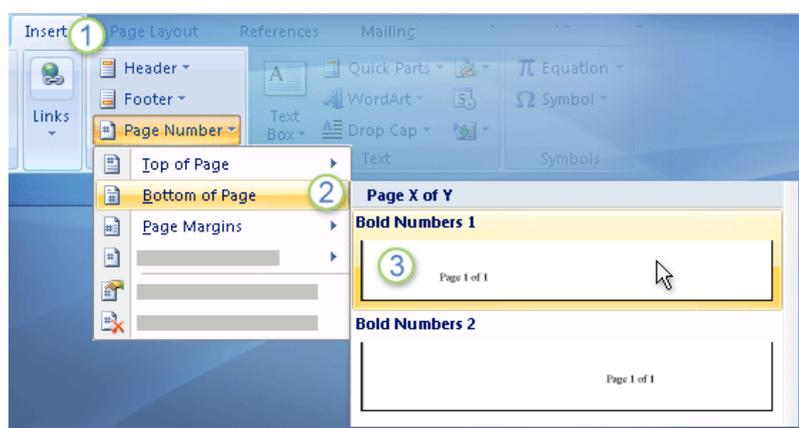# HEADERS AND FOOTERS

Headers and footers are the areas that run across the top and bottom of your document, and hold important background information about the text. They include such things as page numbers, dates, book or chapter titles, and author name.   These give a professional look to documents. They improve the usability of your document, and make it look professional.

Example: header and footer information may contain a document title, file name and path, and page number.

Header and Footer Workspace
This workspace includes areas at the top and bottom of a document page that are specifically for header and footer content. After you've inserted a header or footer, the areas become active and editable, and they're marked with a dashed line, as the picture shows.

- The Header and Footer content occupy a part of the document that is separate from the main body.

- Headers and footers behave differently than your document's main content.

- When you add one header or footer, such as a page number or date, it appears on every page.

TO ADD HEADER:

On the **Insert tab**, **Header & Footer group**, click **Header;** scroll and choose the option that best suits your requirements.

TO ADD FOOTER:

On the **Insert tab**, **Header & Footer group**, click **Footer;** scroll and choose the option that best suits your requirements.

TO ADD PAGE NUMBERS:

1 On the **Insert tab**, **Header & Footer group**, click **Page Number.**

2 Choose where you want the numbers on the page, at the top or on the bottom, for example.

3 Then choose a page number style from a gallery of possibilities.

The page numbers are applied throughout your document. Also, they're set up to automatically renumber if you add or delete content in the document.

CREATE A PERSONALISED FOOTER IN WORD 2007

Note you will only need to set this up once

1.   Choose **insert menu**

2.   Choose **header & footer Group** on ribbon, select **footer**

3.   Choose **blank option** from built-in drop down menu

4.   On the **Header & Footer Tools Tab**, **Insert Group** click **quick parts**

5.   Select **field**

6.   **Categories**: scroll down and choose **file name.**

7.   **Format**: select **title case**

8.   **Field options** : **tick** add path to filename

9.   **OK**

10.   **Select text in footer – change font/size/style** to suit your requirements.

11.   Go to the **insert tab** and select **Quick Parts**

12.   Choose to **save the selection to the Quick Part Gallery**

13.   Change the name of the footer to **file & path name**

14.   Change the gallery to **footer**

15.   **OK**

Test your footer

1.   **Open** a new file
2.   **Save** the file with a relevant file name
3.   Choose **insert menu**
4.   On the ribbon select **header & footer tab**, click **footer**
5.   **Drop down menu** will appear – use the scroll bar to **scroll** to find the footer called file & path name.
6.   Click **file & path name footer**.
7.   The footer will appear in your document with the relevant file name and path name.