

10 Headers + Footers

Introduction

The **header** is a section of the document that appears in the **top margin**, while the **footer** is a section of the document that appears in the **bottom margin**. Headers and footers generally contain additional information such as **page numbers, dates, an author's name, and footnotes**, which can help keep longer documents organized and make them easier to read. Text entered in the header or footer will appear on **each page** of the document.

Play the video by clicking the link below:



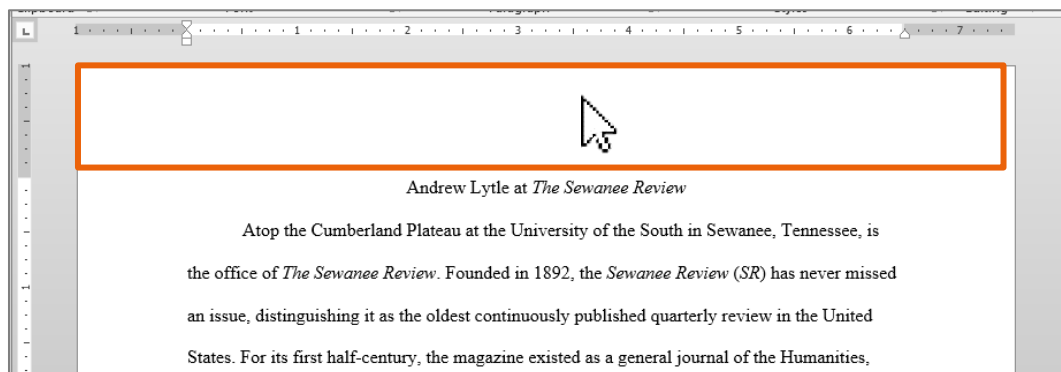
Exercise 10a

Using the sample as a guide, follow the directions below to complete the exercise.

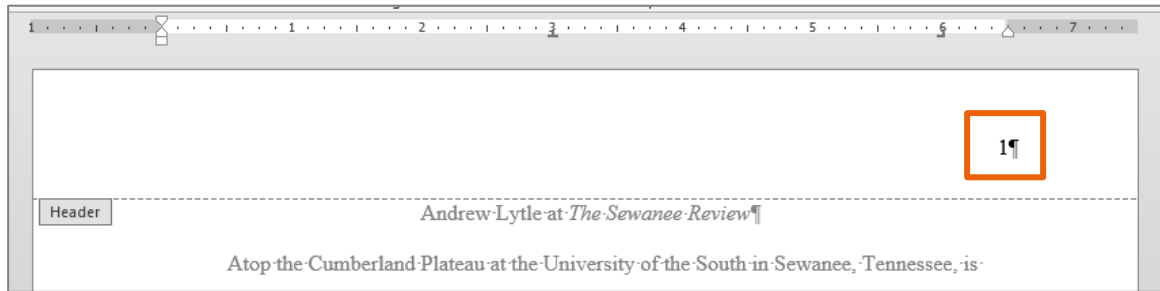
- Open a file on your computer:
Word 10a Template HEADERS+FOOTERS
- Save the file in your Documents Folder:
File > Save As > Documents
- Name your file by typing in the *File Name* box:
Word 10a YourFirstNameLastInitial HEADERS+FOOTERS
Save as type: Word Document
Click **Save**

Page 1 Header

- Go to **top of page 1** in the Document.
- Activate** the header + footer by **double-clicking** anywhere on the top margin.



- The page numbers are now set on your **odd pages**.



- Go to page 3. A quick way to go to a page is to **open your navigation pane** by clicking the **page 1 of 4** on the bottom left corner of your window

On page 3, you should see the page number **3** on the right side of the header. If your document contained several more pages, all of the odd numbered pages would be set: 5, 7, 9, 11, 13 etc.

Page 1 Footer

- Go to the **bottom** of page 1.
- Click** your cursor in the Footer
- Click** on the **Home Tab**. Click **Align Right** to move your cursor to the right side of the page.
- Type** the Author's name: *William Fisher*

Page 2 Header

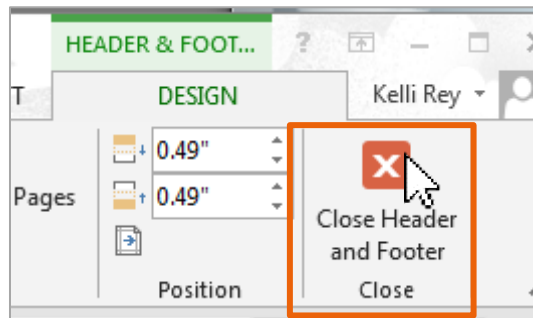
- Go to the **top** of page 2
- Click** your cursor in the Header.
- Click on the **Home Tab**. Click **Align Left** to move your cursor to the left side of the page.

Add a page number:

- In the **Header & Footer Design Tab**, click In the **Page Number** drop down menu, select **Current Position** then **Plain Number**. A **number 2** will appear on the left side of the page.
- The page numbers are now set on your **even pages**.
- Go to page 4**. You should see the page number **4** on the left side of the header. If your document contained several more pages, all of the even numbered pages would be set: 6, 8, 10, 12 etc.

Page 2 Footer

- Go to the **bottom** of page 2.
- Click your cursor in the Footer
- Click on the **Home Tab**. Click **Align Left** to move your cursor to the left side of the page.
- Type** the Author's name: *William Fisher*
- Close** the header & footer by **double clicking** anywhere in the middle of the document **OR** click the **Close Header and Footer** command.



- Save your assignment and email it to your instructor.**

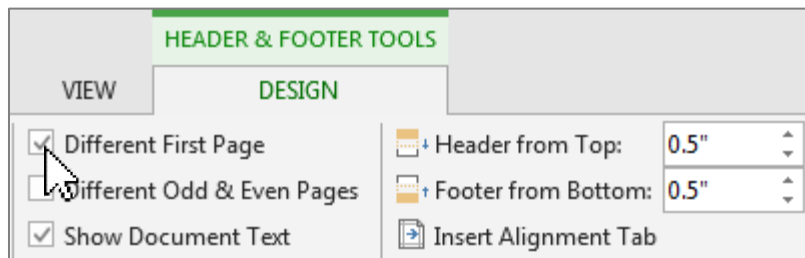
Exercise 10b

Using the sample as a guide, follow the directions below to complete the exercise.

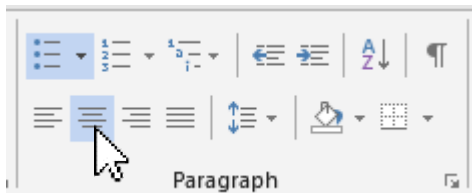
- Open a file on your computer:
UNIT 5 WORD > 10 WORD EXERCISE >
Word 10b Template HEADERS+FOOTERS
- Save the file in your Documents Folder:
File > Save As > My Documents
- Name your file by typing in the *File Name* box:
Word 10b YourFirstNameLastInitial HEADERS+FOOTERS
Save as type: Word Document
Click **Save**

Page 1 Header

- Go to the top of page 1 and **activate the Header**.
Creating a Title Page:
In this document, we want all of the pages to have the same header and footer **except the first page**, which will be the **title page**.
- In the **Header & Footer Design Tab**, click the **Different First Page** Box.
This feature allows you to create a header & footer that is different on the first page.



- In the **header**, type: **Review by William Fisher**
Center the text:
- Go to the **Home Tab** and click **Center** alignment.

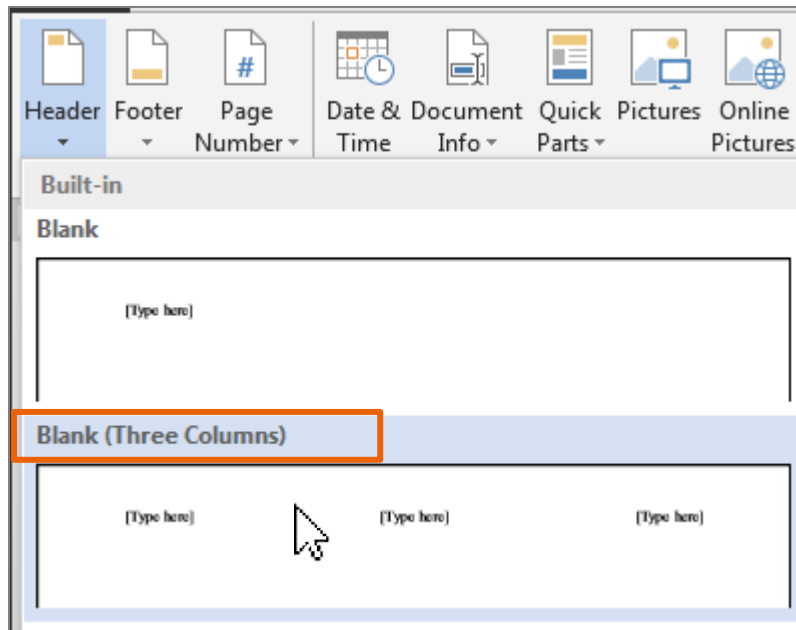


- Select** the title text.
- In the **Home Tab**, change the Type Size to **18**

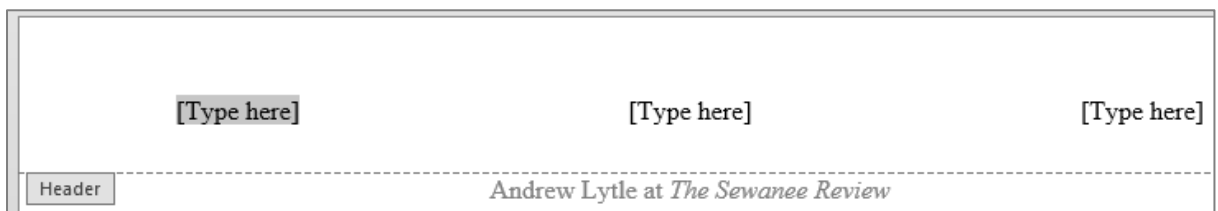
The **footer** on page 1 will be left **blank**.

Page 2 Header

- Go to the **top of page 2**.
- Activate** the header.
- In the **Header & Footer Design Tab**, click the **Header drop down menu**, click **Blank (Three columns)**.



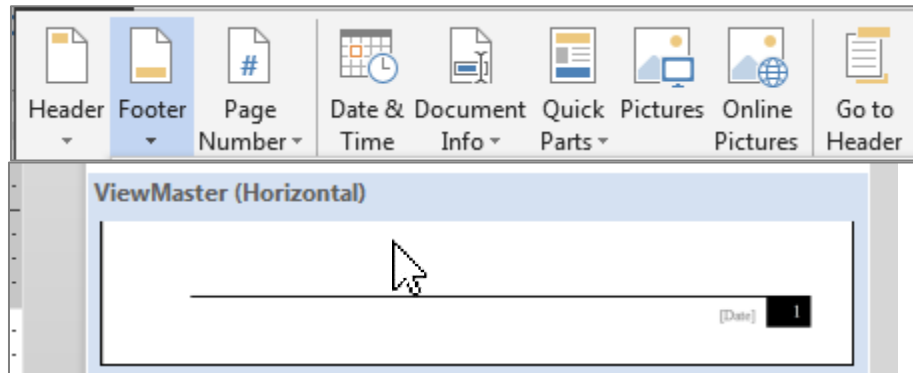
- Click the **(Type here)** on the left side of the header and type: ***William Fisher***



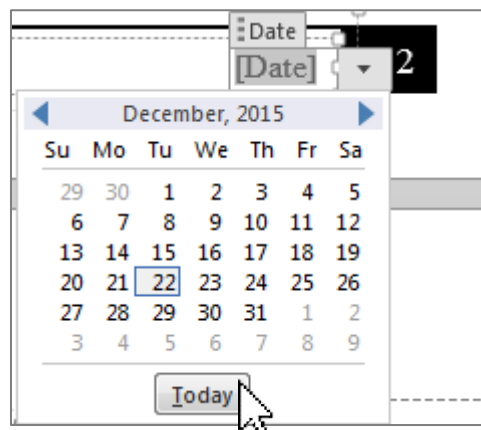
- Click the **(Type here)** in the middle of the header and type ***LIT 489***
- Click the **(Type here)** on the right side of the header and type ***Professor***
- Scroll down** to pages 3 and 4 and you will see that Word automatically places the same header on the pages that following page 2.

Page 2 Footer

- Go to the **bottom** of page 2.
- In the **Header & Footer Design Tab**, click the **Footer drop down menu**. Scroll down the list and click **“ViewMaster (Horizontal)”**.



- Click on the **Date**. Click on the Arrow next to the date. Select **“Today”**.



- Print** your document with the following settings:
 - a. Black Printer
 - b. Print on Both Sides
 - c. Leave the remaining settings as is (default settings)
- Write your **name + exercise number** (*Word 10b*) on the top right corner of the document.
- Hand in** your printed exercise.
- Close your file** and **drag** it into the **COMPLETED ASSIGNMENTS** folder.