

## How to Create Headers and Footers

A header or footer is text or graphics (company logo, dates, page numbers, etc.) that is printed at the top or bottom of each page in a document. If printed at the top of the page, it is known as a Header. When printed at the bottom of the page, it is known as a Footer.

### To Create a Header or Footer:

1. Create a new document or open an existing document.
2. On the **View** menu, click **Header and Footer** to open the header and footer area on the page. The **Header and Footer Toolbar** also appears.
3. To create a header, enter text or graphics in the header area or
4. Use the **Switch Between Header and Footer** button on the toolbar and enter text or graphics in the footer area.
5. To edit your header or footer, use the **Standard**, **Formatting**, or **Header and Footer Toolbars**.
6. When you finish, click **Close** on the **Header and Footer** toolbar.

**Note:** Scroll through the document. Notice the headers and footer. When a header/footer is created in a document, Word automatically uses the same header/footer throughout the entire document unless otherwise specified.

### To Create a Different Header or Footer for PART of a document:

1. A document must first be divided into sections in order to create a different header or footer for part of a document.
  - a. Click where you want to insert a section break.
  - b. On the **Insert** menu, click **Break**.
  - c. Under **Section break types**, place a **dot** next to **Continuous**, and then **OK**.
2. Click in the section for which you want to create a different header or footer.
3. On the **View** menu, Click **Header and Footer**.
4. On the **Header and Footer** toolbar, click the **Same as Previous** button to break the connection between the header and footer in the current section and the previous section. Microsoft Word no longer displays **Same as Previous** in the upper-right corner of the header or footer.
5. Change the existing header or footer, or create a new one for this section. Click **Close**.
6. To change other headers and footers in your document, repeat steps 1-5 above.

To Begin Page Numbering after the First Page:

1. To begin page numbering later in a document, you need to first divide the document into sections.
  - a. Click where you want to insert a section break.
  - b. On the **Insert** menu, click **Break**.
  - c. Under **Section break types**, place a **dot** next to **Continuous**, and then **OK**.
2. Click within the section in which you want to begin your page numbering.
3. On the **View** menu, Click **Header and Footer**.
4. On the **Header and Footer** toolbar, click the **Same as Previous** button to break the connection between the header and footer in the current section and the previous section. Microsoft Word no longer displays **Same as Previous** in the upper-right corner of the header or footer.
5. On the Insert menu, click Page Numbers.
6. Select the down arrow beneath Alignment to align your page number. Make sure a check mark appears next to Show Number on First Page.
7. Click Format.
8. In the Start at box, enter 2, 3, 4, etc. for the page number you wish to begin numbering with
9. Click OK twice to apply numbering

To Delete a Header or Footer:

When you delete a header or footer, Microsoft Word automatically deletes the same header or footer throughout the entire document unless otherwise specified

1. Position cursor within the document.
2. On the **View** menu, click **Header and Footer**.
3. **Switch between Header and Footer** to select the header or footer.
4. In the header or footer area, select the text and/or graphics and press **Delete**.
5. Click **Close**.

To delete a header or footer for part of a document, you must first divide the document into sections and then create a different header or footer for part of a document.

1. On the **View** menu, click **Header and Footer**.
2. If necessary, click **Show Previous** or **Show Next** on the **Header and Footer** toolbar to move to the header or footer you want to delete.
3. In the header or footer area, select the text and/or graphics and press **Delete**.
4. Click **Close**. The header or footer is removed.