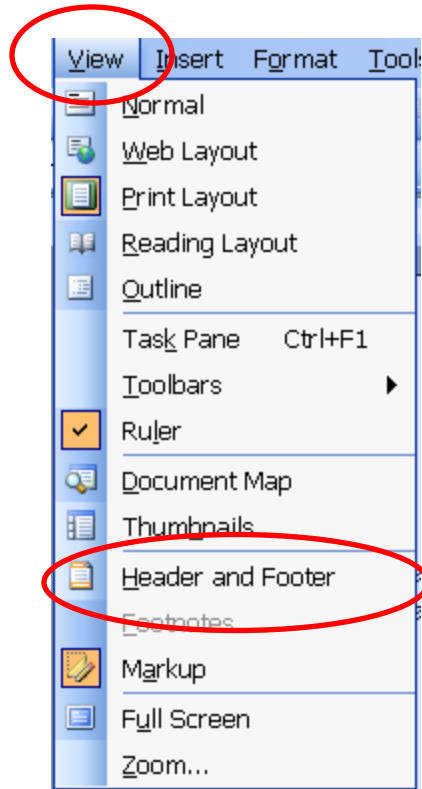


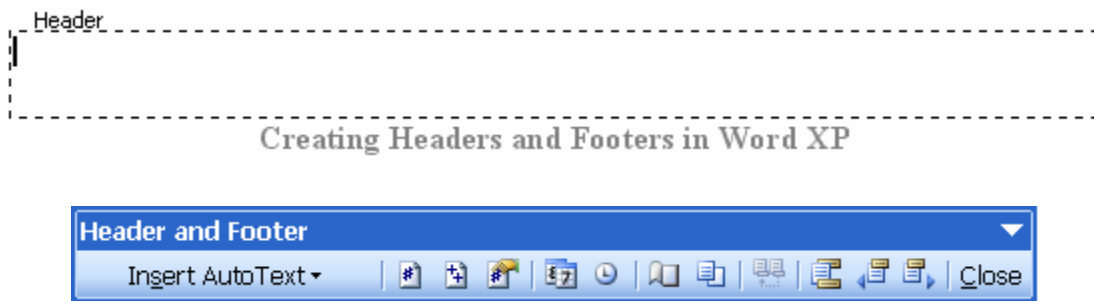
Creating Headers and Footers in a Word Document

Headers and footers are areas of information at the top and/or bottom of a page. Headers and footers are created by doing the following:

1. Click on the **View** menu, slide the mouse down and select **Header and Footer**.

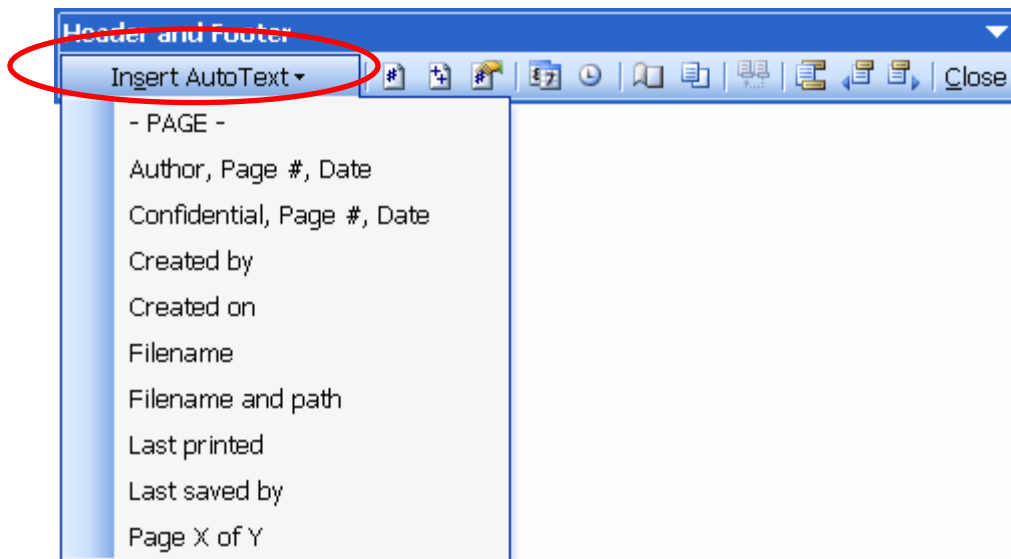


2. After selecting the **Header and Footer** option the following screen appears:

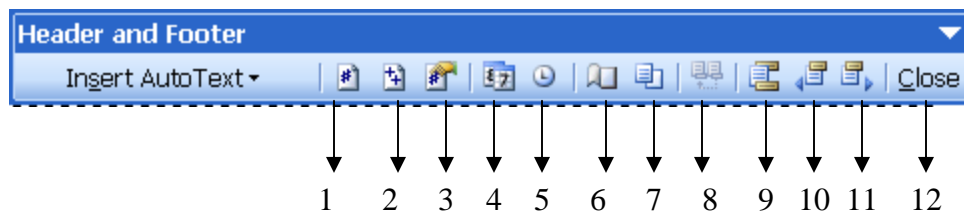


3. When working with a header, the **Header** box appears. When working with a footer, the **Footer** box appears. Regardless of which you are working in, the blue **Header and Footer** toolbar will appear as shown above.
4. There are three default positions in a header and footer: left, center, and right alignments. Use the tab key to move from one to the other.

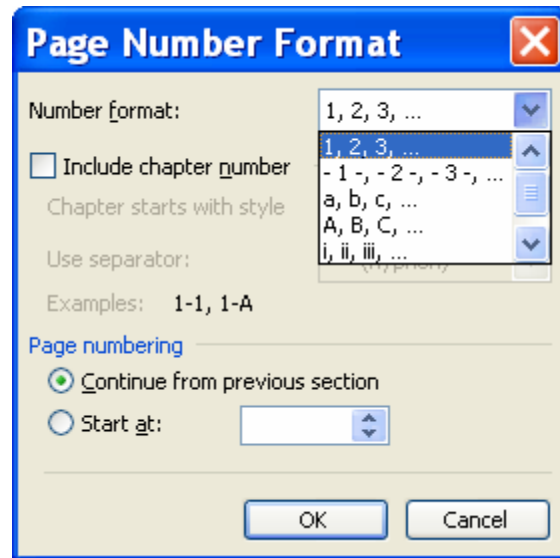
- The user can either type in the information to appear in the header or footer, or the user can use the blue **Header and Footer** toolbar to insert specific items.



- Click on the **Insert Auto Text** button so that the list will drop. Choose which item you need and the information will be inserted automatically.
- The icons to the right of the **Insert Auto Text** box can also be used. Each icon will provide a different result.

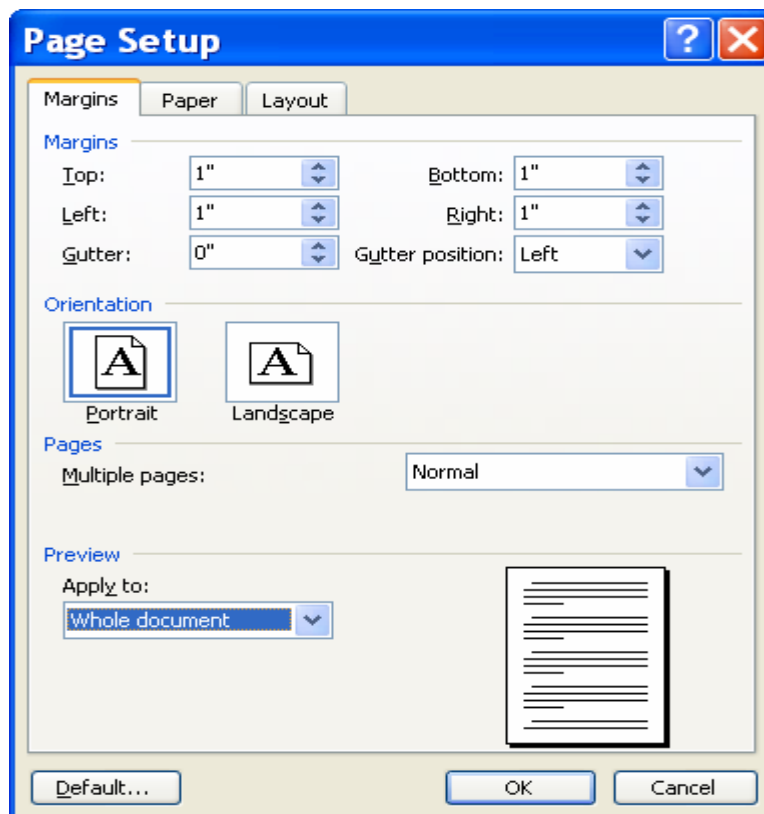


- Insert Page Number**
 - Insert Number of Pages**
 - Format Page Number**
 - Insert Date**
 - Insert Time**
 - Page Setup**
 - Show/Hide Document Text**
 - Link to Previous**
 - Switch between Header and Footer**
 - Show Previous**
 - Show Next**
 - Close**
- When choosing the **Format Page Number** option, the following dialog box appears:



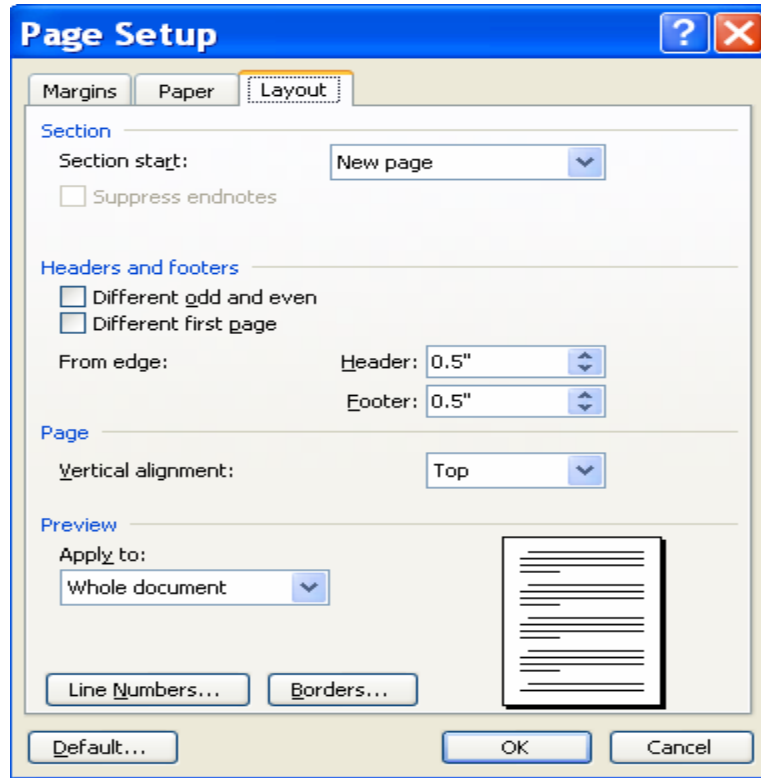
From this dialog box, the user can choose the style of numbers needed, or include chapter numbers, and choose whether to continue the number sequence from the previous page or choose to start with a new start number.

9. The **Insert Date** and **Insert Time** is self explanatory.
10. The following dialog box appears when the user clicks on **Page Setup**:



The **Margin** tab allows the user to change the top, bottom, left, and right margins in addition to the gutter space and the page orientation.

11. The following figure shows what is available under the **Layout** tab. Many of these features are used in more complicated documents.



12. The **Show/Hide Document Text** icon on the blue toolbar works as a toggle key and either displays the text on a page or not.
13. The **Link to Previous**, **Show Previous** and **Show Next** icons are used again in more complicated documents.
14. The **Switch Between Header and Footer** option is used to insert and or edit information in either place without having to access the feature each time. Once the user is finished inserting and or editing the text, the **Close** button is clicked. The user is now returned to the main document text.