

Headers and Footers

The **Header** appears in the **top margin**, while the **Footer** appears in the **bottom margin**. They contain information such as **page numbers, dates, an author's name, and footnotes**. They help keep longer documents organized and make them easier to read.

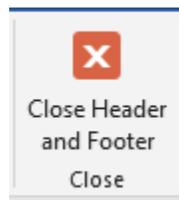
- 1) There are two ways to add a Header or Footer. The **easiest way** is to double-click anywhere on the top of your page. This **"unlocks"** the header. The document will fade out and the **cursor** will automatically be placed in the **Header** along the left margin. The display below shows the second selection in the drop-down menu, "Austin." It is used in this handout. Click inside the brackets to type in your data. **The same steps apply if you double-clicked in the Footer** (shown below).

The diagram illustrates the layout of a document page with a header and footer. The page is divided into three horizontal sections by dashed lines. The top section is the header area, containing three placeholder boxes labeled "[Type here]". Below the header area is a small grey box labeled "Header". The bottom section is the footer area, also containing three placeholder boxes labeled "[Type here]". Below the footer area is a small grey box labeled "Footer".

- 2) The other way is to click on the **Insert Tab** and click on the **Header Command** or **Footer Command**. Scroll down and select the format you prefer from the drop-down menu. **Note:** Do not use the **Tab Key** in the **Header** or **Footer**. It only moves the brackets and does not help at all.

3) **There are three ways to close the Header and Footer.**

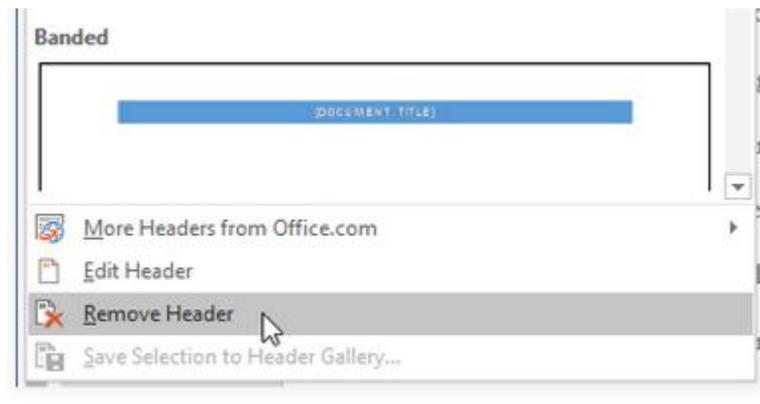
- a) When you are finished entering data in the **Header** or **Footer**, double-click alongside the left or right margin of your document,
- b) or press the **Esc key**, located in the far upper left corner of the keyboard,
- c) or while the cursor is still in the header or footer, click on the **Close Header and Footer** Command seen on the right end of the ribbon that appears above your document.



Note: Text entered in the Header or Footer will **automatically** appear on **each page** of the document.

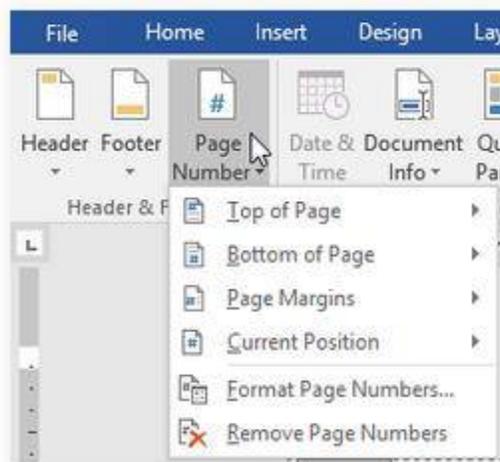
To Remove the Header or Footer

- 1) To remove all information contained in a Header, click the **Header** Command and select **Remove Header** found at the bottom of the drop-down menu, as seen in the display below.
- 2) To remove a Footer, use the **Footer** Command and select **Remove Footer** also found at the bottom of the **Footer** drop-down menu.
- 3) The **Edit Header** or **Edit Footer** can be found on these drop-down menus, too, as seen in the display sample below.



To Add or Remove Page Numbers

- 1) To add page numbers, click on the **Insert Tab**. Click on the **Page Number** Command located in the **Header & Footer** Group.



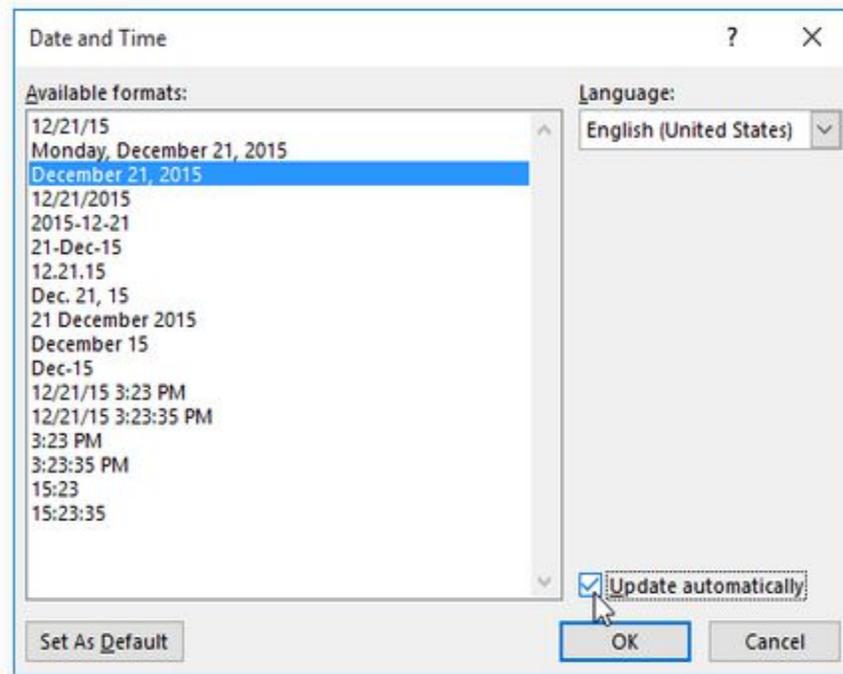
- a) **Hover** your **arrow** up and down the list. You can choose to place your page numbers on the top, the bottom, or along either margin. After selecting, move the arrow to the right and hover the arrow up and down that menu. Click on your selection.
- 2) To start with 1 on the second page, go to the **Insert Tab**, click on **Page Number**, click on **Format Page Numbers** at the bottom of the menu, and set **Start** at 0 (zero). Click OK. When done, **Close Header & Footer**, or press the **Esc Key**.
- 3) To remove all the page numbers, click on the **Insert Tab**, click on the **Page Number** Command, scroll down to the bottom of the drop-down menu and click on **Remove Page Numbers**. (Seen on the display above.)

Inserting the Date or Time into a Header or Footer

It's useful to include the **date or time** in the Header or Footer. You may want your document to show the **date when it was created**. Or you may want to show the **date when it was printed**. You can do this by setting it to **update automatically**. By doing this, you will always be able to tell which version of your document is the most recent after you edit and save it, or print it.

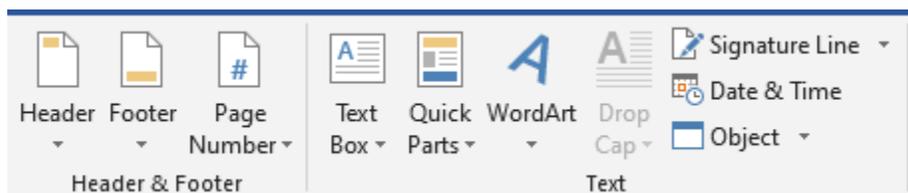
The steps for inserting the **Date or Time** are different depending on the version of Microsoft Word that you have installed on your laptop.

- 1) **If you have the latest version** of Microsoft Office, you **Double-click** anywhere on the **Header** or **Footer** to **unlock** it.
 - a) A navy-colored **Header & Footer Tools Tab** should appear at the top center of your screen. Below that tab you will see a **Design Tab** that is not the same tab displayed at the top of the screen, where the tab names are in white letters.
 - b) **Place the cursor in the Header or Footer inside one of the brackets.**
 - c) On this new ribbon click on the **Date and Time** Command located in the **Insert** Group to the left (next to the Header & Footer Group). A **Dialog Box** appears like the one displayed on the next page. Select the desired **date or time format**.



There is a box in the lower right-hand corner next to Update Automatically. Check this box if you want the date to change every time you open the document. If you don't want the date to change, leave this option unchecked. Click **OK**.

2) Other versions may have the **Date & Time** Command placed in a vertical list to the right in the **Text** Group, as seen in the display. Click on the **Date & Time** Command and click on your selection.

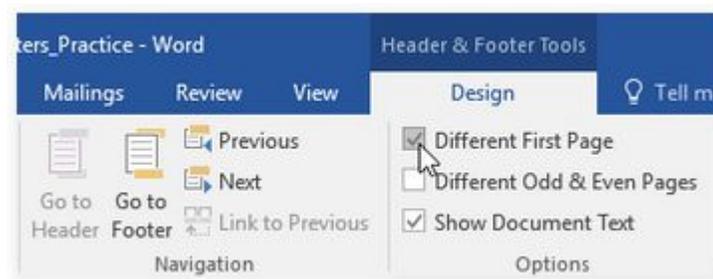


Editing Headers and Footers

Double-click inside a Header or Footer to unlock it. The **Design Tab** will appear, as seen on the display below, giving you editing options.

1. To Hide the First Page Header or Footer

You may NOT want the first page to show the Header or Footer. If you want to hide the first-page Header or Footer, check the box next to **Different First Page** as seen in the display below.



1. To Change the Font or Font Size Inside the Header or Footer

Double-click inside a Header or Footer to unlock it. **Highlight** the data that you want to change. You can highlight and change all of the data at once or individually if you want them to appear differently. The dialog box appears where you can select the new font and size.
