Headers and Footers

Explanation
When you work with documents in Word, you’ll often want to add certain information to every page, such as the date, the file name, a revision number, the author’s name, and page numbers. You can use headers and footers to add these elements. A header is text that prints at the top of every page; a footer is text that prints at the bottom of every page.

Headers and footers are not visible in Normal view. To see them on the page, you need to switch to Print Layout view or Print Preview. Even if the header and footer text isn't visible, it will be included in the printed document.

The Header and Footer toolbar
The Header and Footer toolbar automates the most common header and footer options and tasks, such as inserting today’s date or a page number. The most commonly used options are shown as buttons on the toolbar; other options are listed under the Insert AutoText button.

The various options on the toolbar are explained in the following table:

<table>
<thead>
<tr>
<th>Button</th>
<th>Name</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>![button]</td>
<td>Insert Page Number</td>
<td>Inserts page numbers that automatically update when you add or delete pages.</td>
</tr>
<tr>
<td>![button]</td>
<td>Insert Number of Pages</td>
<td>Inserts the total number of pages in the document.</td>
</tr>
<tr>
<td>![button]</td>
<td>Format Page Number</td>
<td>Opens the Page Number Format dialog box in which you can format the page number.</td>
</tr>
<tr>
<td>![button]</td>
<td>Insert Date</td>
<td>Inserts the current system date.</td>
</tr>
<tr>
<td>![button]</td>
<td>Insert Time</td>
<td>Inserts the current system time.</td>
</tr>
<tr>
<td>![button]</td>
<td>Switch Between Header and Footer</td>
<td>Navigates between the header and footer of a page.</td>
</tr>
<tr>
<td>![button]</td>
<td>Show Previous</td>
<td>Shifts the insertion point to the previous header or footer area.</td>
</tr>
<tr>
<td>![button]</td>
<td>Show Next</td>
<td>Shifts the insertion point to the next header or footer area.</td>
</tr>
<tr>
<td>![button]</td>
<td>Same as Previous</td>
<td>Applies the same header or footer or different headers and footers.</td>
</tr>
</tbody>
</table>
Creating headers and footers

1. Choose **View, Header and Footer** to open the Header and Footer area. Word automatically switches to Print Layout view, which allows you to see the header and footer. Word also displays the Header and Footer toolbar.

2. Once you’re in the Header and Footer area, you can type your header and footer or use the toolbar.

3. Click **Close** to close the Print Preview and return to the document.

Editing headers and footers

You can edit the text in a header or footer by using the same editing techniques you use in the Document area. To edit the text in a header or footer:

1. Choose **View, Header and Footer**.

2. Select and modify the text as desired or press **Delete** to remove it.

3. Click **Close** to close the Print Preview and return to the document.

Creating first page headers and footers

Often, you’ll want the header and footer on the first page of your document to be different than those that appear in the rest of the document. To create a first page header and footer:

1. Choose **View, Header and Footer** to display the Header and Footer toolbar.

2. Click the **Page Setup** button on the Header and Footer toolbar to display the Page Setup dialog box. Click the **Layout** tab (as shown below), if necessary.

![The Page Setup dialog box showing the Layout tab](image)

3. On the Layout tab, under Headers and Footers, check the **Different first page** box.
4 Click OK.
5 Enter text for the header in the header area.
6 Enter text for the footer in the footer area.
7 Close the Header and Footer toolbar.

Creating headers and footers for different sections

You can create different headers and footers for different document sections by inserting section breaks in the document and setting the headers and footers accordingly.

1 To divide the document into two sections, choose Insert, Break to open the Break Dialog box. Select Next page and click OK to insert a Next page section break before the text of the second section.
2 To separate the headers and footers of the various sections, click the Same as Previous button. Same as Previous is selected by default and automatically applies the same header or footer as appeared on the previous page. Clicking this button allows you to “unlink” the different headers or footers.
3 The header or footer is no longer “same as previous,” and can be modified without changing the previous header or footer.