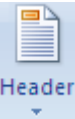


Creating Headers and Footers

You can create headers and footers in your Word document so that information such as the author's name, document title, or page numbers will appear in the top and/or bottom margin of your document. You can create a header and footer that appears the same on every page, or you can customize the pages with different headers and footers.

Inserting a Header or a Footer

By default, headers and footers appear on every page of your document. Word gives you have several presets to select from; you can also begin with a blank header or footer.

1. From the **Insert** command tab, in the *Header & Footer* section, click **HEADER**  or



The scroll list of preset headers or footers appears.

2. Select the desired header or footer style
HINT: To start with a blank Header/Footer, select *Edit Header* or *Edit Footer*

Editing Header or Footer Content

Once you have inserted a header or footer you can edit or format the content. Additional options appear in the Header & Footer Tools Design Tab.

1. Double-click within the header or footer
2. To edit the content of a header, on the *Ribbon*, click **HEADER** » select *Edit Header*
To edit the content of a footer, on the *Ribbon*, click **FOOTER** » select *Edit Footer*
Additional options appear in the *Ribbon*.
3. Edit text as desired
4. From the *Ribbon*, select additional customizing options as desired
5. Click **CLOSE HEADER & FOOTER**

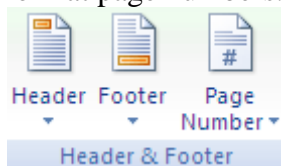
The Header & Footer Tools Design Tab

The *Header & Footer Tools Design* command tab appears on the *Ribbon* only when an existing header or footer is active. This special command tab providing several unique header and footer formatting options.

1. To access the *Design* tab of the *Headers & Footers Tools*, double-click a header or footer. A new contextual command tab appears next to the other command tabs in the *Ribbon* and gives you access to the header and footer functions.

Header & Footer Group

The *Header & Footer* group lets you to format the appearance of the header or footer and/or format page numbers.



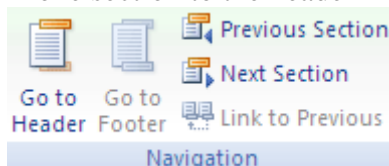
Insert Group

The buttons in the *Insert* group let you add graphics and preformatted text elements (e.g., time and date, document properties) to your headers and footers.



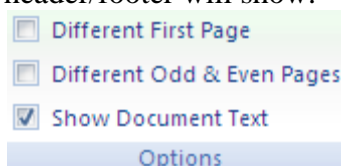
Navigation Group

The *Navigation* group buttons let you navigate between headers and footers and from the header in one section to the header in another section.



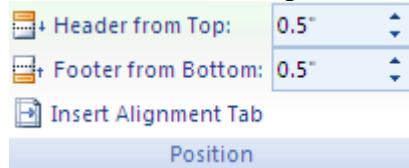
Options Group

This group provides the options of creating a different header on the first page. You can also select to have a different header/footer on the odd & even pages; this is useful if you need to adjust the alignment of the headers/footers for facing pages. If *Show Document Text* is deselected (i.e., there is no checkmark), then your document's text will not show--only your header/footer will show.



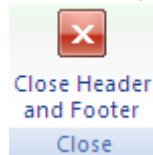
Position Group

This group allows you to adjust where your header appears on the page(s). The default setting is 0.5 inches from the top and bottom of the page.



Close Header and Footer Group

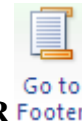
From here, you can exit the header/footer text box and continue editing your document.



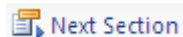
Creating a Different First Page Header and Footer

If you want the header/footer of your document to be different on your first page, you first need to create a header or footer. You can customize headers and footers in the *Header & Footer Tools Design* tab, which appears only when you select a header or footer.

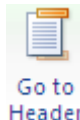
1. On the first page of the document, double click within the header or footer
The *Header & Footer Tools Design* tab appears.
2. From the *Header & Footer Tools Design* command tab, in the *Options* group, select **Different First Page**
The label on the first page header text box changes from *Header* to *First Page Header*.
3. In the *First Page Header* text box, insert the desired information



4. To edit the *First Page Footer*, click **GO TO FOOTER**
5. In the *First Page Footer* text box, insert the desired information
6. To create subsequent headers and footers, in the *Navigation* section, click **NEXT**



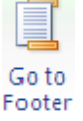
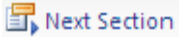
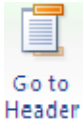
7. In the *Footer* text box, insert the desired information



8. Click **GO TO HEADER**
9. In the *Header* text box, insert the desired information
10. To return to your document, click **CLOSE HEADER AND FOOTER**

Creating Odd and Even Page Headers and Footers

You can create different odd and even page headers and footers, which display different information on the odd and even pages of your document.

1. On the first page of the document, double click within the header or footer
The *Header & Footer Tools Design* tab appears.
2. From the *Headers & Footers Tools Design* tab, in the *Options* section, select ***Different Odd & Even Pages***
3. In the *Odd Page Header* text box, insert the desired information
A button with a document icon and the text "Go to Footer".
4. Click **GO TO FOOTER**
5. In the *Odd Page Footer* text box, insert the desired information
6. To create the header and footer for even pages, in the *Navigation* section, click **NEXT**
A button with a document icon and the text "Next Section".
7. In the *Even Page Footer* text box, insert the desired information
A button with a document icon and the text "Go to Header".
8. Click **GO TO HEADER**
9. In the *Even Page Header* text box, insert the desired information
10. To return to your document, click **CLOSE HEADER AND FOOTER**

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