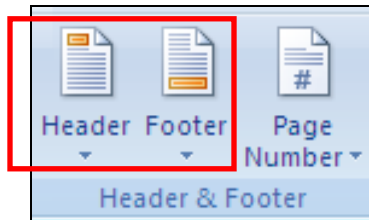


# Microsoft Office 2007

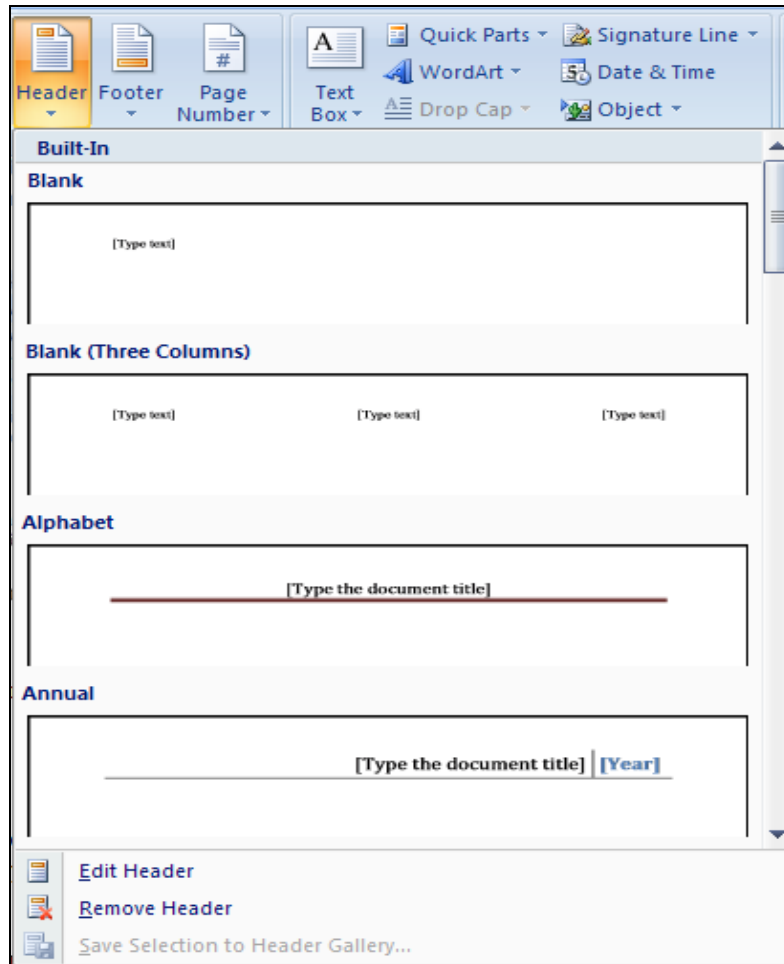
## Creating Headers and Footers in a Word Document

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

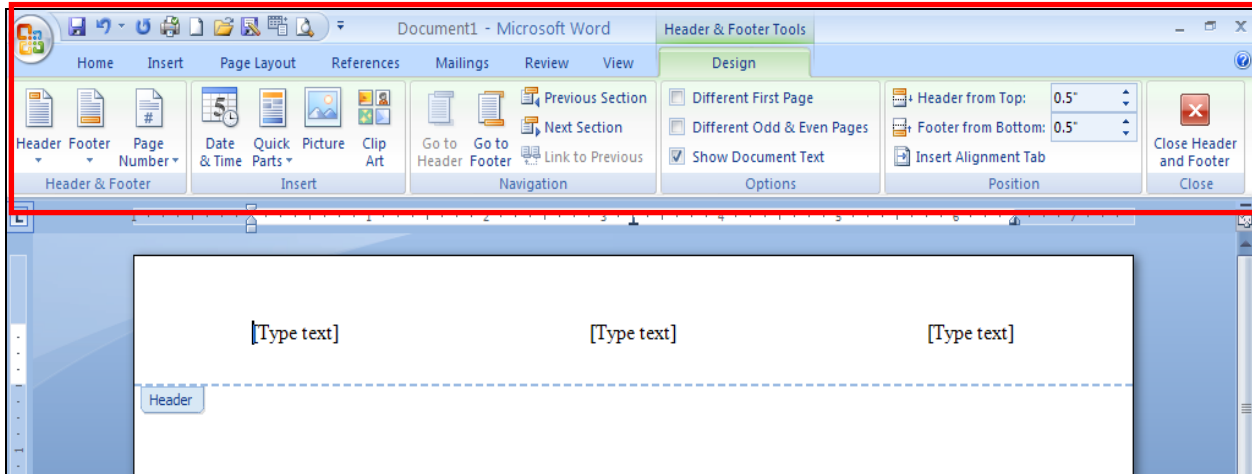
1. Click on the **Insert Tab** and click the **Header** Icon or the **Footer** Icon.



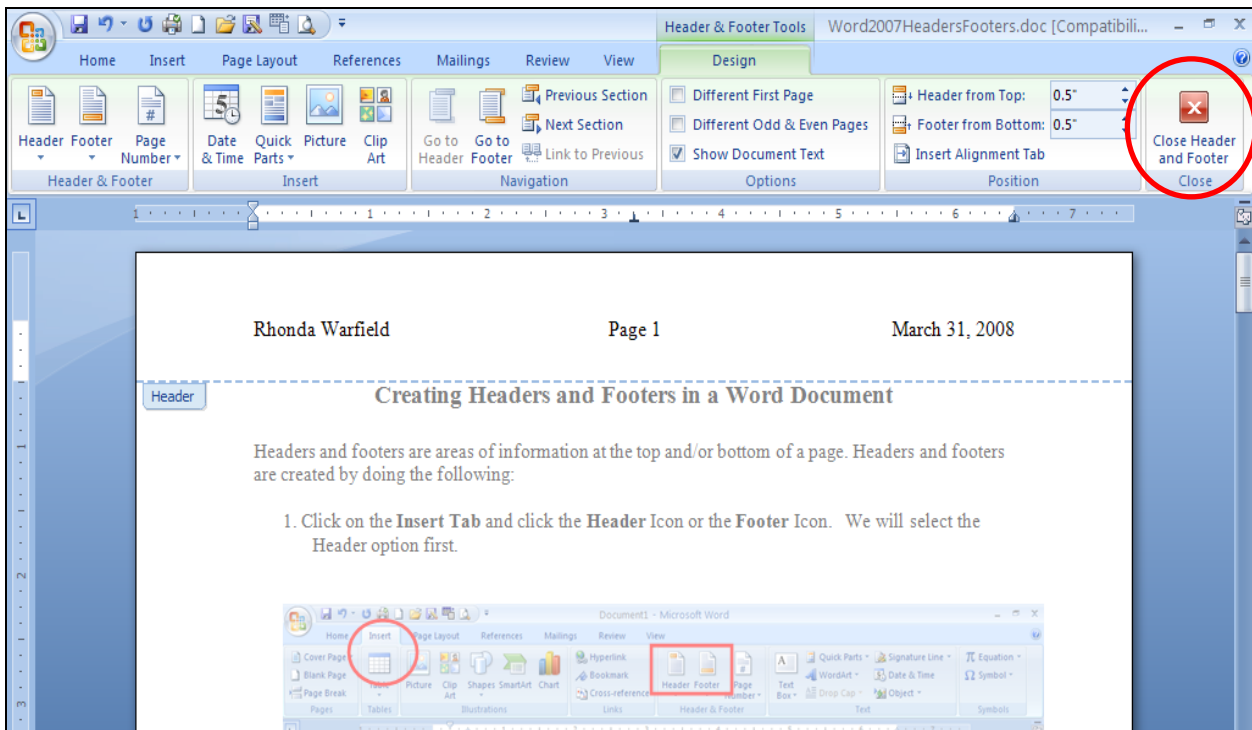
2. After selecting the **Header** option (or the Footer option) the following screen appears. There are a number of Header styles to choose from. Take a minute to scroll through the options.



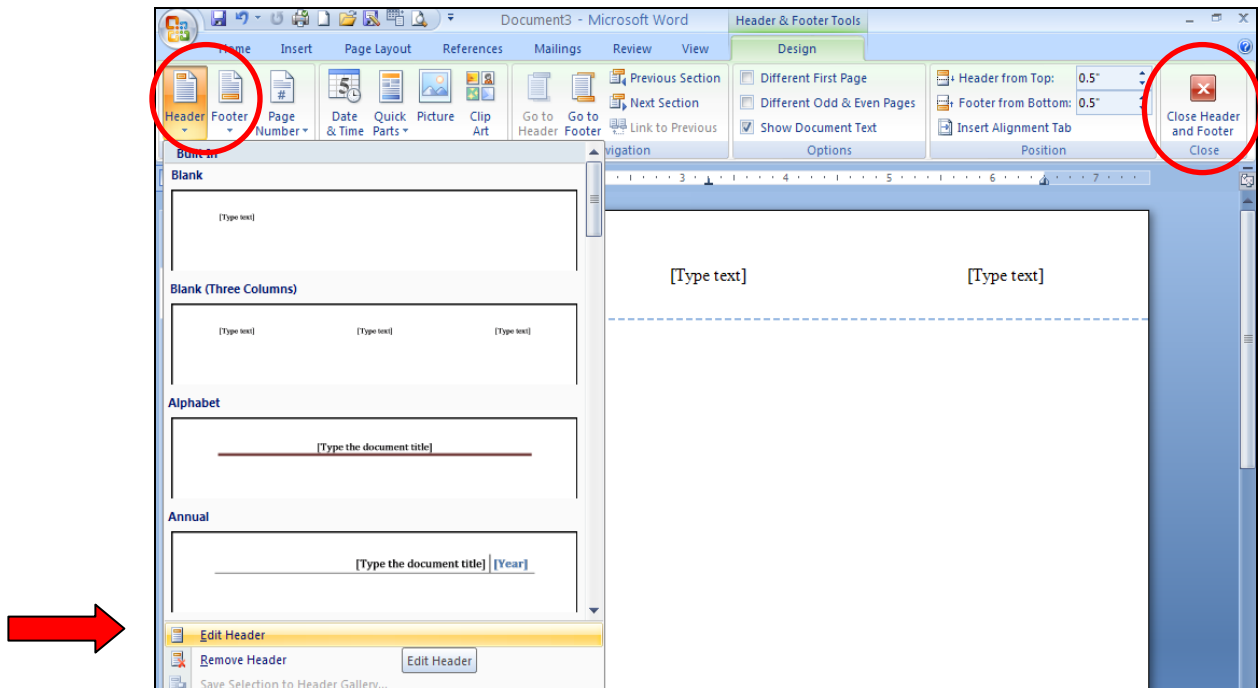
3. Let's choose the second format **Blank (Three Columns)**. Notice the top of your document. The **Header & Footer Tools Design** tab opens (formerly the Header and Footer Toolbar). You can either type in the information to appear in the header or footer, or use the **Header & Footer Tools** tab to insert specific items.



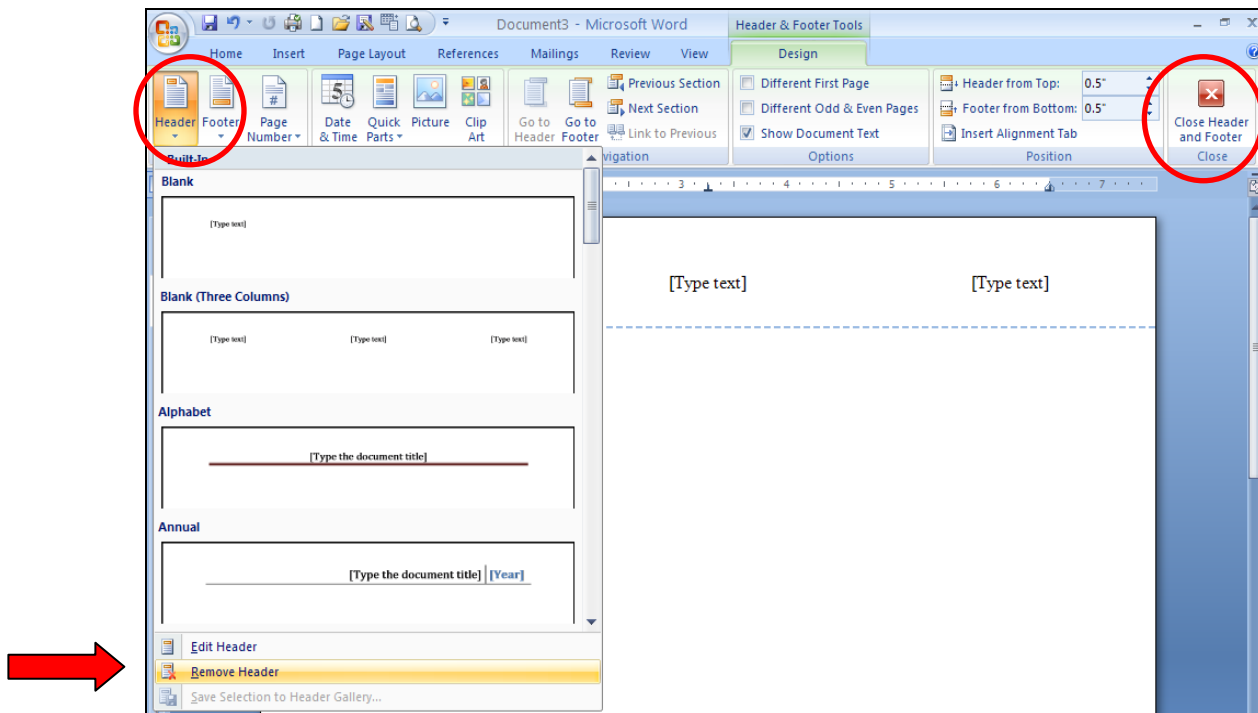
4. Simply type in your text then click on the **Close Header and Footer** button (X).



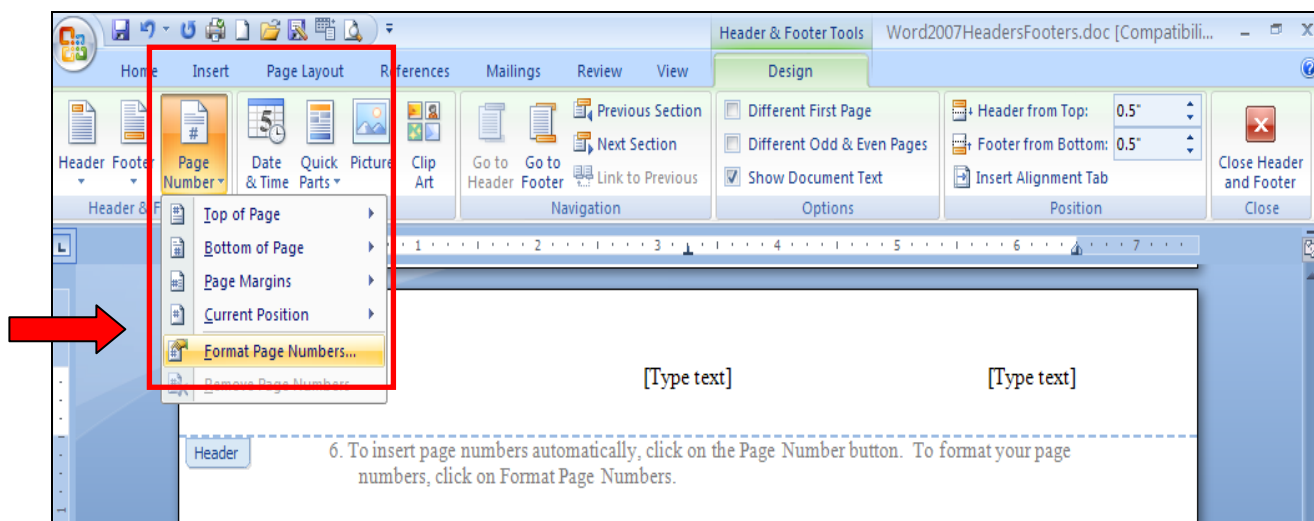
5. To **Edit** a Header (or Footer) click on the **Header Icon**. Slide your mouse down and click on **Edit Header**. You can now edit your Header. When finished, click the **Close Header and Footer** button.



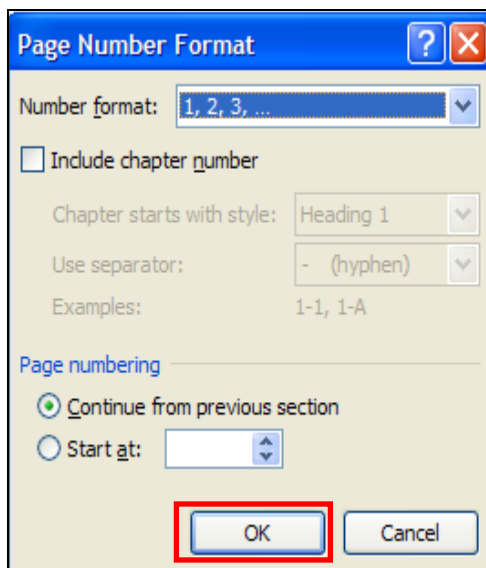
6. To remove a Header (or Footer) click on the Header Icon. Slide your mouse down and click on **Remove Header**. When finished click on the **Close Header and Footer** button.



6. To insert page numbers automatically, from the **Header & Footer Tools Design** tab, click on the **Page Number** button. To format your page numbers, click on **Format Page Numbers**.



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. **Click on the OK** button.



**Your feedback is important to me – what did you think of this LTA? Please take a minute and fill out a short survey at the following link:**

<http://CTLSilhouette.wsu.edu/surveys/ZS36378>

**Thank you!**