

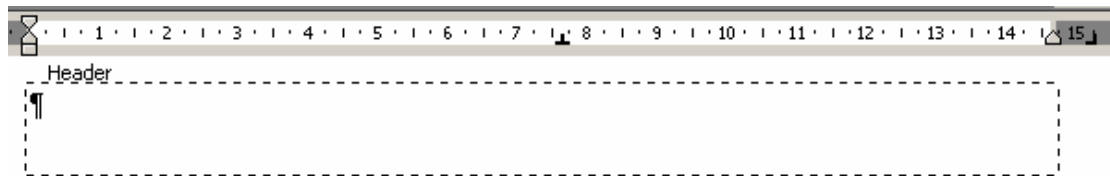


HEADERS, FOOTERS AND PAGE NUMBERS - WORD XP

Creating a Header/Footer

- From the **View** menu select the **Header and Footer** option.

The view changes to display the document text in gray, areas surrounded by a dotted border for creating a header and footer.



A floating **Header and Footer toolbar** similar to the one shown below also appears. The various tools on this toolbar will be described as required in this handout. By default the header and footer areas each contains a blank paragraph. You can type text into this area and format it just like any other paragraph in your document.

Default Locations

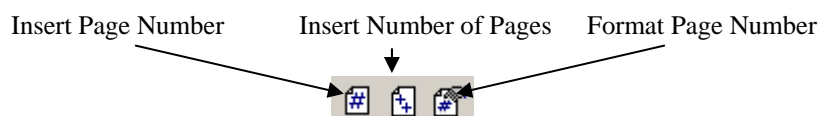
A Centre and a Right aligned Tab are located in both header and footer. If you wish to have more than one item use the Tab key, if you wish to have only 1 item in either header or footer then the Paragraph alignment options can be used.



To view the Footer area, use the **Switch Between Header and Footer** button from the floating toolbar. Using this button is preferable to using the scroll bar as it ensures that the fields in the header/footer update properly (more about fields later).

Page Numbers

These buttons on the floating toolbar have to do with page numbering.



Using the **Insert Page Number** button ensures that the number is always correct because a field is inserted that updates when you change pages.

Using the menu **Insert, Page Numbers** inserts a page number in a text box. It is recommended that the Toolbar option be used, do not use both options.

Include Text with the page number

If you were to click on the page number you would see it highlight in gray because it is a field (information that updates depending on the current situation).

Type in any text you wish to appear after the page number, page numbers could look something like one of the following:

Page 1 -1- (1)

Date and Time

Header and Footer toolbar includes an *Insert Date* and *Insert Time* option. Please note that these take the date and time from the computer you are using at the time. If the computer thinks it's 3am on the 1st March 1975, so will your document!



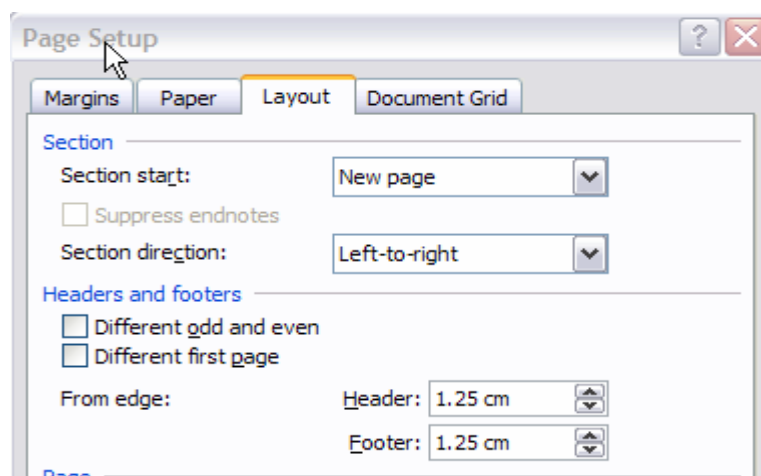
Different First, Odd and Even Page

Quite often you will want the first page headers and footers of a document to have a different appearance to the remainder of the document. If you are writing a book, you may also want the left and right page to mirror each other i.e. page numbers always appearing on the bottom outer edge.

1. To create a *Different First Page* or *Odd and Even* click the *Page Setup* button.



The *Header and footer* dialog appears on the *Layout* tab and looks like this:



2. You can turn on one, or both options to give yourself additional areas for creating different headers and footers.
3. To know which header/footer you are looking examine the name above each. i.e. Header, First Page Header, Odd Footer, Even Footer.

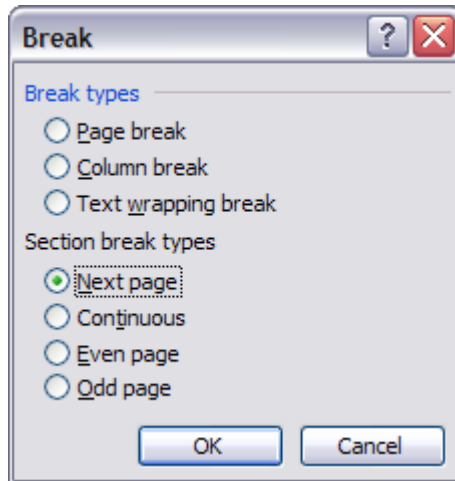
First Page Header -----

4. Move between different headers / footers use the *Show Previous*, *Show Next* buttons.
5. If you want a header footer to be the same as the one preceding it, ensure the *Same as Previous* button is turned on.

Inserting Section Breaks

A common requirement for people creating longer documents is to have different page number formats within the document i.e. Table of Contents in roman numerals. Put a Section break in the document where one style of numbering stops and the other starts. Section breaks can also be used to: create a landscape page in a portrait document; create multi-column text; or a different header for every chapter.

1. To insert a section break, from the **Insert** menu select **Break**. The following dialog will appear:



The four types of section break are Next page, Continuous, Even page and Odd page.

Next page: Forces a page break and creates a new section. Common use is for changing page number formatting.

Continuous: Creates a new section on that page. Common use is for creating multi-columned text in a portion of a page.

Even page: Forces an even page break (next page will start on an even number) and creates a new section. Used in books where chapters are required to start on an even page.

Odd page: Forces an odd page break and creates a new section. Used in books where chapters are required to start on an odd page.



2. Select the section break you need. In this example we will use the **Next Page** section break. Click **OK**.

Note: you can't get lost because the display bar at the bottom of the screen in Word will let you know which section your insertion point is currently in,



AND the header and footer information will also tell you which section you are currently viewing.

Header -Section 2- Same as Previous ..

3. To move between different sections use the **Show Previous**, **Show Next** buttons. 
4. If you want a header footer to be the same as the one preceding it, ensure the **Same as Previous** button is turned on. 

Format Page Number

As mentioned above, one of the main reasons for inserting a section break is to allow for different page number formats.

Scenario:

A document with sections has been created.

You want the first section to have Roman numerals.

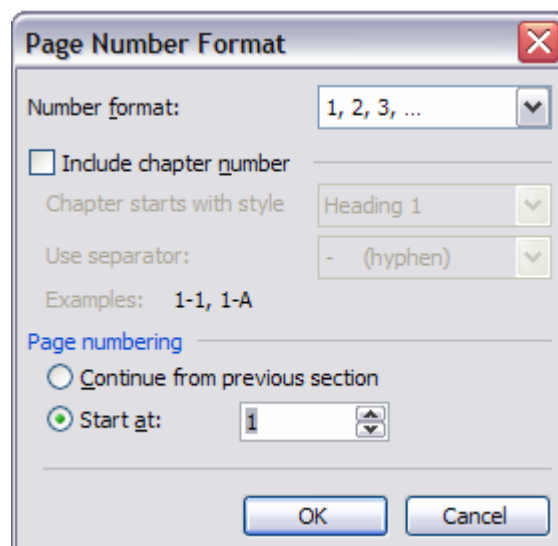
You want the second section to have Arabic numbers that start from 1.

Procedure:

1. From the **View** menu select **Header and Footer**.
2. Move your insertion point so that it is in the second section (the one where you want the Arabic numbering to start from 1).
3. From the Header Toolbar click **OFF** the **Same as Previous** button then click the **Format Page Number** button.



4. The following dialog appears:



5. From the bottom select the option to **Start at:** and ensure it says **1**.
6. Click **OK**.
7. Use the **Show Previous** button to move to the section that you want to use Roman Numerals.
8. Click the **Format Page Number** button.
9. From the dialog that appears select the **Number format:** for Roman Numerals (upper or lower case).
10. Click **OK**.