Microsoft Word
Headers and Footers

Headers and Footers
A header is text that goes at the head or top of each page within a document (or section). A footer is text that goes at the foot or bottom of each page with in a document (or section). Headers and Footers can be accessed from the View menu. If you already have a header/footer on your document, you can double click on that header/footer to edit it.

Header and Footer Toolbar

1. Insert AutoText – inserts a field containing text such as File Name, Path, Author, Page Numbering

2. Insert Page Number – inserts a field containing the current page number (it will update on each page)

3. Insert Number of Pages – inserts a field containing the total number of pages in this document (this only works well if the first page of the document starts with 1)

4. Format Page Number – takes you to the Format Page Number dialog box (this is where you can change the style of the number (a,b,c; i,ii,iii) and the starting page number)

5. Insert Date – inserts a field containing the current date (this will be a field that will update to the current date every day)

6. Insert Time – inserts a field containing the current time (as with the date, this will be the current time when the document is opened)

7. Page Setup – takes you to the Page Setup dialog box (also found under the File menu)

8. Show/Hide Document Text – will hide the document text, such that you can only see the header, or toggle back to showing the document text in the light gray format

9. Same As Previous – will create or break the headers/footers link between this and the previous section of the document (only works when there are multiple sections)

10. Switch Between Header and Footer – switches between the header and footer
11. Show Previous – takes you to the previous section of header/footer

12. Show Next – takes you to the next (following) section of header/footer

13. Close – closes the header and footer view and puts you back into the document

**Insert Breaks**

*Break Types*

- **Page break** – Inserts a manual page break where the cursor is blinking

- **Column break** – Inserts a manual column break where the cursor is blinking

- **Text wrapping break** – Ends the current line and forces text to continue below a picture, table or other item. The text will continue on the next blank line that doesn't contain a text wrapped object. (Not available before Office 2000)

*Section Breaks Types*

- **Next page** – Inserts a section break and manually breaks the page so that the next section starts at the top of the next page.

- **Continuous** – Inserts a section break and starts the new section immediately, without inserting a page break.

- **Even page** – Inserts a section break and starts the next section on the next even-numbered page. If the section break falls on an even-numbered page, word leaves the next odd-numbered page blank. (Example: If you insert an even section break on page 4, the new section will start on page 6 and a blank page 5 will be printed.)

- **Odd page** – Inserts a section break and starts the next section on the next odd-numbered page. If the section break falls on an odd-numbered page, word leaves the next even-numbered page blank. (Example: If you insert an even section break on page 3, the new section will start on page 5 and a blank page 4 will be printed.)

**Different Headers and Footers**

When you add in section breaks, it's possible to make the headers and footers of the multiple sections consistent or different. By default, the sections will try to remain the same as the previous section. The header footer will list across the top of its area which section you are editing and whether or not it's Same as Previous.
Same As Previous is a button on the Header/Footer Toolbar. It will create or break the headers/footers link between the current and the previous section of the document.

You can also set up your Word document to have a different first page for each section, and/or set up the document such that it has different odd and even headers/footers. The Page Setup option, under the File menu has a special Headers and Footers section on the Layout tab.

Different First Page
This option will create a separate first page header or footer for the document or section. This is usually used for title pages.

Different Odd and Even Pages
This option will create an even-paged header and footer, and an odd-paged header and footer. This is usually used for when pages will be printed double-sided. This option allows you to have mirror image header and footers for facing pages. (See more on the Even & Odd Page Worksheet.)
When you edit the Header/Footer (from the View menu) you will see which header/footer you are editing:

Odd Page Header ------------ Even Page Header 

If you need to start a new header, make sure you create a new section, and turn off the Same as Previous for the corresponding odd and even pages.

If you need to end a page, you can simply Insert a page break, but if you need to begin at the next Odd/Even page (i.e. starting a new chapter, but aren’t sure where this one is going to end) you can insert a Odd/Even section break.

This will start the next paragraph at the top of the next Even page or the next Odd page. Word will insert a blank page in the print preview to compensate if the next odd or even page does not flow directly after the current page. (i.e. you are on page 5, you insert an odd page section break, such that you are now on page 7; when you print, Word will print a blank page 6 (including the even headers/footers).
Page Numbers
You can insert page numbers into your document through the insert menu, or through the header and footer toolbar. Either way works just as well and will allow you to determine where you want the page numbers and how they should be formatted.

To insert page numbers automatically using the menu choose Insert->Page Numbers.

This window is only available through the insert menu. This allows you to skip viewing the header and footer and position and align the page number. You have two choices for Position: Top of page (Header) or Bottom of page (Footer). There are five choices for Alignment: Left, Center, Right, Inside, or Outside. The inside and outside alignments are relative to the binding side of the page. The Show number on first page option will turn on the Different First Page on the layout tab of your page setup, and thus allow the first page to have a different header/footer than the rest of the document.

This will insert just the page number. If you want your document to say Page 1, or Page 1 of 10, or other such formatting you will need to insert your page numbers manually.

To insert page numbers manually into the header/footer, choose View->Header and Footer.

Button 10 will let you switch between the header and footer. Buttons 11 and 12 will allow you to move between sections. Button 9 will link the current header/footer with the previous section (not available if you are in the first section or only have one section.)

There are four page-numbering options under Insert AutoText (button 1). The Author of the document is determined by the properties of the file. The second and third option shown here on the right will left align the first word, center the page number and right align the date. The Author is determined by what is set under File->Properties. Page X of Y will display the 'current page number' of 'the total number of pages.'
Buttons 2 and 3 of the header and footer toolbar are the Insert Page Numbers Buttons.

Button 2. **Insert Page Number** – inserts a field containing the current page number (it will update on each page)

Button 3. **Insert Number of Pages** – inserts a field containing the total number of pages in this document (this only works well if the first page of the document starts with 1)

To format the page number you can either click on the **Format** button on the Insert Pages window (shown on the previous page) or you can click on the fourth button on the Headers and Footers toolbar. Either method will open this window:

![Page Number Format](image)

There are five different number formats: 1,2,3…; a, b, c…; A, B, C…; i, ii, iii…; I, II, III.

If you are using Word's style feature to keep track of your chapter headings, you can include a chapter number, with the page number. You have to be using one of the preset headings (Heading 1, Heading 2, Heading 3, Heading 4, Heading 5, or Heading 6).

You can also customize your page numbering to **Continue from the previous section** or to **Start at**: a customized letter/number.

It's often better to insert the page number using the Header and Footer toolbar (View->Header and Footer) because you have much more flexibility in customizing the format.