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Word 2007 – Headers and Footers



Creating Headers and Footers

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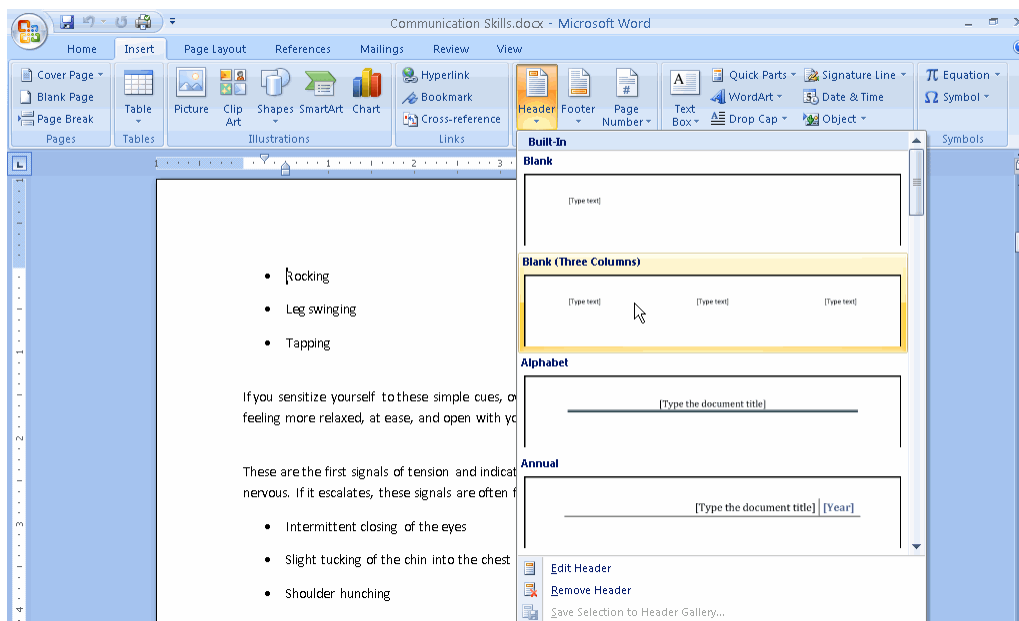
Creating Basic Headers and Footers

Headers and footers are groups of information set apart from the body of your document. Headers are located at the top of a page while footers are set at the bottom of a page. Headers and footers can make your document more user-friendly, and make it look polished and professional. They can also save you a lot of time, as you can make one header or footer look exactly how you want and then those changes will be applied to headers and footers throughout the whole document. For example, the title of a book appearing at the top of every page would probably be set as a header. Headers and footers are easy to create and edit. However, there are a lot of options you can customize, so we're going to spend this entire section just on headers and footers. We're going to start by learning how to create, edit, and remove a header or footer. We're also going to learn about the Selection Gallery.

Using a Preset Header or Footer

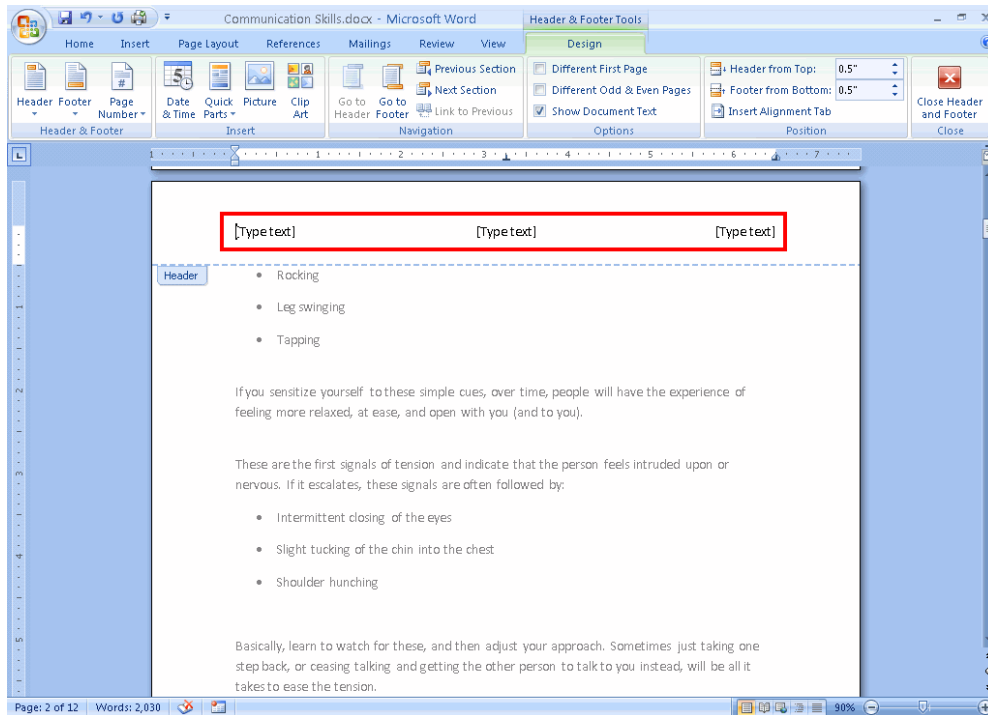
One of Microsoft Office Word 2007's best new features is pre-designed page components. This means that you can create a professional-looking header or footer with just a few clicks.

To start, click the Insert ribbon. Then, click the Header or Footer button. Next, click the type of header or footer that you want to add.

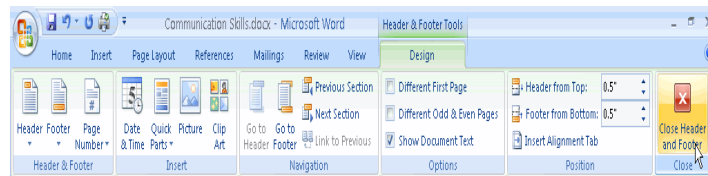


(Note the scroll bars on the side of the list; there are over 20 pre-set designs to choose from!)

Once you click an option, the header will be inserted and replicated to every page. All you need to do is add text where indicated; your changes will be replicated as well. Note that you can format header and footer text just like you would any other.

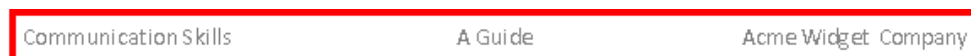


Once you're done, click the Close button on the Header and Footer Tools Design ribbon.



Editing a Header or a Footer

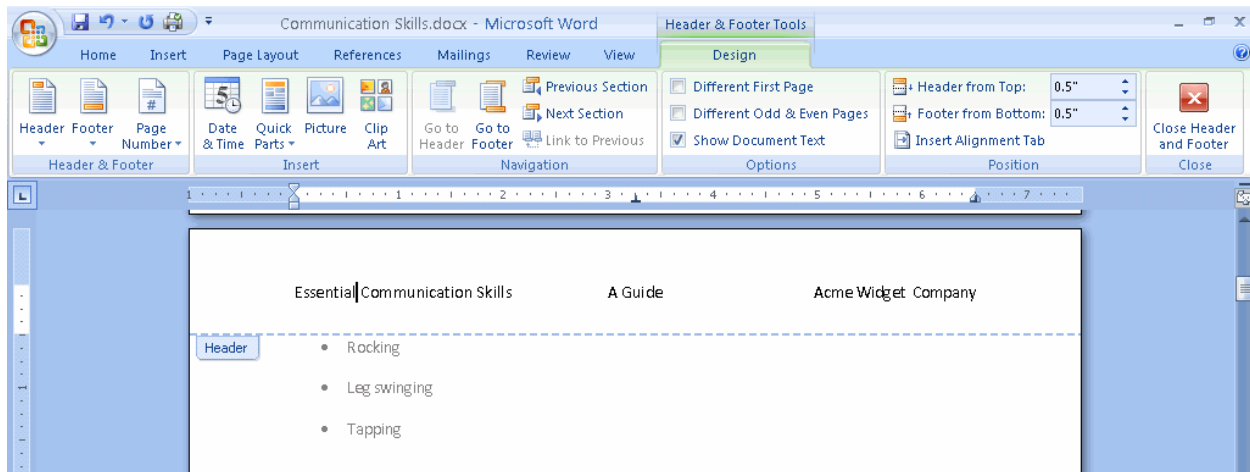
In the example above, we created a simple header. (Note how after the Header and Footer view is closed, the header appears in lighter text.)



- Rocking
- Leg swinging
- Tapping

If you sensitize yourself to these simple cues, over time, people will have the experience of feeling more relaxed, at ease, and open with you (and to you).

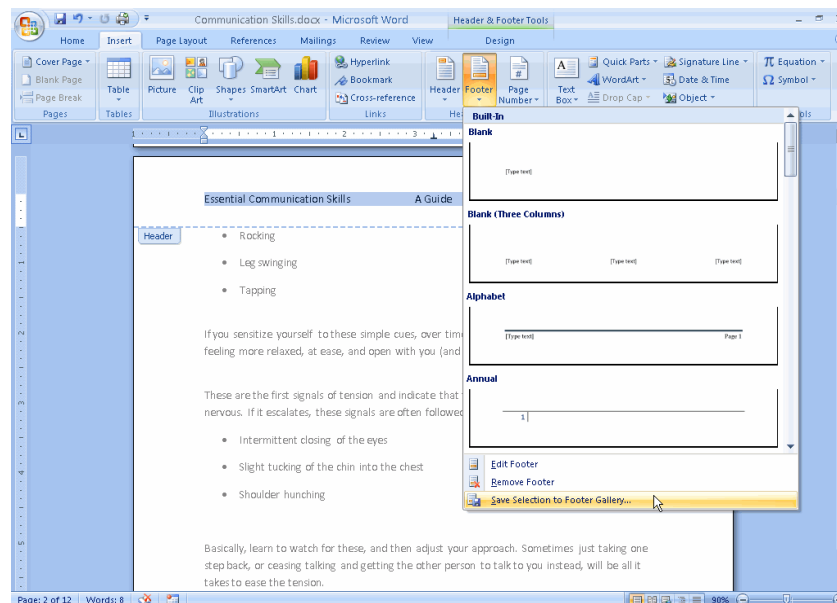
To edit the header or footer, simply double-click any part of the text (even a blank area). This will re-open the Header and Footer Tools Design ribbon and place your cursor at the beginning of the header or footer.



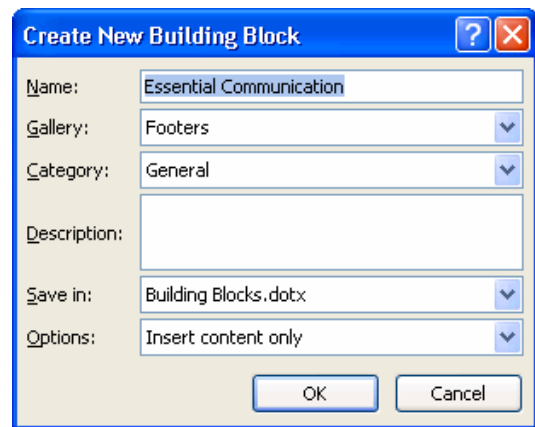
When you're done, click the Close button on the Design ribbon.

Adding a Header or Footer to the Gallery

If you like, you can add your header or footer to the selection gallery. This way, it will be available for future documents. First, double-click the header or footer that you want to add. Then, select all the parts that you want for future documents. Next, click the Header or Footer button (depending on what you want the selection to be saved as). Now, click Save Selection to Gallery.

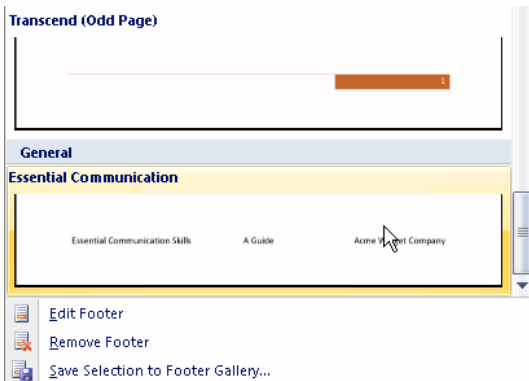


You will then be prompted to confirm the header or footer information. We haven't covered building blocks yet, so we suggest that you just click OK to this dialogue.



The 'Create New Building Block' dialog box has a blue title bar with a question mark and a close button. It contains the following fields and controls:

- Name:** A text box containing 'Essential Communication'.
- Gallery:** A dropdown menu set to 'Footers'.
- Category:** A dropdown menu set to 'General'.
- Description:** An empty text box.
- Save in:** A dropdown menu set to 'Building Blocks.dotx'.
- Options:** A dropdown menu set to 'Insert content only'.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom right.

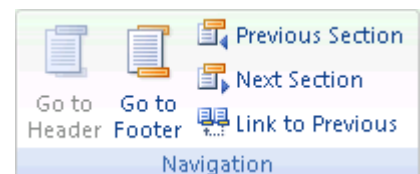


Once you click OK, you should see your header or footer in the appropriate menu.

Navigating Through Headers and Footers

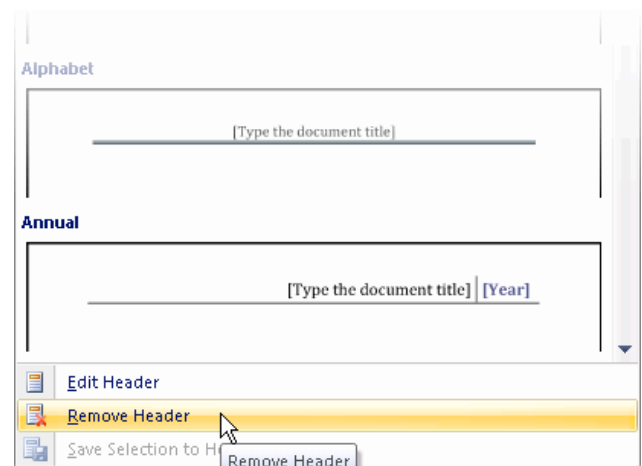
Let's take a quick look at the Navigation chunk.

The first two buttons let you toggle between the header and the footer. Then, you have commands to navigate between sections. Last, you have a Link to Previous command.



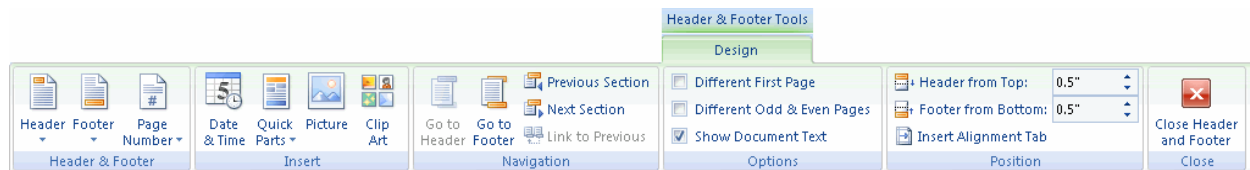
Removing a Header or a Footer

To remove a header or a footer, you can do one of two things. If it's just text, you can delete it. If there are more elements, it's easiest to use the Header or the Footer menu. First, double-click the header or footer that you want to remove to place your cursor there. Then, click the Insert ribbon and click the Header menu or the Footer menu (depending on what you want to delete) and click Remove Header or Remove Footer.



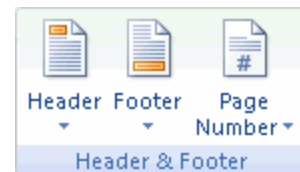
Using the Header and Footer Tools Design Ribbon

We have used a few commands on the special ribbon that opens when we create a header or footer. Now, we'll take a closer look at the ribbon.



Header and Footer Tools

Use this section to add or change a header or footer. (These are the same menus you will find on the Insert ribbon.) You can also choose from pre-designed page numbers.



Insert Commands

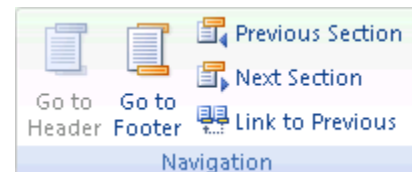
Here you will find commands to add the date and time, Quick Parts (including document properties and fields), and graphics to your header or footer.



Navigation Commands

We learned about this chunk in the last section.

The first two buttons let you toggle between the header and the footer. Then, you have commands to navigate between sections.



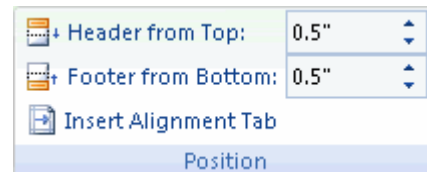
Header and Footer Options

Our next chunk lets us control how your header or footer will behave. You can choose to have a different header or footer for your first page and/or for odd and even pages. You can also choose to show or hide document text when editing the header/footer.



Position Options

This chunk lets you control the exact position of the header and the footer on the page. You can also align text.



Closing Header and Footer View

The last option lets you close Header and Footer view.



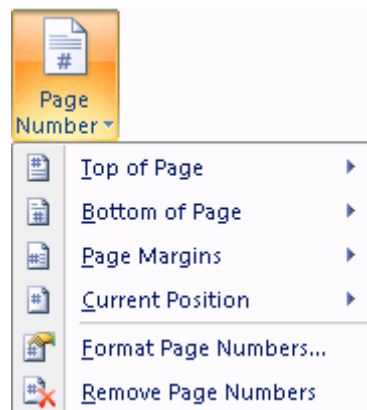
Inserting Page Numbers

So far, we've learned how to insert headers and footers. But what if you just want plain old page numbers? That's just what we're going to learn in this section.

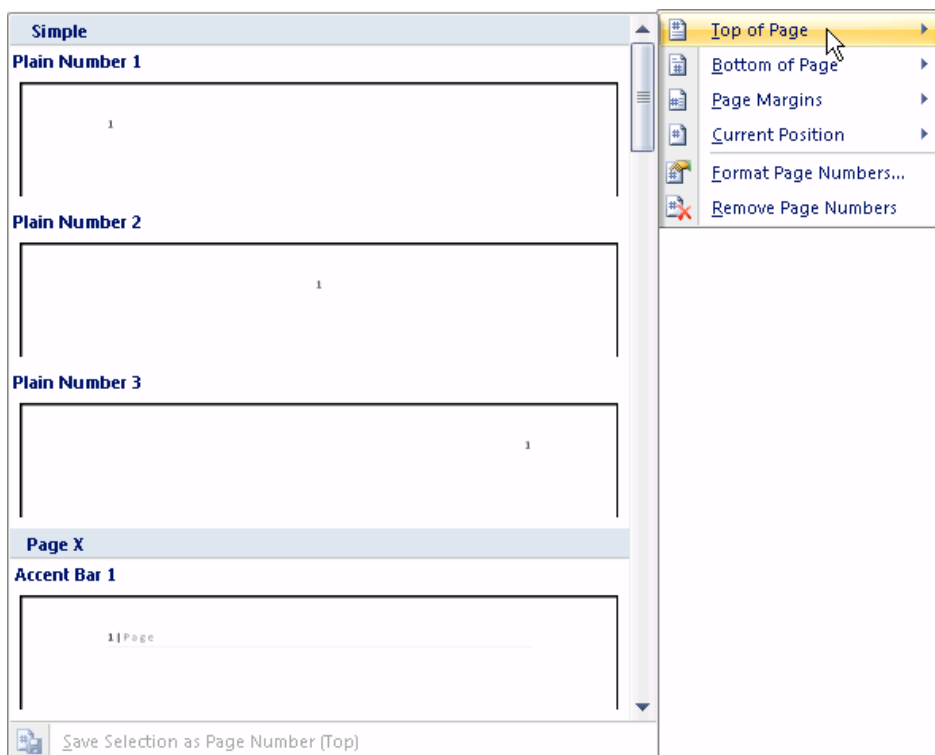
Before we get started, let's go over a few basic points. First, page numbers are treated as headers and footers, as they typically go at the top or bottom of the page. Second, you can format page numbers as you would other text. Last, you should always use Word's automatic page numbering feature rather than trying to number the pages yourself.

Inserting Page Numbers

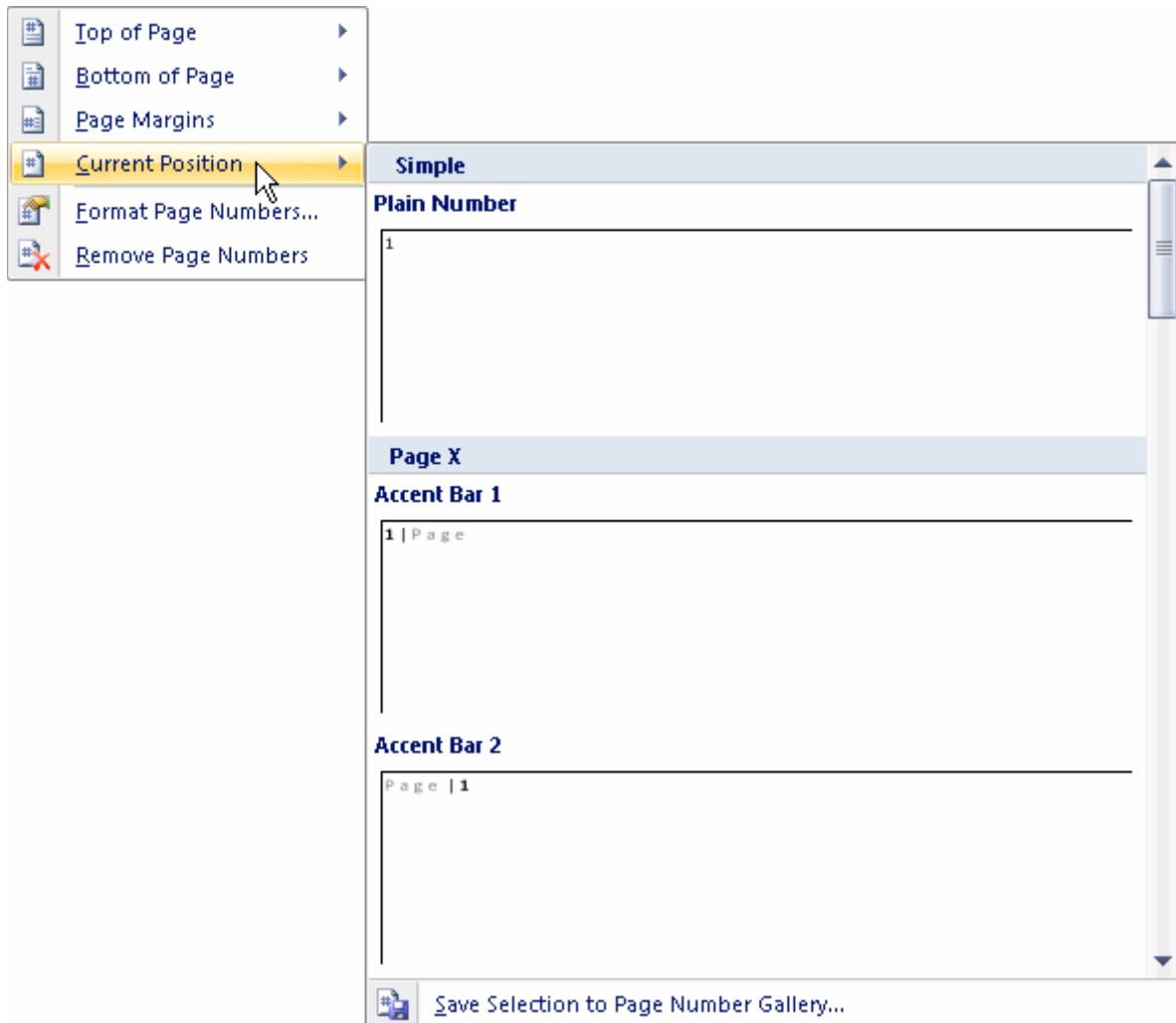
You can add page numbers from the Insert ribbon or the Header and Footer Tools Design ribbon. On either ribbon, when you click the Page Numbers command, you will see this menu:



When you choose where you want your page number to go (top or bottom of page, or in the margin), you will see another menu:



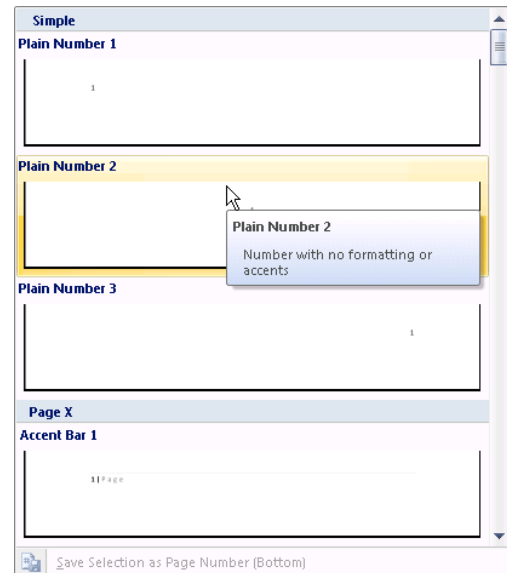
You can also click the Current Position menu to see only those styles that have text in the current position of your cursor.



Just like pre-designed headers or footers, simply click the style that you want to apply.

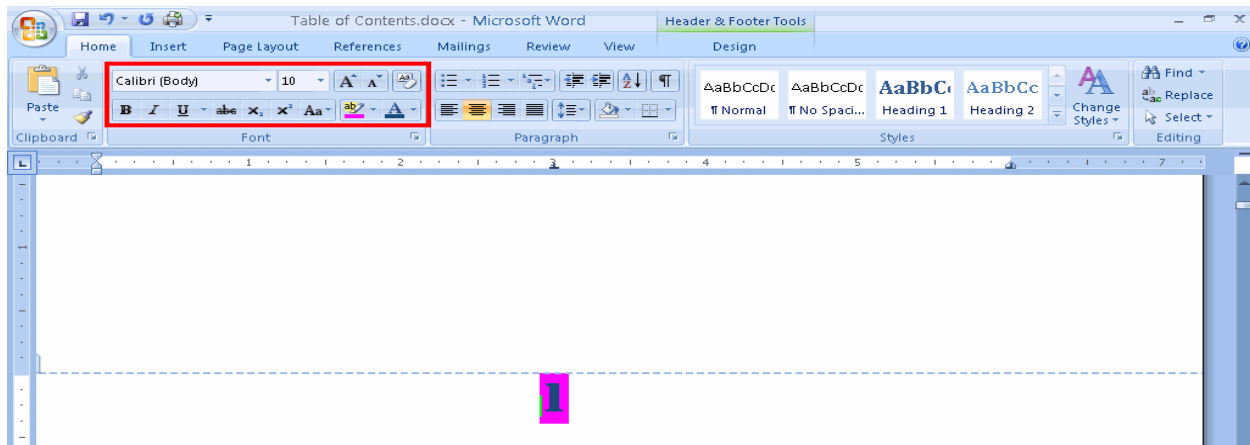
Changing Page Numbers

Like headers and footers, you can choose another page number style from the Page Number menu at any time.

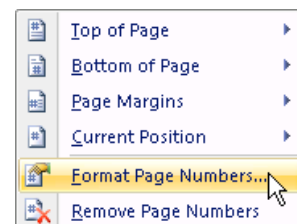
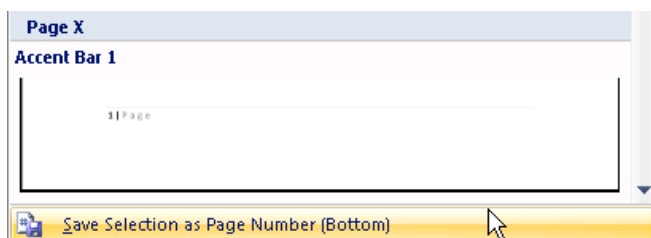


Formatting Page Numbers

You can format page numbers as you would any other text. Simply select it and format it.

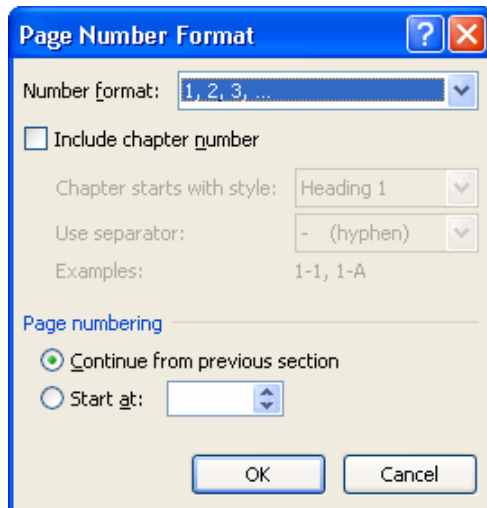


And, if you create a selection that you would like to use later, you can save the selected page number to the gallery, using either the Top of Page or the Bottom of Page menu.



If you want to change the style of numbers, open the Page Number menu. Here, you will see a command to format page numbers.

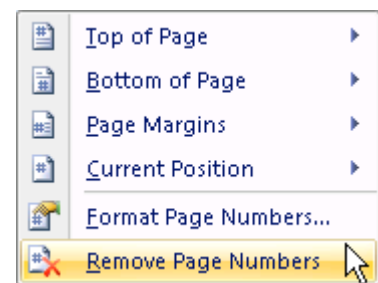
When you click this command, you will see this dialogue:



Here, you can choose a number format, choose how to number the pages, and choose to include a chapter number. (These settings can be modified at any time.)

Removing Page Numbers

To remove your page numbers, click to place your cursor in the set of page numbers that you want to remove. (Remember, different sections can have different page numbers. If you don't have different sections, then it doesn't matter where your cursor is.) Then, click the Page Number command on either the Insert ribbon or the Header and Footer Tools Design ribbon and click Remove Page Numbers.



Doing More with Headers and Footers

We have learned about the neat things you can do with the Header and Footer Tools Design ribbon. In this section, we'll take a closer look at how to use those features.



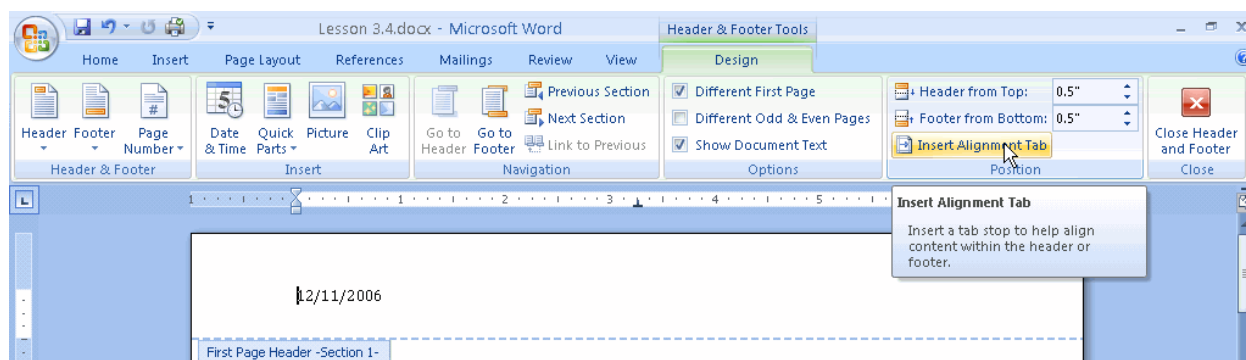
12/11/2006

Sue Smith

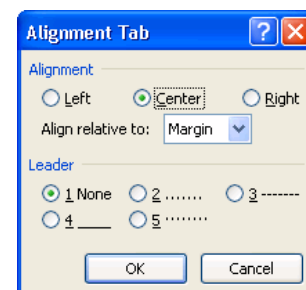
First Page Header -Section 1-

Aligning Text

The best way to align text in a header or footer is to use the Insert Alignment Tab command on the Header and Footer Tools Design ribbon. First, click to place your cursor in front of the text that you want to align. Then, click Insert Alignment Tab.



In the dialogue that opens, you can choose an alignment and a leader (characters that will fill the space between the margin and the text).



Once you click OK, your header will be aligned.

.....12/11/2006

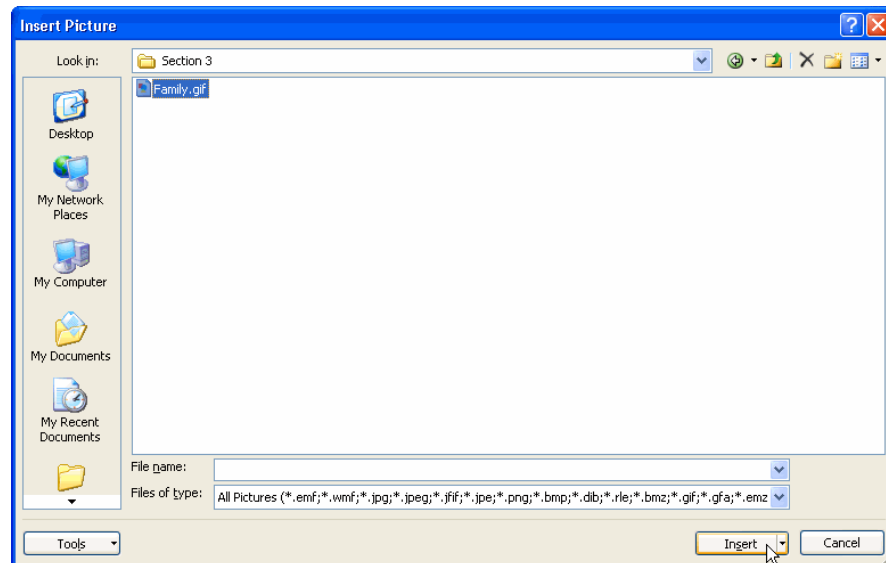
First Page Header -Section 1-

Adding Graphics

To add a graphic, first click where you want to place the image. Then, click either the Picture or the ClipArt button on the Insert chunk of the Header and Footer Tools Design ribbon. (You can also use the commands on the Insert ribbon.)

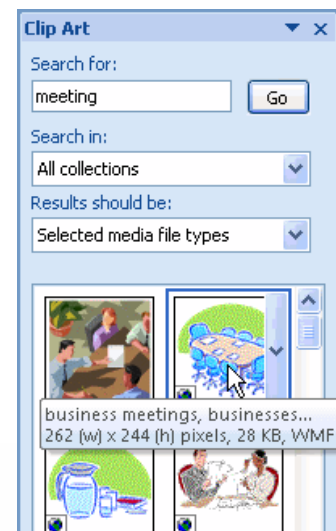


If you choose the Picture command, a dialogue will open so that you can browse to and choose your picture.



If you choose the ClipArt command, you will see a task pane so that you can search for a suitable photo. When you find a good picture, simply click it to insert it.

Note that you can resize photos simply by dragging the edges. Despite what you may see, the header or footer will adjust to accommodate the new size.



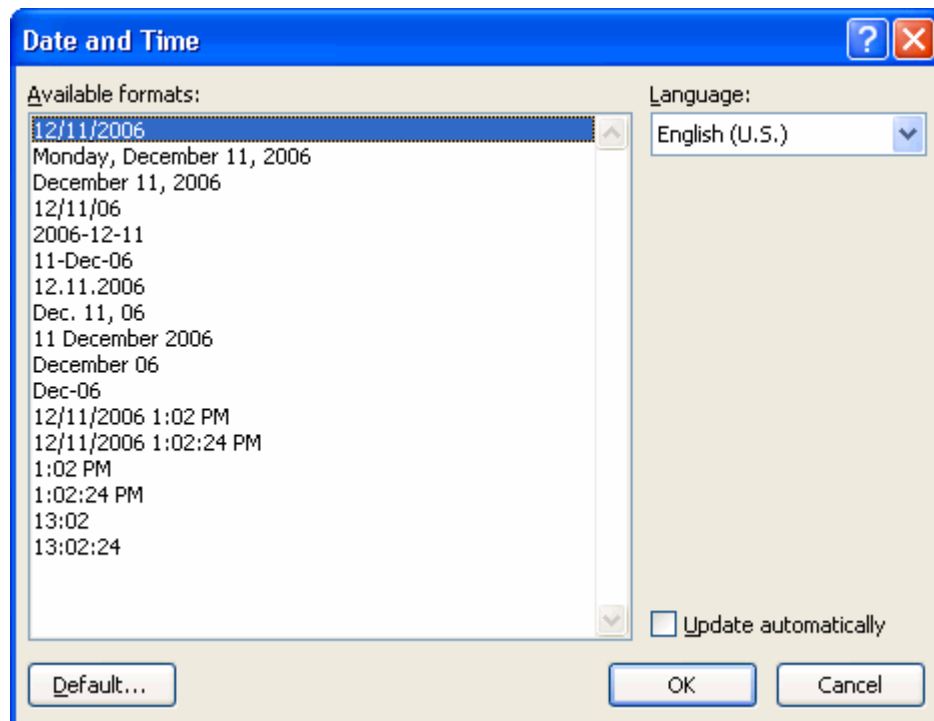
You can also use the Alignment Tab commands to align your photo.

Inserting the Date and Time

You can also add the current date and time to your header or footer with the Header and Footer Tools Design ribbon.



When you click this command, you will see this dialogue:



Simply choose a format from the list on the left. You can also check “Update automatically” so that the current date and time is always displayed. Then, click OK. Note that you can align the date and time using the Insert Alignment Tab command, and you can format it using regular text tools.

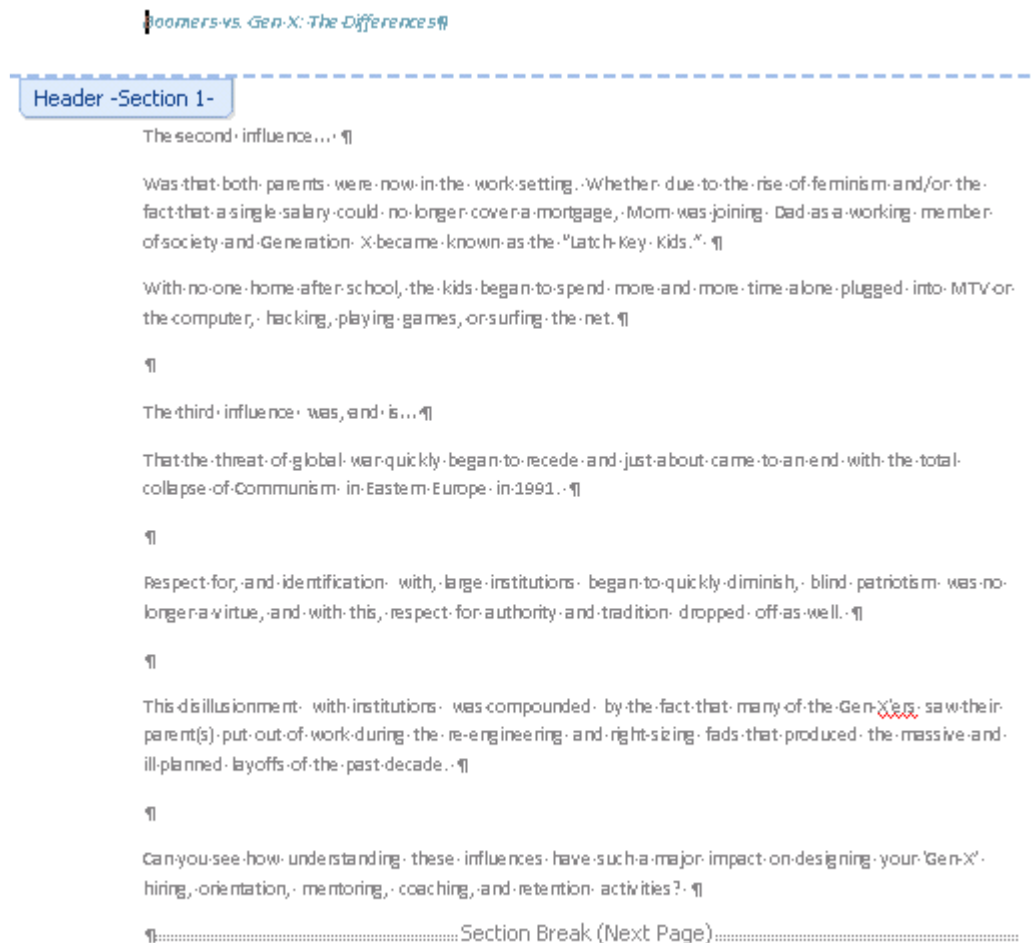
MONDAY, DECEMBER 11, 2006/

Linking and Unlinking Headers and Footers

By default, a change made in one header or footer applies to all headers or footers, so you must manually un-link the headers or footers to reverse that change. (Headers and footers are linked and un-linked separately.) Note that you must have a section break at the point that you want the headers and/or footers to change. To break the link between headers, place your cursor in the first page of the header you want to unlink and click the Link to Previous button. (Note that the name of this button does not change whether you are linking or unlinking headers and footers; it will, however, appear toggled if linking is on.)

Let's take a look at an example.

Here is page 2 of our document. Notice how there is a section break at the end of the page.

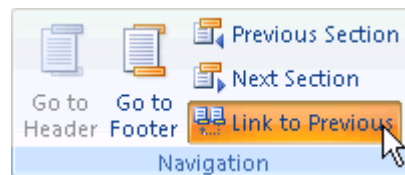


Now, look at page 3.

Boomers vs. Gen-X: The Differences ¶

Header -Section 2-	Boomers ¶	Gen-X ¶	Same as Previous
	Work hard out of a sense of loyalty. ¶	Work hard if there is a balance allowed between work and off the job life. ¶	¶
	Expectations for long term employment. ¶ ¶	Expectation for being fired or laid off at least once. ¶ (They saw it happen to their parents.) ¶	¶
	Reliance on the organization. ¶	Reliance on self. ¶	¶
	Everyone starts at the bottom and pays their dues. ¶	Everybody is placed where they are most needed. ¶ Dues aren't relevant. ¶	¶
	Hold the long view; their number one benefit is a good pension plan. ¶	Hold the short view; their number one benefit is good working conditions. ¶	¶
	Identify with the NFL. Anonymous contribution with everyone knowing their part. The team is everything. ¶	Identify with the NBA. While teamwork is essential, it basically supports individual talent and effort. ¶	¶
	Believe in waiting one's turn. ¶	Believe in seizing each and every opportunity as it arises. ¶	¶
	Self sacrifice is a virtue. ¶	Self sacrifice is something that might occasionally have to be endured. ¶	¶
	High community orientation. Belong to groups, which provide most of the social interaction. ¶	Low community orientation. Friends made on the job. Work teams provide their need for community. ¶	¶
	Experience "burnout". ¶	Experience underutilization. Their need is to be appreciated. ¶	¶

Notice how the header for page 3 is the same, even though it is a new section. We need to click Link to Previous to un-link the two sections.



Now we can edit the header on the third page without affecting the second page. Note that there is also no longer a tag that says, “Same as Previous.”

Boomers vs. Gen X: A Chart

Header -Section 2-	Boomers	Gen X
	Work hard out of a sense of loyalty.	Work hard if there is a balance allowed between work and off the job life.
	Expectations for long term employment.	Expectation for being fired or laid off at least once. (They saw it happen to their parents.)
	Reliance on the organization.	Reliance on self.
	Everyone starts at the bottom and pays their dues.	Everybody is placed where they are most needed. Dues aren't relevant.
	Hold the long view; their number one benefit is a good pension plan.	Hold the short view; their number one benefit is good working conditions.
	Identify with the NFL. Anonymous contribution with everyone knowing their part. The team is everything.	Identify with the NBA. While teamwork is essential, it basically supports individual talent and effort.
	Believe in waiting one's turn.	Believe in seizing each and every opportunity as it arises.
	Self-sacrifice is a virtue.	Self-sacrifice is something that might occasionally have to be endured.
	High community orientation. Belong to groups, which provide most of the social interaction.	Low community orientation. Friends made on the job. Work teams provide their need for community.

Positioning Headers and Footers

The last set of commands that we will look at is the Position chunk on the Header and Footer Tools Design ribbon.



Here, you can type in dimensions to set how far the header or the footer will appear from the top of the page.