

Microsoft Word 2007/2010: Insert headers and footers

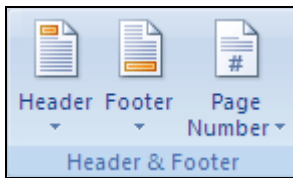
Headers and footers are areas in the top, bottom, and side margins of each page in a document.

You can insert or change text or graphics in headers and footers. For example, you can add page numbers, the time and date, a company logo, the document title or file name, or the author's name.

Insert the same header or footer on each page

Insert a predefined header or footer

1. On the **Insert** tab, in the **Header & Footer** group, click **Header** or **Footer**.



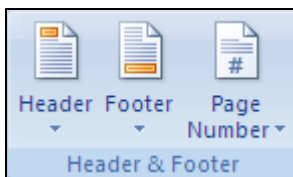
2. Click the header or footer design that you want.

The header or footer is inserted on every page of the document.

- If necessary, you can format the text in the header or footer by selecting the text and using the formatting options on the Mini toolbar, which is a part of the Microsoft Office Fluent interface.
- If you want to switch to a different predefined header or footer, repeat these steps, and choose a different header or footer from the gallery.

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.



Make the first page header or footer different 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.

NOTE If your document includes a cover page from the gallery of cover pages in Office Word 2007/2010, 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.

3. Create a header or footer, or make changes to the existing header or footer, on the first page.

Use no header or footer on the first page

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.

NOTE If the **Different First Page** check box is already checked, do not clear it. Go on to the next step.

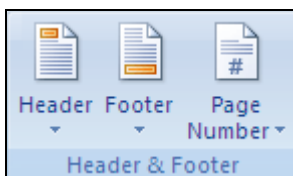
3. In the **First Page Header** or **First Page Footer** area, delete the contents of the header or footer.


Make the header or footer different for odd and even pages

For example, you can use the title of the document on odd-numbered pages, and the chapter title on even-numbered pages. Or, for a booklet, you can place page numbers on odd-numbered pages to be on the right side of the page and page numbers on even-numbered pages to be on the left side of the page. This way, the page numbers are always on the outside edge when the pages are printed on both sides of the paper.

Create odd and even headers or footers in a document that does not yet use headers or footers

1. Click an odd-numbered page, such as the first page of your document.
2. On the **Insert** tab, in the **Header & Footer** group, click **Header** or **Footer**.



3. In the gallery of headers or footers, click a design labeled **(Odd Page)**, such as **Austere (Odd Page)**.
4. Under **Header & Footer Tools**, on the **Design** tab, in the **Options** group, select the **Different Odd & Even Pages** check box.
5. Under **Header & Footer Tools**, on the **Design** tab, in the **Navigation** group, click **Next Section**  to advance the cursor to the header or footer for even-numbered pages.
6. Under **Header & Footer Tools**, on the **Design** tab, in the **Header & Footer** group, click **Header** or **Footer**.
7. In the gallery of headers or footers, click a design labeled **(Even Page)**, such as **Austere (Even Page)**.


NOTES

- If necessary, you can format text in the header or footer by selecting the text and using the formatting options on the Office Fluent Mini toolbar.
- If you want to switch to a different predefined header or footer, repeat these steps, and choose a different header or footer from the gallery.

Create odd and even headers or footers in a document that already has headers or footers

1. Double-click in the header or footer area.
2. Under **Header & Footer Tools**, on the **Design** tab, in the **Options** group, select the **Different Odd & Even Pages** check box.

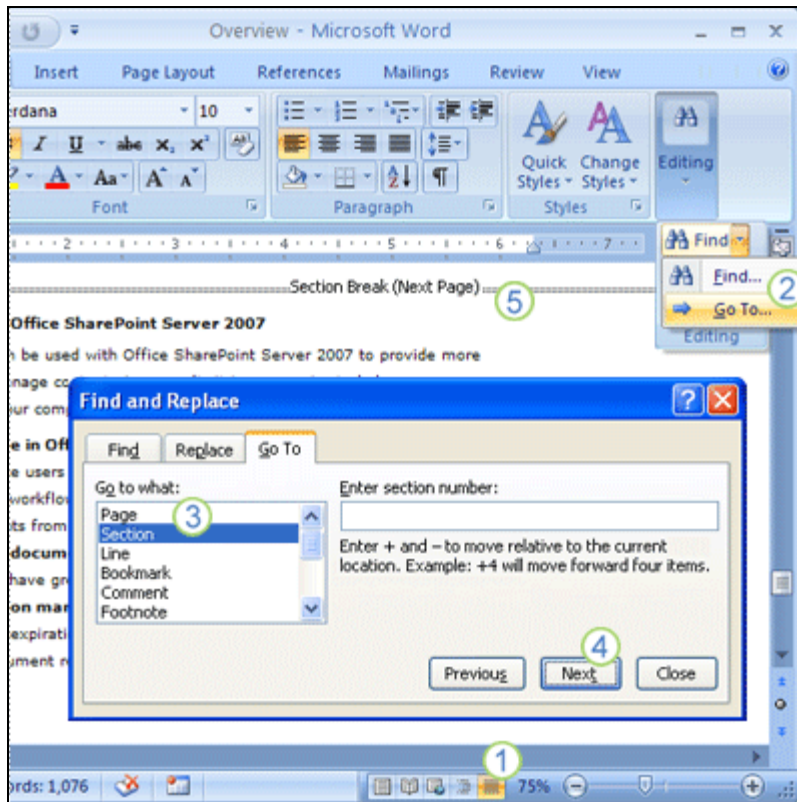
The existing header or footer is now configured for odd-numbered pages only.

3. Under **Header & Footer Tools**, on the **Design** tab, in the **Navigation** group, click **Next Section**  to advance the cursor to the header or footer for even-numbered pages, and then create the header or footer for even-numbered pages.

Make the header or footer different in each section or chapter

If your document is divided into sections, you can vary the headers and footers so that they display different content for each section. For example, if your document is divided into chapters by using section breaks, the chapter title can be displayed in the header of each chapter.

TIP If you are unsure whether your document has sections, you can search for them.



- 1 Click **Drafts** on the status bar.
- 2 On the **Home** tab, in the **Find** group, click **Go To**.
- 3 Click **Section**.
- 4 Click **Next** to find section breaks in the document.
- 5 Draft view makes it easy to see the section breaks in the document.

Add section breaks to a document

If your document is not divided into sections, you can insert section breaks where you want the header or footer to vary.

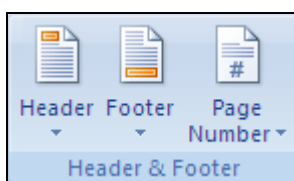
1. Starting at the beginning of the document, place the cursor at the beginning of the page where you want to start varying the header or footer.




2. On the **Page Layout** tab, in the **Page Setup** group, click **Breaks**, and then under **Section Breaks**, click **Next Page**.
3. Place the cursor at the beginning of the next page where you want to vary the header or footer, such as the first page of a new chapter.
4. On the **Page Layout** tab, in the **Page Setup** group, click **Breaks**, and then under **Section Breaks**, click **Next Page**.
5. Repeat steps 3 and 4 for every section break that you want in the document.

Use a document's section breaks to vary the header or footer

If your document is already divided into sections, you can use the section breaks to configure headers and footers.



1. Starting at the beginning of the document, click in the first section for which you want to vary the header or footer.
2. On the **Insert** tab, in the **Header & Footer** group, click **Header** or **Footer**.



3. Click **Edit Header** or **Edit Footer**.
4. On the **Headers & Footers** tab, in the **Navigation** group, click **Link to Previous**  to break the connection between the header or footer in this section and the previous section.
5. Change the existing header or footer, or create a new header or footer for this section.
6. In the **Navigation** group of the **Design** tab (**Header & Footer** contextual tab), click **Next Section**  to advance the cursor to the header or footer of the next section.
7. On the **Headers & Footers** tab, in the **Navigation** group, click **Link to Previous**  to break the connection between the header or footer in this section and the previous section.
8. Change the existing header or footer, or create a new header or footer for this section.
9. Repeat the previous three steps for all of the sections in the document.

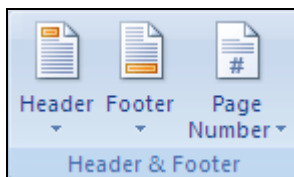
Use the same header or footer across section boundaries

In a document where the header or footer varies by section, you can make the header or footer the same across section boundaries.

1. Double-click the header or footer that you want to preserve across section boundaries.
2. On the **Headers & Footers** tab, in the **Navigation** group, click **Next Section** .
3. Click **Link to Previous** .
4. Office Word 2007/2010 will ask if you want to delete the header and footer and connect to the header and footer in the previous section. Click **Yes**.

Change the contents of a 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. Make your changes to the header or footer by selecting the text and revising it or by using the options on the Fluent Mini toolbar to format the text. For example, you can change the font, apply bold format, or apply a different font color.

TIP In Print Layout view, you can quickly switch between the header or footer and the document text. Just double-click the dimmed header or footer, or the dimmed document text.

Insert a page number

If your document already has content in the header or footer, you can add the page number to the header or footer.

If you want to use one of the preformatted page number designs, but you want more information in the header or footer than just the page number, it is easiest to start with a page number and then add other text or graphics to the header or footer.

NOTE Many of the footer designs in the gallery of footers already include the page number as part of the content.

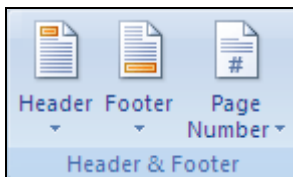
Add a page number to an existing header or footer

1. Double-click the header or footer area.
2. Position the cursor where you want to insert the page number.

NOTES

- You may need to press the TAB key, adjust paragraph alignment, or make other changes to the header or footer content to position the cursor where you want it.
- Many header and footer designs are laid out in a table, and pressing TAB moves the cursor without inserting a tab stop. To insert a tab stop within a table cell, press CTRL+TAB. To determine whether the header or footer that you are working with is laid out in a table, look for the **Table Tools** contextual tab at the top of the Ribbon while the cursor is in the header or footer.
- Many header and footer designs contain content controls for storing content such as the document title and the date. When you click to edit the header or footer, the cursor might automatically select the content control. To move the cursor away from the content control (so that you can insert the page number in the header or footer without deleting the content of the content control), press the LEFT ARROW or RIGHT ARROW key.

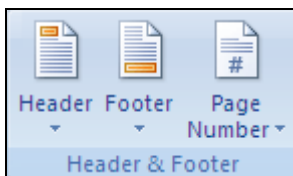
3. On the **Insert** tab, in the **Header & Footer** group, click **Page Number**.



4. Click **Current Position**.
5. Choose a page number design from the gallery of designs.

Add header or footer content to a preformatted page number design

1. On the **Insert** tab, in the **Header & Footer** group, click **Page Number**.



2. Click **Top of Page**, **Bottom of Page**, or **Page Margins**, depending on where you want page numbers to appear in your document.
3. Choose a page number design from the gallery of designs.

Choose a design that positions the page number where you want it. For example, if you want some header content aligned on the left margin and the page number aligned on the right margin, choose a right-aligned page number design.

4. Do one of the following:
 - To insert header or footer content before the page number, press the HOME key, enter the content, and then press TAB to position the content.
 - To insert header or footer content after the page number, press the END key, press TAB, and then enter the content.
 - If you chose a design from the **Page Margins** designs, click in the header or footer, and add the content that you want.

NOTES

- You may need to press TAB, adjust paragraph alignment, or make other changes to the header or footer content to position the cursor where you want it.
- Many header and footer designs are laid out in a table, and pressing TAB moves the cursor without inserting a tab stop. To insert a tab stop within a table cell, press CTRL+TAB. To determine whether the header or footer that you are working with is laid out in a table, look for the **Table Tools** contextual tab at the top of the Ribbon while the cursor is in the header or footer.
- Many header and footer designs contain content controls for storing content, such as the document title and the date. When you click to edit the header or footer, the cursor might automatically select the content control. To move the cursor away from the content control (so that you can insert the page number in the header or footer without deleting the content of the content control), press the LEFT ARROW or RIGHT ARROW key.

Insert the file name of the document

1. Place the cursor where you want to insert the file name in the header or footer.
2. Under **Header & Footer Tools**, on the **Design** tab, in the **Insert** group, click **Quick Parts**, and then click **Field**.
3. In the **Field names** list, click **FileName**. If you want to include the path as part of the file name, select the **Add path to filename** check box.

Security: Because field codes can be visible to anyone reading your document, be sure that the information you place in field codes is not information that you want kept private.

Insert the document title, author's name, or other document property

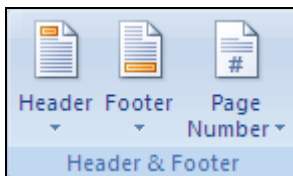
1. Place the cursor where you want to insert the document property in the header or footer.
2. Under **Header & Footer Tools**, on the **Design** tab, in the **Insert** group, click **Quick Parts**.
3. Point to **Document Property**, and then click the document property that you want.

Insert the current date

1. Place the cursor where you want to insert the date in the header or footer.
2. Under **Header & Footer Tools**, on the **Design** tab, in the **Insert** group, click **Date & Time**.
3. In the **Available formats** list, click the format in which you want the date (and time, if you want) to appear.

Remove the header or footer

1. Click anywhere in the document.
2. On the **Insert** tab, in the **Header & Footer** group, click **Header** or **Footer**.



3. Click **Remove Header** or **Remove Footer**.

The headers or footers are removed from the entire document.

IMPORTANT If you created different first-page or odd-and-even headers or footers, or if there are sections that aren't linked, be sure to remove the headers or footers from each different page or section.