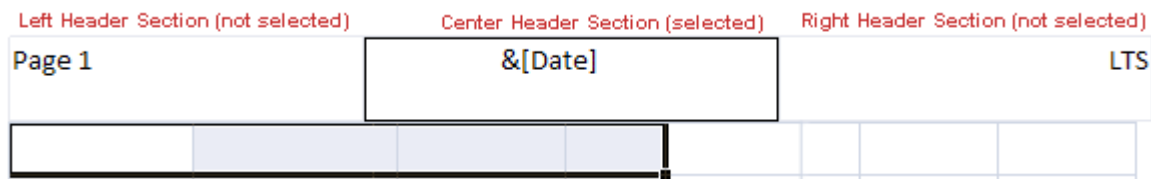
5. Click **OK** the header or footer is applied to the document.  
NOTE: The header or footer may display the header or footer code on your screen, but the text will be visible when the worksheet is printed.

## Creating Custom Headers and Footers

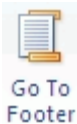
You may want to create your own headers or footers. You can adjust the font face and the size, add your own text, and add text that will be automatically updated with your document. Custom headers and footers may be added in two ways: using the Ribbon or the Header and Footer dialog boxes.

### Adding a Custom Header or Footer: Ribbon Option

1. From the *Ribbon*, select the **Insert** command tab
2. In the *Text* group, click **HEADER & FOOTER**  Header & Footer  
A header appears, divided into three sections, and the *Design* command tab is visible on the *Ribbon*.  
HINT: One section of the header appears on the left of the top margin, one in the center, and one on the right. Although not all three sections may be visible, clicking in one of these areas will cause that section to appear.



3. OPTIONAL: To work with footer, in the *Navigation* section, click **GO TO FOOTER**



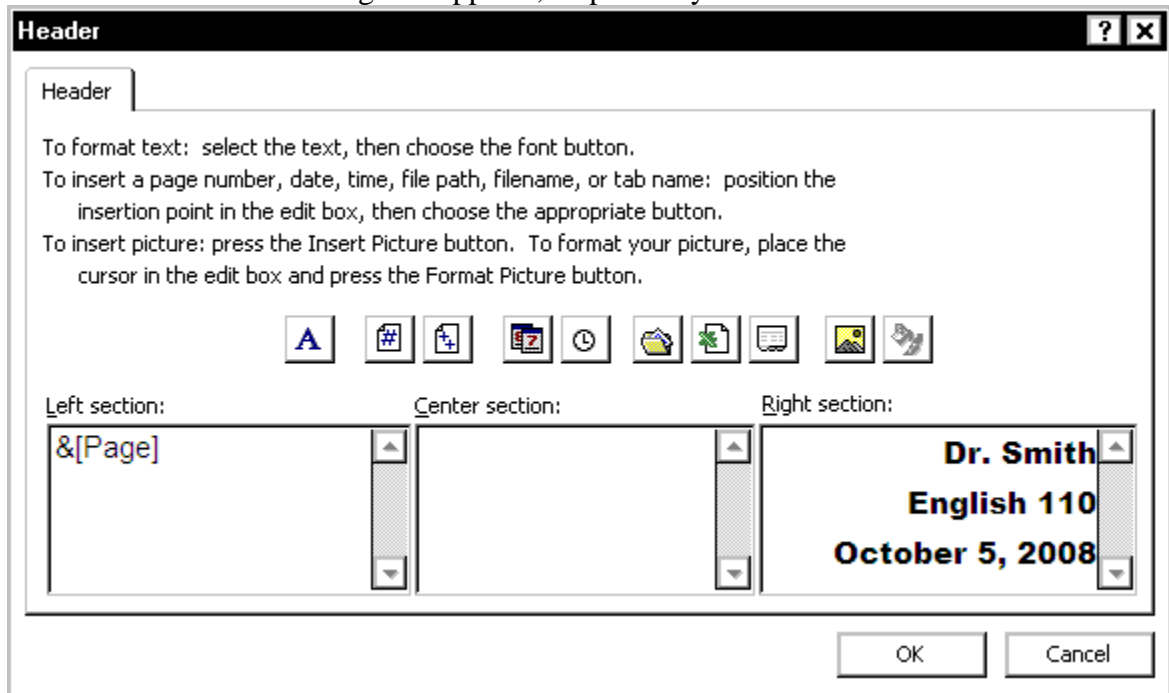
NOTE: The footer, like the header, is divided into three sections. Although not all three may be visible, clicking in one of these areas will cause that section to appear.


4. Click the section of the header or footer where you want to add content
5. Type or use the Header & Footer Elements to add all desired information
6. OPTIONAL: To change the formatting of your text
  - a. Select the text that you want to format
  - b. From the *Ribbon*, select the **Home** command tab
  - c. Using the commands in the *Font* group, make all desired formatting changes
7. To stop working with your header or footer, click outside of it  
NOTE: The header or footer may display the header or footer code on your screen, but the text will be visible when the worksheet is printed.

### Adding a Custom Header or Footer: Dialog Box Option

1. From the *Ribbon*, select the **Page Layout** command tab
2. In the *Page Setup* group, click **PAGE SETUP**  the *Page Setup* dialog box appears.

3. Select the **Header/Footer** tab
4. Click **CUSTOM HEADER...** or **CUSTOM FOOTER...**  
The *Header* or *Footer* dialog box appears, respectively.



5. In the *Left section*, *Center section*, and *Right section* text boxes, type or use the Header & Footer Elements to insert the desired information in each section of your header or footer
6. OPTIONAL: To change the formatting of your text
  - a. Select the text you want to format
  - b. Click **FORMAT TEXT**  the *Font* dialog box appears.
  - c. Select the desired options
  - d. Click **OK** the *Font* dialog box closes.
7. When finished, click **OK** the *Header* or *Footer* dialog box closes.
8. Click **OK** the *Page Setup* dialog box closes.

**NOTES:**

If you created a header with multiple lines, it may overlap with the information on the spreadsheet.

To ensure that your header with multiple lines is displaying properly, refer to Adjusting Margins.

The header or footer may display the header or footer code on your screen, but the text will be visible when the worksheet is printed.

## Header and Footer Elements

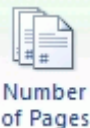
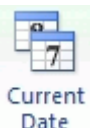


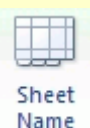


Excel allows you to create custom headers and footers by either typing your own text or adding specific text fields. The buttons available in the *Header & Footer elements* group provide you with text fields that will automatically update the information displayed as your document changes. These elements can also be added to preset headers and footers to customize your document.

The *Code* column in the table below shows the command that Excel will insert when the option is selected.

Although you may see only the code when looking at your document, the code will be translated to the corresponding information when the sheet is printed.

NOTES:

If you choose to create a custom header or footer using the dialog box option, note that these buttons are also available in the *Header* and *Footer* dialog boxes. However, only the graphic part of the button will be visible in these dialog boxes.

Button	Code	Action
	&[Page]	Inserts the page number NOTE: Excel will count only the pages that have data in at least one cell.
	&[Pages]	Inserts the total number of pages NOTE: Excel will count only the pages that have data in at least one cell.
	&[Date]	Inserts the current date
	&[Time]	Inserts the current time
	&[File]	Inserts the filename of the workbook
	&[Tab]	Inserts the name of the current worksheet
	&[Path]&[File]	Inserts the path and filename
	&[Picture]	Displays the <i>Insert Picture</i> dialog box so you can insert a picture



None

Displays the *Format Picture* dialog box so you can adjust picture properties



None

Available only in the *Header* and *Footer* dialog boxes; displays the *Font* text box to adjust text formatting

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