

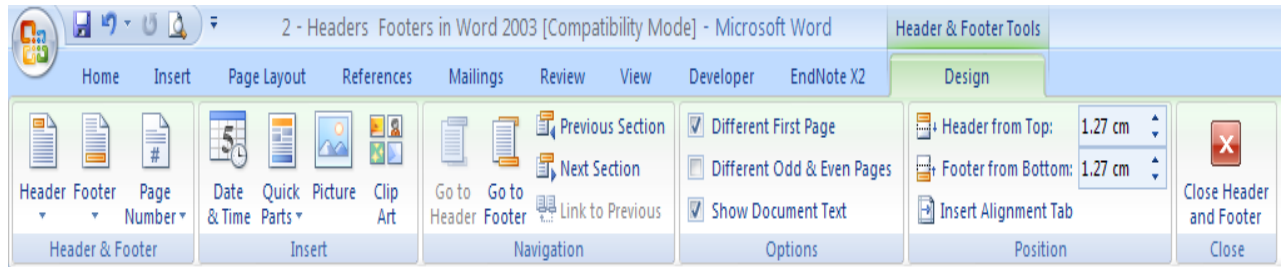
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An Introduction to Microsoft Word 2007: Headers & Footers

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The Header & Footer Tools:

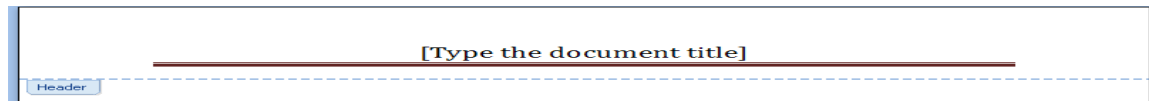
The **Header & Footer** tools contain buttons for functions that you will use frequently when working with headers and footers in your document. The buttons are shown and described below.



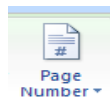
Creating a Universal Header and Footer:

If you want the same header and footer to appear on every page, create a universal header and footer. By using the buttons located on the **Header & Footer Tools**, you can insert the page number, date, or time into the header and/or footer.

1. Place the insertion point anywhere within the document.
2. From the *Insert* tab, select **Header** and then select the Alphabet style.



3. The **Header & Footer Tools** appear together with a header that requires a document title. Double click [Type the document title] and enter the following text, "5th International Conference on Information Technology".
4. Click **Go to Footer** .
5. In the **Footer**, type and format the desired information and add a page



number using the icon.

6. To close the **Header & Footer Tools** and return to your document, click



Close Header and Footer

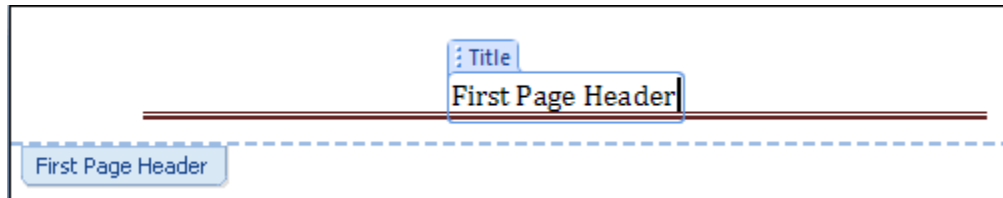
The footer should look similar to that below.



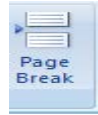
Creating a Different First Page Header and Footer:

You can create a first page header and footer containing different information than the header and footer in the rest of the document.

1. Double click the text in the Header and the Header & Footer Tools will appear.
2. In the **Options** section Select the **Different First Page** option box.
3. In the **First Page Header**, type and format the desired information.



4. Click **Go To Footer** .
5. In the **First Page Footer**, type and format the desired information.
6. To close the **Header & Footer** tools and return to your document, click **Close Header and Footer**.
7. On page 1 add a few blank lines by pressing the **Enter** key.

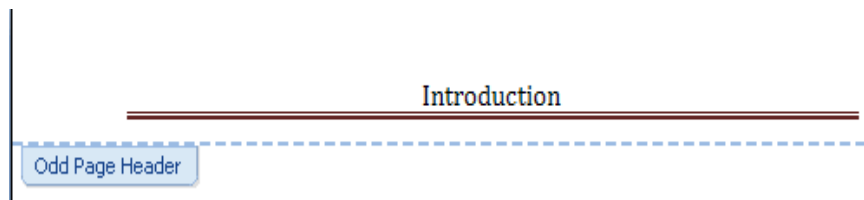


8. Select the Insert tab and add a page break.
9. The header and footer on pages one and two are now different.

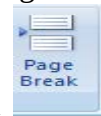
Creating Odd and Even Page Headers and Footers:

If you need to align information differently or include different information on the odd and even page headers and footers, you can create odd and even page headers and footers. You can also create a different first page as well as odd / even page headers and footers within the same document.

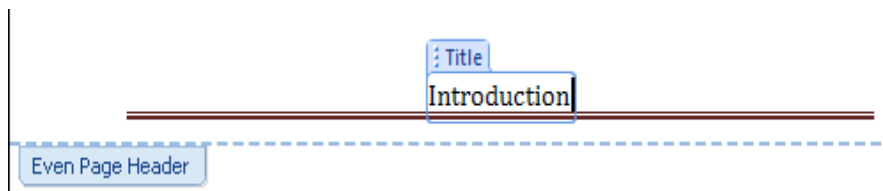
1. Double click the text in the Header and the Header & Footer Tools will appear.
2. In the **Options** section Select the **Different Odd & Even Pages** option box.
3. In the **Odd Page Header**, type and format the desired information.



4. Click **Go To Footer** .
5. In the **Odd Page Footer**, type and format the desired information.
6. To close the **Header & Footer** tools and return to your document, click **Close Header and Footer**.
7. On page 1 add a few blank lines by pressing the **Enter** key.



8. Select the Insert tab and add a page break.
9. From the *Insert* tab, select **Header** and then select the Alphabet style.
10. In the **Even Page Header**, type and format the desired information.



11. Click **Go To Footer** .
12. In the **Even Page Footer**, type and format the desired information.
13. To close the **Header & Footer** tools and return to your document, click **Close Header and Footer**.
14. The header and footer on odd and even pages are now different.

