Information Services

Headers and Footers in Microsoft Word 2007®

This document explains how to manage headers and footers on pages in Word® documents.

■ CREATE THE **DIFFERENCE**

Inserting or changing headers or footers

You can insert predesigned headers or footers in your document and easily change the header and footer designs. Or you can create your own header or footer with a company logo and custom look, and save the new header or footer to the gallery.

Insert the same header and footer throughout a document

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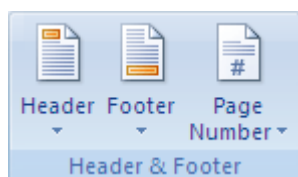

- Click the header or footer design that you want.
  The header or footer is inserted on every page of the document.

  If necessary, you can format text in the header or footer by selecting the text and using the formatting options on the Mini toolbar.

Insert text or graphics in a header or footer and save it to the gallery
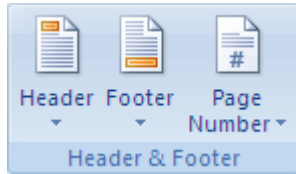
- On the **Insert** tab, in the **Header & Footer** group, click **Header** or **Footer**.
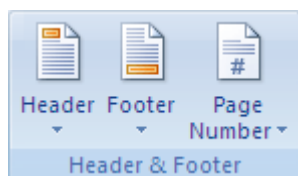
- Click **Edit Header** or **Edit Footer**.

Change headers or footers

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

Remove the header or footer from the first page

- On the **Page Layout** tab, click the **Page Setup** Dialog Box Launcher, and then click the **Layout** tab.
- Select the **Different first page** check box under **Headers and footers**.
- Headers and footers are removed from the first page of the document.

Make the headers or footers different for odd and even pages

For example, you might choose to use the title of the document on odd pages, and the chapter title on even pages.

- On the **Page Layout** tab, click the **Page Setup** Dialog Box Launcher, and then click the **Layout** tab.
- Select the **Different odd and even** check box.

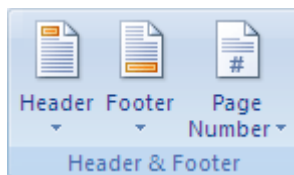## Change the contents of a header or footer

- On the **Insert** tab, in the **Header & Footer** group, click **Header** or **Footer**
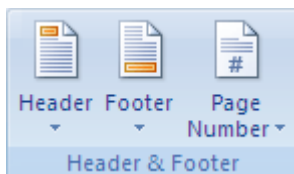
- Make your changes to the header or footer by selecting the text and revising it or by using the options on the Mini toolbar to format the text. For example, you can change the font, apply bold format, or apply a different font color.

- In Print Layout view (Print Layout view: A view of a document or other object as it will appear when you print it. For example, items such as headers, footnotes, columns, and text boxes appear in their actual positions.), 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.

Remove the headers or footers

- Click anywhere in the document.

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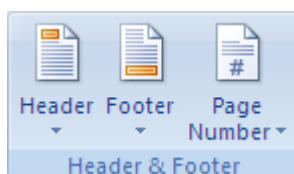

- Click **Remove Header** or **Remove Footer**.

  The header or footers are removed from the entire document.

Create a different header or footer for part of a document

- Click in the section for which you want to create a different header or footer.

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

- Click **Edit Header** or **Edit Footer**.

- On the **Headers & Footers** tab, in the **Navigation** group, click **Link to Previous** to break the connection between the header and footer in the new section and the previous section.

    - Microsoft Office Word 2007 does not display **Same as Previous** in the upper-right corner of the header or footer.

    - Change the existing header or footer, or create a new header or footer for his section.

Where to go for more help or information

You can get further help from the Information Services Help Desks at:

Thompson Library: 01782 294771
Brindley IT Centre: 01782 294135
Octagon IT Centre: 01785 353339

Online: www.staffs.ac.uk/ishelp
Email: libraryhelpdesk@staffs.ac.uk   (for all IT and Library queries)

All Microsoft ® product screenshots and references are used by permission of
the Microsoft® Corporation. Windows® operating system