

An Introduction to

Headers and Footers, Footnotes and Section Breaks with Word 2003

These instructions are an introduction to inserting and modifying Headers and Footers and Footnotes. They also introduce the use of Section Breaks to support different page formatting in long documents. These instructions are a complement to the documentation

- Creating a Table of Contents and Indexes in Word 2003
- An Introduction to Styles in Word 2003

Documentation details:




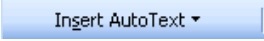

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Software Version:	Word 2003
Who is the documentation for?:	All staff and students
Where can this documentation be used?:	All machines in all areas

Inserting and working with Headers and Footers

Open up your document or the sample file you can use with these instructions
prozac_report_longdocs4.doc

1. Click **View** then **Header and Footer**. This menu bar will appear



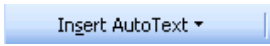
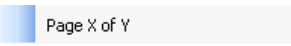
2. Click on the **Switch Between Header and Footer** button  on the Header and Footer toolbar to take you to the Footer (this is a 'toggle' button, click on it again to go to the Header)
3. Type your name, this will appear in left hand margin
4. Press tab, the cursor will be centred in the Footer, press  to insert the page number
5. Press tab again, the cursor will be right aligned, click  to insert the date
6. Press Enter, click  then 

Note: The page number, date and AutoText data are fields. That means they will/can be updated to reflect changes, e.g. date changes or changes to the filename. You may have to Update the field by right mouse clicking and clicking Update Field.


Explore some of the other text you could insert

7. To exit headers and footers and return to your document you can
 - a. Click **Close** on the Header and Footer toolbar
 - b. Double click in your main document
 - c. Click **View, Header and Footer**

Changing the format of the first page

1. Scroll to page 2
2. Double click in the Footer to open up Headers and Footers
3. Highlight the page number, press **Delete**
4. Click , then . The Footer page number in the centre should now say Page 2 or 7. As pages are added to the document the field containing 7 will be updated

We are now going to make the footer of the first page of document different from the rest

5. Click  **Page Setup**
6. Click the **Layout** tab
7. Under Headers and Footers, check the box to left of 'Different first page' ➡



Note: from here you can also have Headers and Footers which are 'Different odd and even' pages

8. Click **OK**
9. Check the first page, you will see that the Footer is now labelled 'First Page Footer – Section 1' rather than 'Footer – Section 1'
10. Click **Edit**, then **Undo** as we will be using Section Breaks to change the format of the first page later

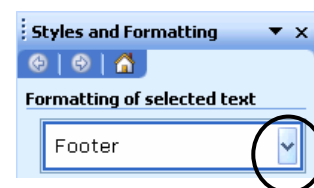
Changing the format of the whole footer

When you enter text into a Header or Footer, a style is applied to that text. If you are unsure of Styles see the handout 'Introduction to Styles in Word 2003'. The following instructions work through making simple changes to the style Footer

1. Double click in the Footer to open up Headers and Footers
2. Click **Format, Styles and Formatting ...**
3. The Styles and Formatting pane will appear on the right

Because your cursor is in the footer, you should see Footer listed as the 'Formatting of selected text' at the top of the Styles and Formatting toolbar.

4. Move your cursor over **Footer** on the Styles and Formatting pane (don't click)
5. The list button will appear click on it once ➡
6. Select **Modify...**
7. Change the point size to 8
8. Click **OK**




Creating Footnotes

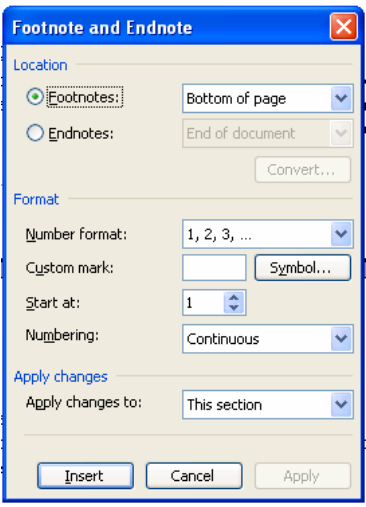
Footnotes and endnotes are used in printed documents to explain, comment on, or provide references for text in a document (Endnotes in Word are different from Endnote the Bibliographic referencing software). Footnotes appear at the end of each page in a document. Endnotes appear at the end of a document.

We are going to insert two footnotes

1. Make sure you are in your document, not in Headers and Footers

2. Place the cursor after the words “depend on your medical history” in the paragraph headed Recovery (use the document map  to navigate to 2.2.8 Recover).

3. Click **Insert** then **Reference**

4. Select **Footnote...** You will see this dialogue box 

From here you can

- Specify Footnotes or Endnote
- The location of the Footnote or Endnote
- The number Format
- Where changes are to be applied

5. Usually the default settings are fine, so click **Insert**

6. You will return to the document. Word will insert the note number in the text and a corresponding note number at the bottom of the page.

Type the following:

For example, whether you have had episodes of depression prior to the one just treated

Note: Return to the Recovery paragraph and you can see that a superscript ¹ has been inserted to show indicate a footnote. If you hover the mouse pointer over this number the text in the footnote will appear next to it.


7. Another footnote is required in the earlier paragraph 2.2.2 Continuation Phase. Scroll up this paragraph and insert the following footnote at the end of the paragraph:

In clinical studies, Prozac had a sustained antidepressant effect for up to 38 weeks following 12 weeks of Acute phase treatment (50 weeks total).

Note: This footnote is now the first in the document and numbered 1. Scroll down to the **Recovery** paragraph and note that the number has automatically changed to 2.

Changing Footnotes to Endnotes

If you have entered in your Footnotes you can change them all to Endnotes

1. Change to Normal View by clicking  (bottom left of the screen) or select **View** from the Toolbar, then **Normal**
2. Click **View**, then **Footnotes**

You should see all your Footnotes at the bottom of the screen

3. Highlight the Footnotes you would like to convert to Endnotes (for this exercise highlight both Footnotes)
4. Right mouse click and select Convert to Endnote
5. Click **View**, then **Print Layout**
6. Scroll to the bottom of the document to see your notes reformatted as Endnotes

Note: When you insert a Footnote the text is formatted in the Style 'Footnote Text', you can change the formatting of all Footnote text by Modifying the Style see the instructions above for 'Changing the format of the whole footer'.

Section Breaks

You will have used (Page) Breaks already. When you get to the end of a page, Word automatically inserts a page break. You can manual force a page break by using **Ctrl+Enter** or **Insert, Break..., Page Break**.



Section Breaks allow you to divide your document up into sections so you can set different formats for separate sections. The type of formats you can change for sections are, margins, page orientations, numbering, footnotes etc...

There are a variety of different types of Section Breaks, the one we will use for this exercise is 'Next Page'

We are going to create 3 different sections within the current document

1. The Title page
2. The Contents page
3. The rest of the document


Note: Section Breaks control the section formatting of the text that precedes it

1. Click the Show/Hide button  so you can see the documents hidden codes
2. Place your cursor just before the Page Break at the end of the first page (your cursor should be just after the C of Prozac) 
3. Press Delete to take out the Manual Page Break
4. Click **Insert, Break... ,Next Page, OK**
5. Now you will see that Word has inserted Section Break (Next Page)
6. Scroll down to page 2, place your cursor just before the Page Break at the end of the Table of Contents
7. Press Delete to take out the Manual Page Break
8. Click **Insert, Break... ,Next Page, OK**
9. Click **View, then Header and Footer**
10. Scroll to the bottom of Page 1, you will notice that Footer is labelled *Footer – Section 1*
11. Check the Footers on Page 2 and also on Page 3 you will see that the Footer label reflects the sections that have been inserted.




Formatting different sections



Firstly we will be separating the footers for the first and second pages (sections)

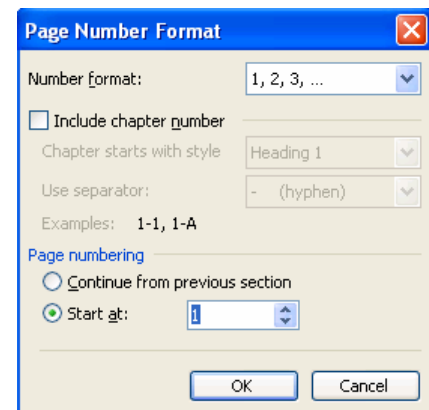
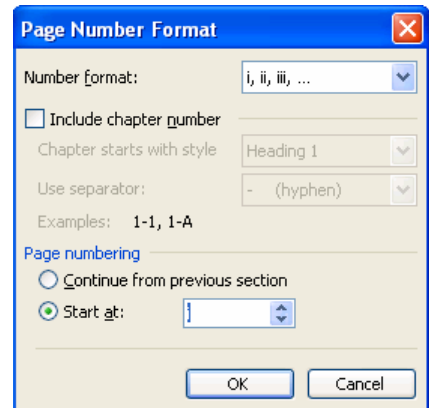
1. Double click the footer on page 2 (section 2) the Contents Page
2. Click on the Link to Previous button . This breaks the connection between Page 1 and Page 2 footers
3. Scroll up to Page 1 and delete all the text in the footer
4. Scroll down and check Page 2, the footer is still there

Now we are going to change the format of the page numbering for Page 2 the Contents page to start at one and be in Roman Numerals

5. Delete **Page** and **of 7**
6. Highlight the page number
7. Click Format Page Number button 
8. Change the *Number format*: to roman numerals ⇨
9. Click *Start at*: and ensure it says i ⇨
10. Click **OK**

Now we will be separating the footers for the second and third pages (sections), and then change the Page Number Format to start at 1

11. Click in the footer for the page 3 (section 3) the start of the report
12. Click on the **Link to Previous** button . This breaks the connection between Page 2 and Page 3 footers
13. Highlight the page number
14. Click **Format Page Number** button 
15. Leave the Number format: as **1, 2, 3, ...** ⇨
16. Slick Start at: and ensure the number is **1** ⇨
17. Click **OK**



To find out more about techniques in Word to manage long documents see the Faculty of Humanities ICT Office website. Also IT Services runs a ½ day course on Managing Long documents and the Resources can be downloaded from <http://www.itservices.manchester.ac.uk/applications/trainingdocs/>

ECDL Alert!

These materials cover skills which are part of ECDL Advanced AM3 Word Processing