

Headers and Footers in Microsoft Word

South Puget Sound Community College

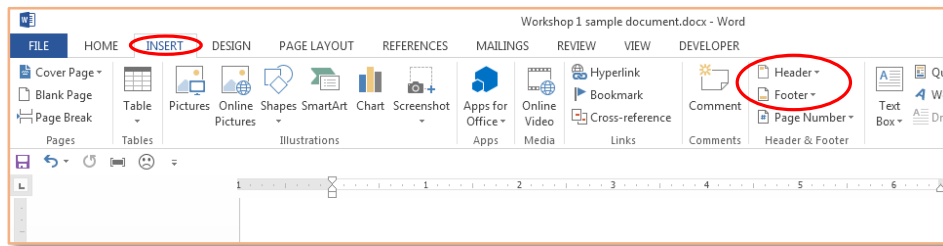
Student Computing Center

Written by: Chris Dorn

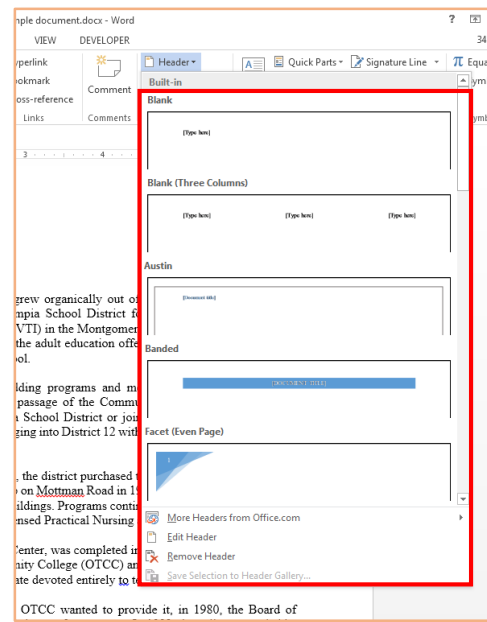
A header is the top margin of each page, and a footer is the bottom margin of each page. Headers and footers are useful for including material that you want to appear on every page of a document such as your name, the title of the document, or page numbers. This tutorial explains how to insert headers and footers, how to have a different header on the first page, and how to create different headers in different sections.

Inserting Headers and Footers

To insert a header or footer, first go to the Insert tab and select the desired option.

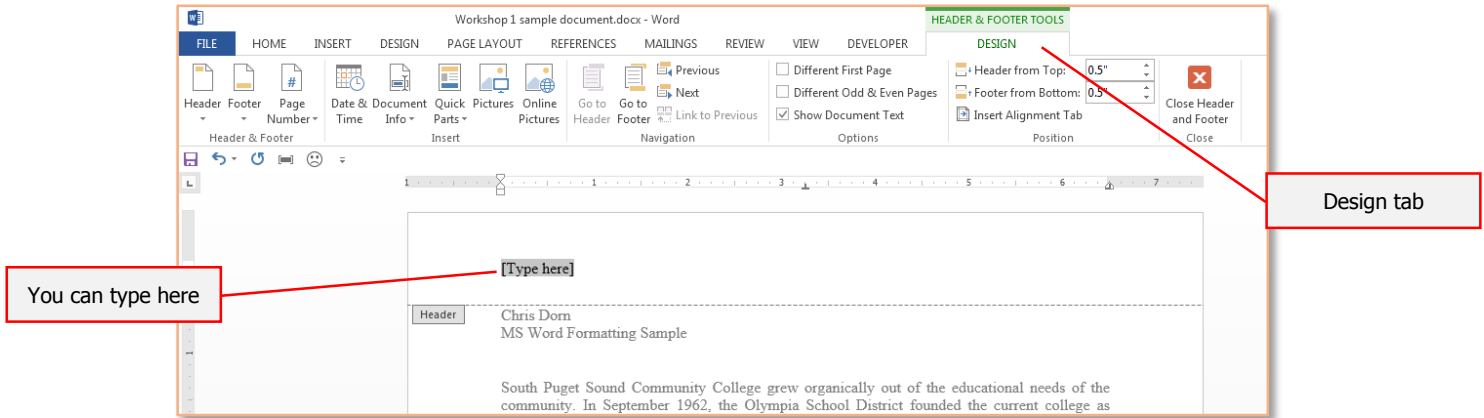


Clicking either of these icons will display a dropdown menu with several options.



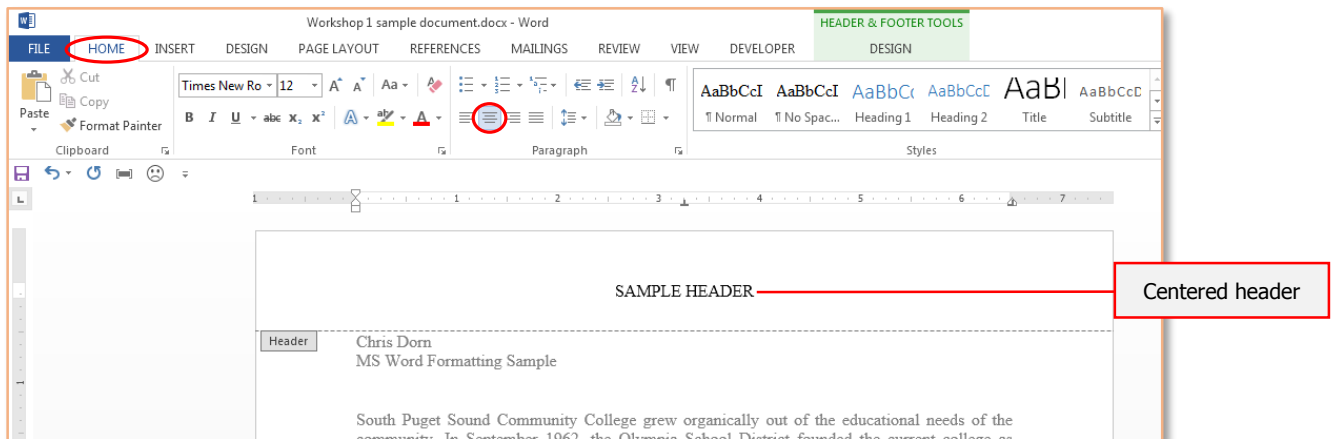
If you just want to add a simple header such as a title or your last name, you can choose the first option. This will bring the cursor into the header.

Notice, too, that a new tab appears on the ribbon. This Design tab allows you to change certain features of the header such as the header position and page number.



Once you are in the top (or bottom) margin, you can change the text formatting of the header (or footer) the same way that you would change formatting in the body of the document.

For instance, if you want to center your header, you can go to the Home tab and select the center alignment icon in the Paragraph group, as pictured below:

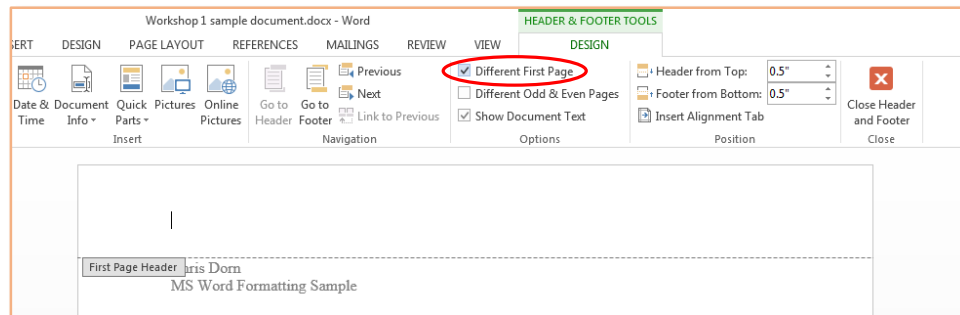


Having a Different First Page Header

Sometimes you may be asked to have a header that does not appear on the first page. This is common with title pages or cover pages.

To remove the header from the first page:

1. Double click in the header area. This will show the Design tab.
2. Select the "Different First Page" checkbox.

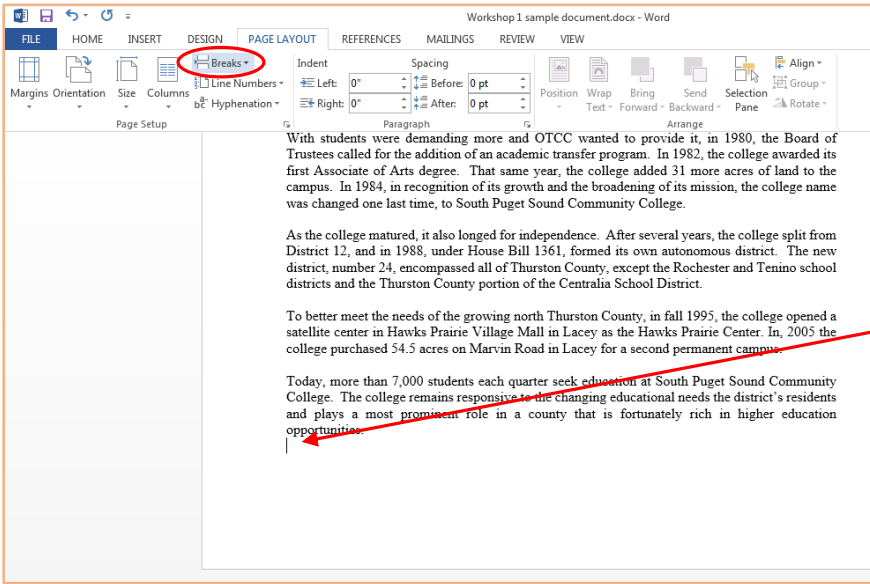


This will remove the header on the first page but will preserve the header on every other page of your document.

Creating Different Headers in Different Sections

You can also have a different header for different sections of a document. To do this, you first need to create section breaks in your document:

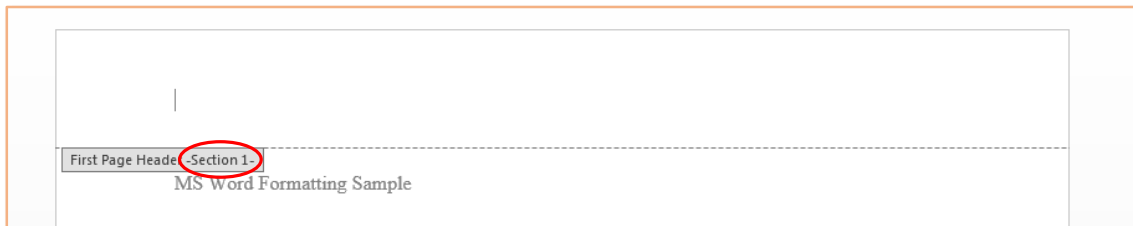
1. Place the cursor where you want your section break.
2. On the Page Layout tab, select the Breaks dropdown menu.



In this example, the section break would be placed at the bottom of this page, since that is where the cursor has been placed.

3. Select "Continuous" from the dropdown menu. This will not add any empty space to your document, but it will insert a section break.

You can view your section numbers by double clicking in the header area.



After inserting your desired section breaks, be sure to unselect "Link to Previous," which is found on the design tab. This allows you to have different headers in different sections.

