



## **IT Training and Communication**

A Division *of* Information Technology

Technology-related learning opportunities and support for VSU Faculty and Staff

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# **Word 2010:**

Material adapted from Microsoft Word Help

# **Headers, Footers, and Page Breaks**



## Today, I Learned . . .

- What are Headers and Footers
- How to Insert, Edit, and Remove a Header or Footer
- How to Create Different First Page Header and Footer
- How to Create Different Odd and Even Page Headers and Footers
  
- What are Page Breaks
- Types of Page Breaks
- How to Insert a Page Break
- What are Section Breaks
- Types of Section Breaks
- How to Insert and Remove a Section Break

## HEADERS AND FOOTERS (Insert Tab)

### What are Headers and Footers?

Headers and footers are place holders for data that appear on pages without interfering with the main body content. Headers appear at the top, or the head, of the page. Footers appear at the bottom, or foot, of the page.

### Insert a Header or Footer:

1. Select the **Insert** tab and in the Header & Footer group, click **Header or Footer**
2. This will open a drop-down menu of default Header/Footer formats depending on your selection.
3. Select one of the drop-down options to insert and begin editing

### Edit a Header or Footer:

After a header or footer has been inserted, double-click in the space of the header or footer to begin editing.

**Different First Page:** Give the first page a different header and footer from the rest of your document.

1. Click in the document's Header or Footer to open the **Header & Footer** toolbar
2. Select the **Different First Page** option in the Options group

**Different Odd & Even Pages:** Specify that odd-numbered pages should have a different header and footer from even-numbered pages.

1. Click in the document's Header or Footer to open the **Header & Footer** toolbar
2. Select the **Different Odd & Even Pages** option in the Options group

## Additional Useful Features:

**Page Number** provides various page number formats.

**Go to Header and Go to Footer** sends the cursor to either the header or footer area for editing.

**Link to Previous** links current header and footer to previous header and footer.

**Date & Time** provides various date and time formats.

**Document Info** provides a number of helpful data templates such as Last Saved, File Location, and Author.

**Header from Top** allows the top header margin to be adjusted.

**Footer from bottom** allows the bottom footer margin to be adjusted.

## Remove a Header or Footer:

1. Select the **Insert** tab and in the Header & Footer group → click Header or Footer
2. Select the **Remove Header** or **Remove Footer** option from the drop-down menu

## PAGE BREAKS (Page Layout Tab)

### What are Page Breaks?

When you're typing a document, Word automatically adds a page break at the end of each page, depending on where you set your margins. If you want to add a break somewhere else—for example, in the middle of the page so that later you can add a drawing or graphic—you can insert a manual break.

There are **three (3) types of Page Breaks** found under the **Page Layout** tab:

1. **Page**
2. **Column**
3. **Text Wrapping**

**Page Break:** marks the point where one page ends and the next page begins

1. Click where you want to start a new page
2. Select the **Insert** tab → **Page Break**

-or-

Select **Page Layout** tab → Click **Breaks** down-drop arrow → Select **Page**

-or- Press **Ctrl + Enter** keys on your keyboard

## To Create Two or More Columns:

1. Select **Page Layout** tab → **Columns** drop-down arrow → Choose the number of columns

**Column Break:** text following the column break will begin in the next column

1. Click where you want the break to begin
2. Select **Page Layout** tab → Click **Breaks** down-drop arrow →

Select **Column**

-or-

Press **Ctrl + Shift + Enter** keys on your keyboard

**Text Wrap Break:** separate text around objects on web pages; i.e., caption text from body text

1. Click your Web page where you want to break a line of wrapped text.
2. Select **Page Layout** tab, Click **Breaks** down-drop arrow → Select **Text Wrapping**

**To View Where Breaks Appear:** Select the **Home** tab → **Paragraph** → **Show/Hide**

## SECTION BREAKS (Page Layout Tab)

### What are Section Breaks?

Think of a section break as a document within your document. You are able to insert a section break(s) and format each section independent of the rest of your document. Each section can have its own unique formatting and page layout attributes; such as:

- ✓ Landscape or portrait orientation
- ✓ Independent headers or footers
- ✓ Independent page numbering
- ✓ Multiple Columns
- ✓ Page borders
- ✓ Page Margins
- ✓ Text formatting



✓ Using Section Breaks:

Once you have inserted a Section Break(s) in your document, apply desired formatting and page layouts as you normally would.

There are **four (4) types of Section Breaks** found under the **Page Layout** tab:

1. **Next Page**
2. **Continuous**
3. **Even Page**
4. **Odd Page**

**To insert Section Breaks, click where you want the break to begin and then,**

**Next Page:** starts the new section on the following page.  
Select the **Page Layout** tab → **Breaks** → **Next Page**

**Continuous:** starts the new section on the same page.  
Select the **Page Layout** tab → **Breaks** → **Continuous**

**Even Page:** starts a new section on the next even-numbered page.  
Select the **Page Layout** tab → **Breaks** → **Even Page**

**Odd Page:** starts a new section on the next even-numbered page.  
Select the **Page Layout** tab → **Breaks** → **Odd Page**



**To Track which Section you are currently in:** Right-click on Status Bar → Click Section

**To View where Section Breaks appear:** Select the Home tab → Paragraph → Show/Hide



**To Delete a Page or Section Break:** Place your cursor just before the break and press the **Delete** key on your keyboard.

**Note:** When you delete a section break, the text that was above the break becomes part of the section that was below the break—making them one section—and that first section will now take on the properties and formatting of the section that was initially below it.