

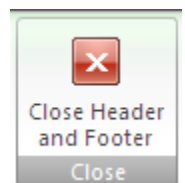
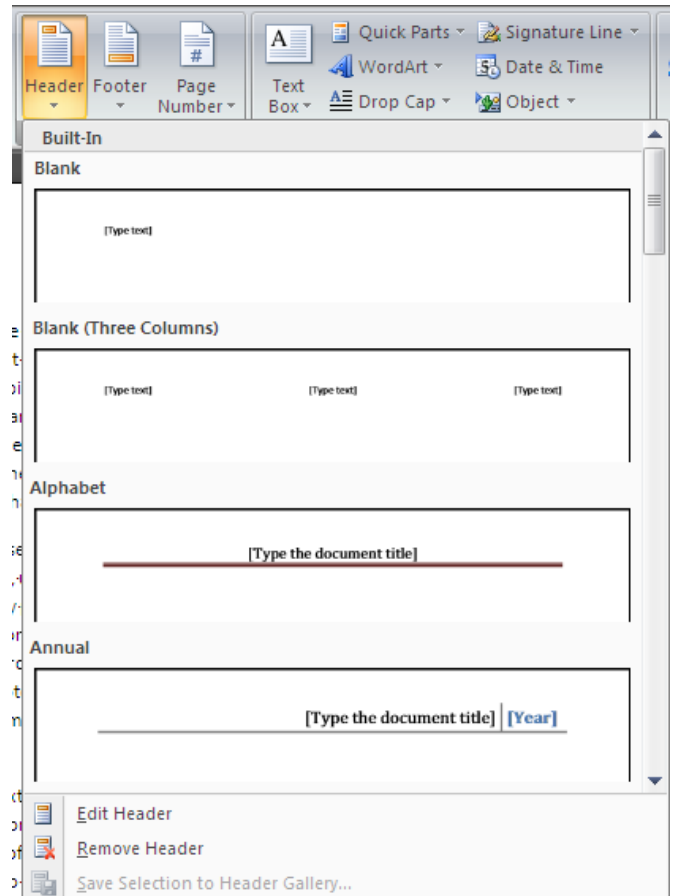
# Word 2007 Headers, Footers, & Page Numbers

## Inserting a “Built-In” Header or Footer

Word 2007 has a number of built-in headers and footers for you to choose from. These built-in headers are basically pre-formatted templates. The idea is that you just choose one that you like the looks of, and then click on a few [type text] place holders and type the text you want.

To use one of these built-in headers or footers:

1. Click on the **Insert** tab, and click on either the **Header** or **Footer** drop down menus in the **Header & Footer** group.
2. Notice the scroll bar on the right side of the menu. Scroll down to look at the various built-in headers.
3. Click on the Built-In header you want to use for your document.
4. The new header will be applied to your document, and your document will be switched to Edit Header and Footer mode. Notice the new **Design** tab that appears under the heading **Header & Footer Tools**.
5. Click on the [type text] place holders and type the text you want to appear in that position in the header. Some of the place holders indicate you should type specific things, for example [Year] or [Company Name].
6. You can delete place holders you don't wish to use, or adjust the formatting (font size, etc.) to fit your needs.
7. When you are finished adjusting the header, click on the **Close Header and Footer Button** on the far right of the **Design** tab under the **Header & Footer Tools** heading.



## Creating a Header or Footer

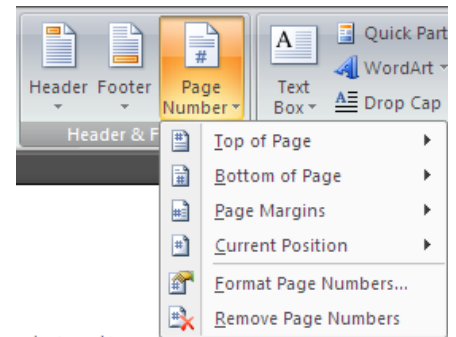
If none of the built-in headers or footer is suitable, it is easiest to create your own from scratch, rather than choosing a built-in header and trying to modify it. (These instructions describe creating a header, but the process for creating a footer is the same.)

1. Click on the **Insert** tab, and click on the **Header** drop down menu in the **Header & Footer** group.
2. Choose **Edit Header** from the bottom of the drop down menu.
3. Your document will be switched to Edit Header and Footer mode. Notice the new **Design** tab that appears under the heading **Header & Footer Tools**.

4. Type the text you wish to appear in the header.
5. You can switch away from the Design tab if you need to, to use formatting tools from the other tabs (to adjust font size, alignment, etc.)
6. When you are finished creating the header, click on the **Close Header and Footer Button** on the far right of the **Design** tab under the **Header & Footer Tools** heading.

## Inserting a Page Number into a Header or Footer

While you are editing a header or footer (see instructions above) you can insert page numbering fields, positioned where you want them. There is a **Page Number** drop down menu located on the **Insert** tab in the **Header & Footer** group. This drop-down has built in options for inserting page numbers in various locations (Top of Page, Bottom of Page, Page Margins, and Current Position). The Top of Page list is basically a list of built-in headers that only have page number on them. If you choose one of these your current header will be replaced with a header that only has a page number on it. (The same goes for the Bottom of Page list and footers). If you are only looking to insert a page number field somewhere within your existing header or footer, you want to choose from the **Current position** list.



To insert a page number within an existing Header or Footer:

1. Click on the **Insert** tab, and click on the **Header** drop down menu in the **Header & Footer** group.
2. Choose **Edit Header** from the bottom of the drop down menu.
3. Your document will be switched to Edit Header and Footer mode. Notice the new **Design** tab that appears under the heading **Header & Footer Tools**.
4. While still in edit header and footer mode, position the cursor in the place in the header where you want to insert the page number, click on the **Insert** tab, and click on the **Page Number** drop down menu in the **Header & Footer** group.
5. Point at the Current Position menu item to bring up a list of built-in page number formats. Notice the scroll bar at the right side of the list. Scroll down until you find the page number format you want to use. Notice that the page numbers are grouped within the list (Simple, Page X, Page X of Y, etc.).
6. Click on the built-in header you wish to insert.  
**Tip:** You can modify these page number formats after you have inserted them into the header. So you can choose a Page X of Y format, and then delete the word Page, for example, so it appears as "1 of 5" instead of "Page 1 of 5".
7. When you are finished creating the header, click on the **Close Header and Footer Button** on the far right of the **Design** tab under the **Header & Footer Tools** heading.

## No Header and Footer on First Page of Document

To keep the Header or Footer from appearing on the first page of your document, click on the **Page Layout** tab. Click on the **dialogue box icon** in the bottom right hand corner of the **Page Setup** group to open the Page Setup dialogue box. Click on the **Layout** tab. Put a check in the box next to **Different first page**. Click OK to close the Page Setup dialogue box.


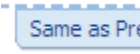
## Applying Different Headers and Footers to Sections of a Document

By default, headers and footers are applied to the entire document. If you want different parts of a multipage document to have different headers or footers, you need to use section breaks to divide your document into sections. When you have the sections in place, you can create different headers or footers for each section.

To insert a section break:

1. Position the cursor at the point of the document where you wish to insert the section break.
2. Click on the **Page Layout** tab and click on the **Breaks** dropdown menu in the **Page Setup** group.
3. Under the Section Break heading, click on **Next Page**. (The other types of section breaks will work this as well.)

To apply different Headers to different sections:

1. Click on the **Insert** tab, and click on the **Header** drop down menu in the **Header & Footer** group.
2. Choose **Edit Header** from the bottom of the drop down menu.
3. Your document will be switched to Edit Header and Footer mode. Notice the new **Design** tab that appears under the heading **Header & Footer Tools**.
4. Notice the label below the header which tells you what section of the document you are editing. Type in the text you wish to appear in the header of the first section, and format it as you wish it to appear. 
5. Scroll down until you see the label for the Section 2 Header. Notice the Same as Previous label for the Section 2 Header. This indicates that the header for this section is link to the section before it. (If make a change to one of the linked headers, they are all changed.) 
6. Click within text of the Section 2 header.
7. On the **Design** tab, under the **Header & Footer** Tools heading, click the **Link to Previous** button in the **Navigation** group. (The Link to Previous button toggles on and off, clicking it turns it off and removes the link between this section and the one before it.)
8. Now you can make changes to the Section 2 Header and the Header for Section 1 won't be affected, because they are no longer linked.

If you have more sections to your paper (Section 3, 4, etc.) you can apply a different Header and Footer to each of them. Just turn off the “Link to Previous” before you begin making changes to the next section’s header, or else the section before it will also be changed.

## Formatting Page Numbers

After you have inserted page numbering within your document (see Inserting a Page Number into a Header or Footer), you can change the way the numbering is formatted. From the **Insert** tab, **Header & Footer** Group, **Page Number** drop down menu, choose **Format Page Numbers...** to open the Page Number Format dialogue box. From here you can choose to change page numbering to a few different formats, including Roman Numerals. You can also set the numbering to start at something other than 1. Different sections of your paper can have different page numbering formats applied to them.

