

7 HEADERS & FOOTERS

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7.1 Overview

This module describes the Headers and Footers command and its different command options.

7.2 Objectives

When you complete this module, you will be able to: -

- Create and control Headers and Footers.
- Access and modify Headers and Footers, page set-up, layout and margins.

7.3 Header And Footer Command

The **Header and Footer Command** is used to add or change text that Word repeats at the top of every page (Header) or the bottom of every page (Footer) in a section or in an entire document.

To access the Header and Footer command: -

Step/Action:

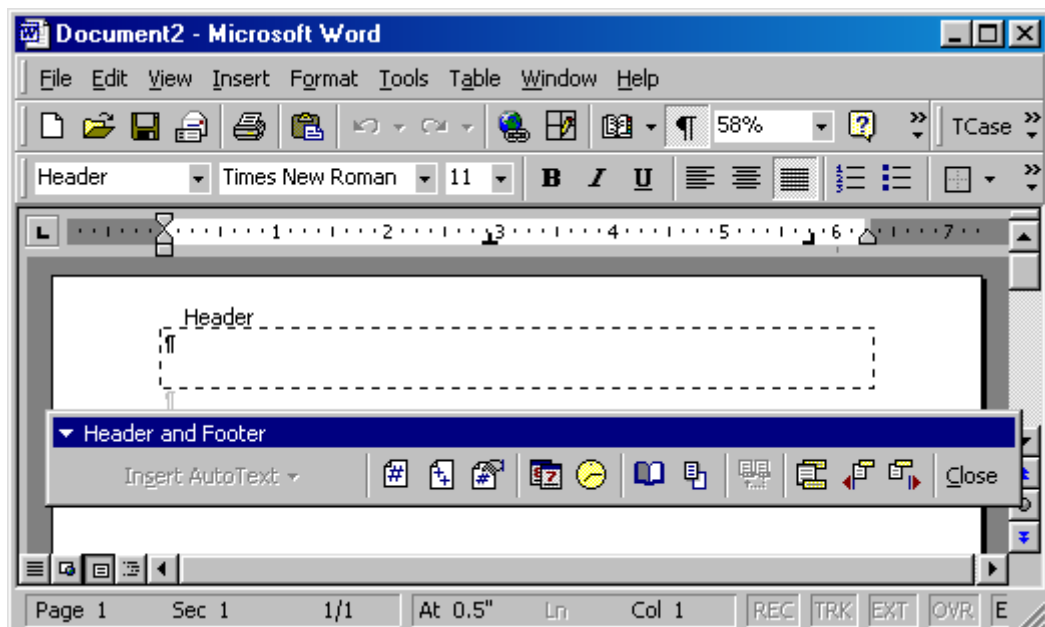
Result:

1. Click on **View, Header and Footer**. Displays Header and Footer Pane and toolbar.

When you create Headers and Footers, Word automatically switches to Print Layout View and dims the document text. A non-printing dashed line indicates the Header and Footer areas in the document. When you are finished editing the header or footer, double-click in the document body or click the **Close** button on the **Header And Footer Toolbar**. To return to editing the Header or Footer, double-click in the Header or Footer area.

7.3.1 Header and Footer Toolbar

When you choose the **Header and Footer** command, Word displays the Header and Footer toolbar shown on the screen below. Use the toolbar to quickly add the current time, current date, and page numbers; to move between the Headers and Footers in the document; and to display or hide the document text. A checkmark next to the Headers and Footers command on the View menu indicates that Word is using this command. Selecting it again will cancel the display.



Header and Footer Toolbar (Continued)

The tools on the Header and Footer toolbar also include commands that allow you to switch between the Header and Footer; reconnect the Header or Footer with a previous Header or Footer; insert the document page number, date and time; and, display the Page Setup dialog box.

7.3.2 Header And Footer Control

Headers and Footers can be controlled to print on every page, on odd or even pages, or to change when different sections are encountered.

It is important to understand how Word handles Headers and Footers in a multi-section document. If you create a Header anywhere in the document, it will show up in all sections and on all pages of the document. If you change the Header while in any section in the document, the change will carry over to all the other Headers unless the **Same as Previous** "link" is turned off between Headers in different sections.

You can divide a document into sections to change the Header or Footer when you want. For example, perhaps you are creating a long report. The first two pages of this report will contain the Table of Contents. The body of the report will consist of two parts, each one devoted to a specific topic. You want the Header to change for each section accordingly.

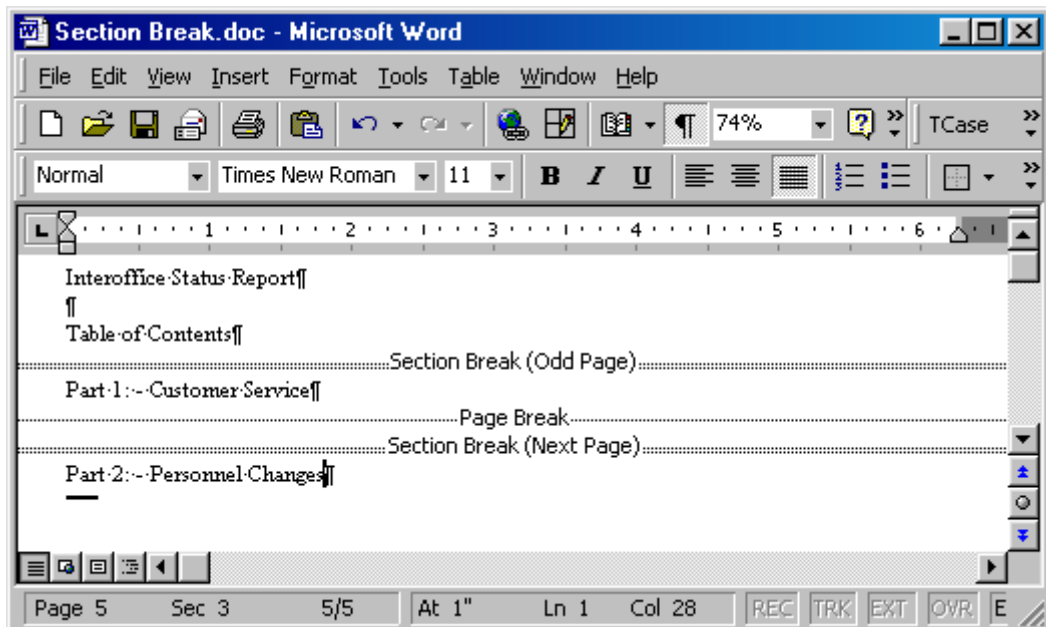
<u>Step/Action:</u>	<u>Result:</u>
1. Create a new document and change to Normal view	
2. Type Interoffice Status Report and press Enter twice	Inserts text and spacing
3. Type Table of Contents and press Enter	Inserts text and spacing
4. Select Insert, Break	Displays the Break dialog box
5. Select Odd Page and click on OK	Breaks to the next odd page and creates a new section in the document

NOTE: *Word inserts a double Section Break line and the cursor moves to the next section. Notice that this is the **third** page of the document, as dictated by the **Odd Page** Section Break.*

6. Type **Part 1: - Customer Service** and press **Enter**

Header And Footer Control (Continued)

- 7. Press **Ctrl+Enter** Inserts a manual Page Break
- 8. Select **Insert, Break** Displays the Break dialog box
- 9. Select a **Next Page** Section Break and click on **OK**
- 10. Type **Part 2: Personnel Changes**
- 11. Press **Ctrl+Home** Locates the top of the document
- 12. Save the document as **Section Break.doc**



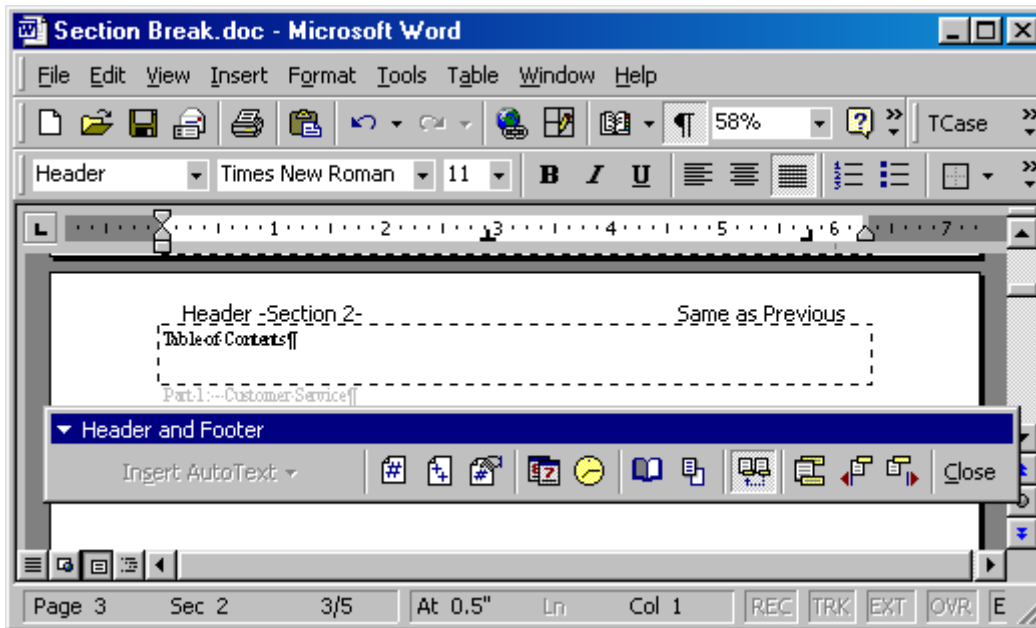
Step/Action:

Result:

- 13. Select **View, Header and Footer** Displays headers and Footers
- 14. In the **Header - Section 1** area, type **Table of Contents**
- 15. Click on the **Show Next** button in the Header and Footer toolbar Displays the Header area for the next section of the document

NOTE: *Note that the cursor is now in Header - Section 2 on page 3, and Same as Previous is displayed near the right margin*

Header And Footer Control (Continued)



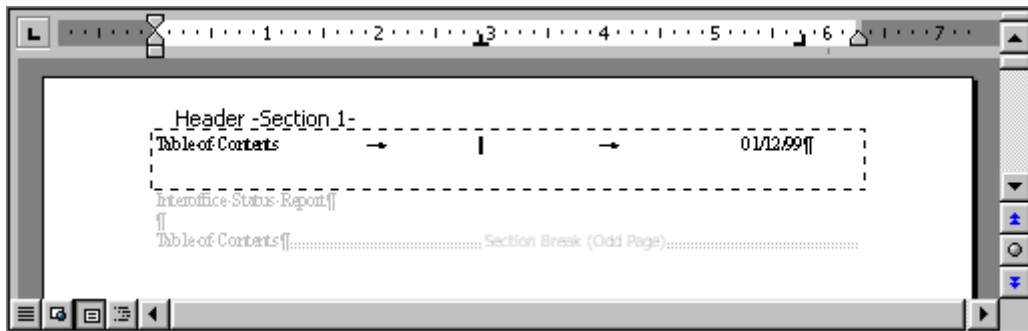
- | | | |
|-----|--|--|
| 16. | Click on the Same as Previous button on the toolbar | Turns off the Same as Previous notation and breaks the link with the previous Header |
| 17. | Select the header text and type Customer Service | Enters a new header |
| 18. | Click on the Show Next button | Displays the header for the next document section |
| 19. | Click on the Same as Previous button | Turns off the Same as Previous notation and breaks the link with the previous Header |
| 20. | Select the header text and type Personnel Changes | Enters a new header |
| 21. | Click on Close on the toolbar | Returns to the document in Normal View mode |
| 22. | View the document in Page Layout View | |

7.3.2.1 Practice Exercise 1



Modify the Table of Contents Header.

1. Use the Right Tab to enter the current date to be flush right on the line.
2. Save and close the document

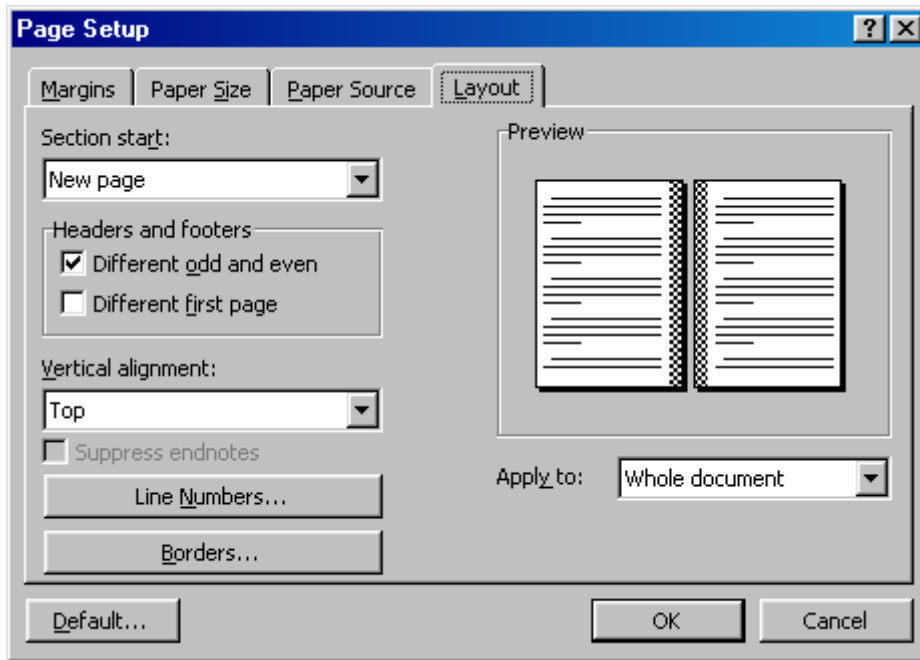


7.4 Page Setup

The Page Setup dialog box has features which control how Headers and Footers appear in a document.

7.4.1 Layout

The **Layout** tab controls Headers and Footers, line numbers and vertical alignment of the text.

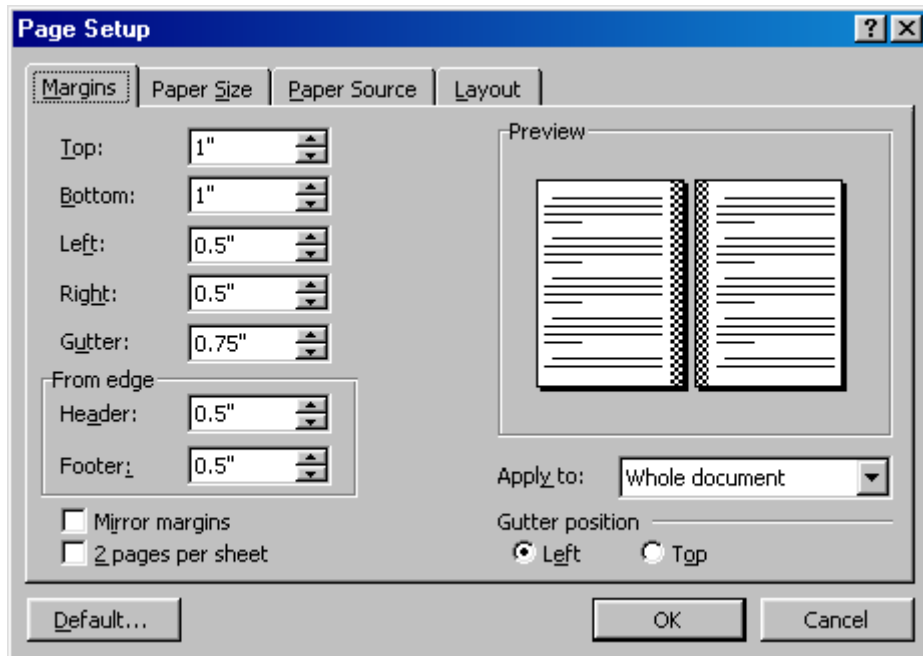


The Header and Footer options are described below.

Option	Description
Section Start	Used to change the type of break for the current section.
Different Odd and Even	Select this option if you want one Header or Footer for even-numbered pages and a different Header or Footer for odd numbered pages.
Different First Page	Select this option if you want a different Header or Footer on the first page of a document that is different from the Header or Footer used in the rest of the document. Also, check this box if you do not want a Header on the first page but are using a Header in the rest of the document.

7.4.2 Margins

The Margins tab on the Page Setup dialog box sets margins and placement of Headers and Footers in relation to the top and bottom of a page.



In the **From Edge** section, type or select the distance from the top and bottom edge of the page to the Header and Footer. Word measures the distance from the top edge of the Header and the bottom edge of the Footer to the page edges.

7.5 Headers and Footers In Page Layout View

Page Layout view shows the position of the Header and Footer on each page (i.e., how they will appear when printed).

To edit a Header or Footer, either click on **View, Header and Footer**, or double-click on the Header or Footer area. Word will apply any change you make to all appropriate Headers or Footers (e.g., all Headers on odd pages or even pages, or all those in the current section).

Word will label each Header or Footer as Odd Page or Even Page, but only while you are editing it. The labels will not show when you work with body text.

7.5.1 Practice Exercise 2



Use Page Setup to create different odd and even Headers.

1. Open file **Header 1.doc**.
2. Select **View, Header and Footer**.
3. Click the **Page Setup** button.
4. Click the **Layout** tab, if necessary.
5. In the Header and Footer section, select **Different Odd and Even**. Click on **OK**.
6. Type the text: **Chapter 1**.
7. Press **Tab** twice and click on the **Insert Page Number** tool to insert the page number.
8. Click on the **Show Next** tool.
9. Insert the Page Number and then press **Tab** twice and type **Chapter 1**.
10. Close the Header and Footer toolbar.
11. Scroll through the document to check the Headers.
12. Select **View, Header and Footer**.
13. Click on the **Page Setup** tool.
14. Click on the **Margins** tab if necessary.
15. In the From Edge section, change **Header** to **0.25 inch**. Click on **OK**.
16. Double-click on the document text.
17. Close the file without saving.