


Modifying Headers and Footers

Headers and footers can be extremely useful tools for organizing and identifying a document. After you have created a header or footer, Excel allows you to customize the header and footer information for a given worksheet. This document describes some options for modifying your headers and footers.

Adjusting Margins

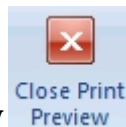
You may want to check your custom header or footer to ensure that it will print properly. If there are problems with the display of your header or footer, you may be able to fix them by adjusting the margins. You can adjust the margins in two ways: using the mouse option or the dialog box option.

Adjusting Margins: With the Mouse

1. From the *Office Button* menu , select **Print » Print Preview** your document is displayed in *Print Preview* mode.
2. In the *Preview* group, select **Show Margins** the margin outlines appear.

	Header Margin	
	PAGE 5	
	Page Margin	
Left Margin	132	452
	5	3
	4	121

3. Using the mouse, click, and drag the margin outlines to the desired position
 NOTE: The uppermost and bottommost margins are for the header and footer, respectively.

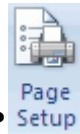


4. Click **CLOSE PRINT PREVIEW** excel returns to the work area.

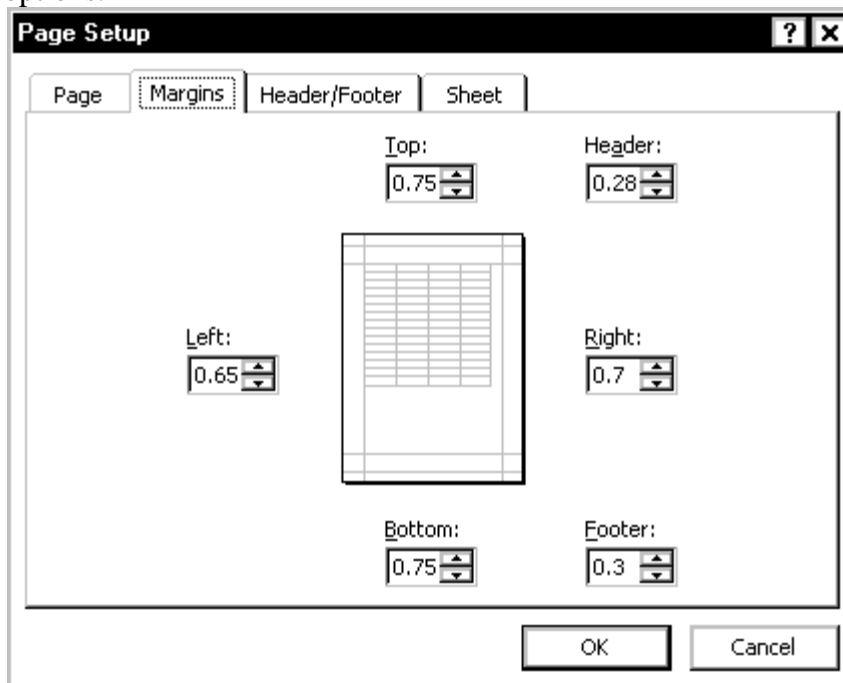
Adjusting Margins: With the Page Setup Dialog Box



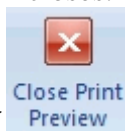
1. From the *Office Button* menu, select **Print » Print Preview** your document is displayed in *Print Preview* mode.



2. In the *Print* group, click **PAGE SETUP** the *Page Setup* dialog box appears.
3. Select the **Margins** tab the *Page Setup* dialog box refreshes to display the *Margins* options.



4. In the *Top*, *Left*, *Right*, *Bottom*, *Header*, and/or *Footer* text boxes, type the preferred margin size **OR** use the nudge buttons to adjust the margins
5. Click **OK** the *Page Setup* dialog box closes.



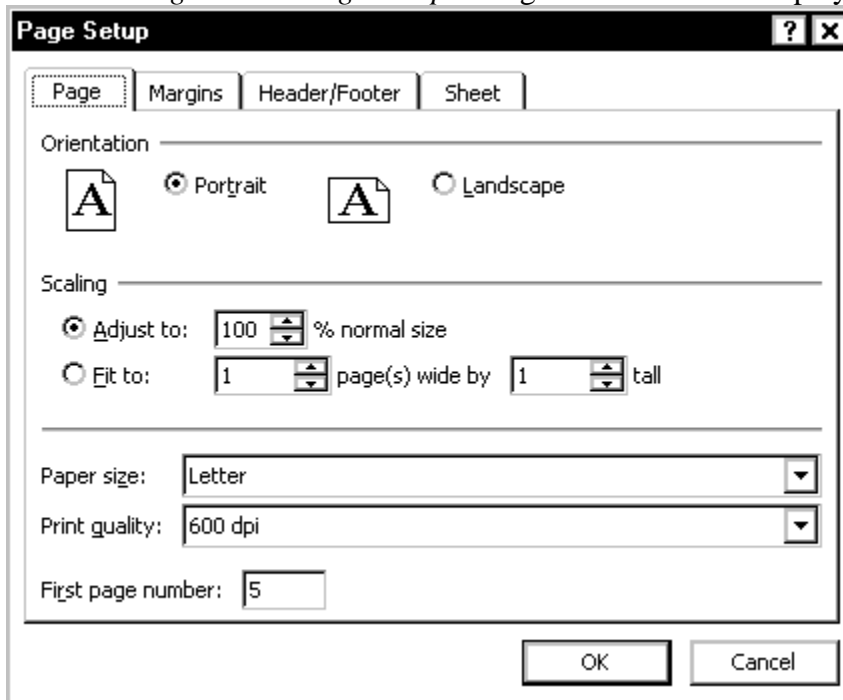
6. Click **CLOSE PRINT PREVIEW** excel returns to the work area.

Setting a Custom Page Number

By default, page numbering starts with one. However, Excel allows you to begin numbering the first page with a number other than one.

1. Add your header or footer
2. From the *Ribbon*, select the **Page Layout** command tab
3. In the *Page Setup* group, click **PAGE SETUP** the *Page Setup* dialog box appears.

4. Select the *Page* tab the *Page Setup* dialog box refreshes to display the *Page* options.



5. In the *First page number* text box, type the number that will begin the page numbering
6. Click **OK** the *Page Setup* dialog box closes.

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