



Headers and Footers

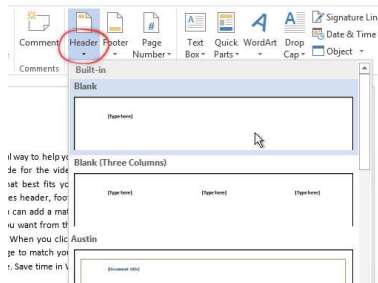
What are headers and footers?

Headers and footers are the areas inside your top (header) and bottom (footer) margins of your document in which text and/or graphics can be placed. They can be useful for displaying page numbers, author name, filename or similar information. When you are working on them the 'header and footer' toolbar will be displayed on screen.

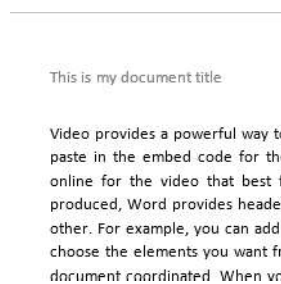
Some printers are now able to print to the edge of the paper. However, it may be necessary to adjust the positioning of the text in your header/footer in order for it to print correctly.

How do I add headers and footers to my document?

1. Click the 'Insert' ribbon.
2. Click either the 'Header' or 'Footer' buttons to display a drop down menu.
3. Click one of the options from the list provided or 'Edit Header/Footer' at the bottom of the list to create your own. Your header/footer will be displayed.
4. Amend the text, text style etc as required.
5. Click 'Close Header/Footer' in the 'Header and Footer, Design' ribbon.



NOTE: When working with your header/footer the main document will appear as fainter text. When working within your document the header/footer will be faint.

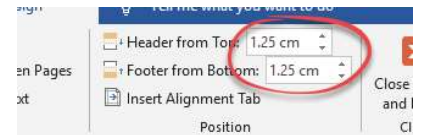


How do I format text in the headers and footers?

Text and graphics can be formatted in your headers and footers in exactly the same way as text in the rest of your document. You can change the font, font size, style, wrap your text around the graphics etc.

How do I alter the position of the header/footer?

1. Double click within your header/footer. The 'Header and Footer Tools' ribbon will be displayed.
2. Use the 'Header from Top' and 'Footer from Bottom' spin controls to adjust the values.



As you adjust these values your header/footer will move up/down in your document window.

How do I amend my header/footer?

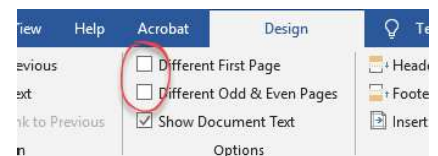
1. Double click within your header/footer.
2. Amend as necessary.

How do I have a different header/footer on each page?

It is possible to have:

- the same header/footer on every page,
- one header/footer on the 1st page and a different one on all other pages or
- one header/footer on even numbered pages and a different one on the odd numbered pages.

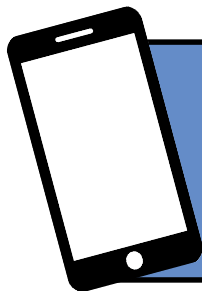
1. Double click within your header/footer. The 'Header and Footer Tools Design' ribbon will be displayed.
2. Tick the appropriate box in the 'Options' section. (Untick both options to use the same header/footer on all pages.)
3. Create your header(s)/footer(s) as normal.



How do I remove a header/footer?

1. Double click inside your header or footer.
2. Click to display the 'Header & Footer Tools, Design' ribbon.
3. Click the 'Header/Footer' button in the 'Header/Footer, Design' ribbon (depending on what you want to remove).
4. Click 'Remove'.





For help and assistance,
call the ICT Helpdesk
0141-342 1570

Available during office hours. For critical support
at other times refer to the out-of-hours phone list.

Part of the 'How do I...' series of helpsheets. For more, visit ictsupport.key.org.uk