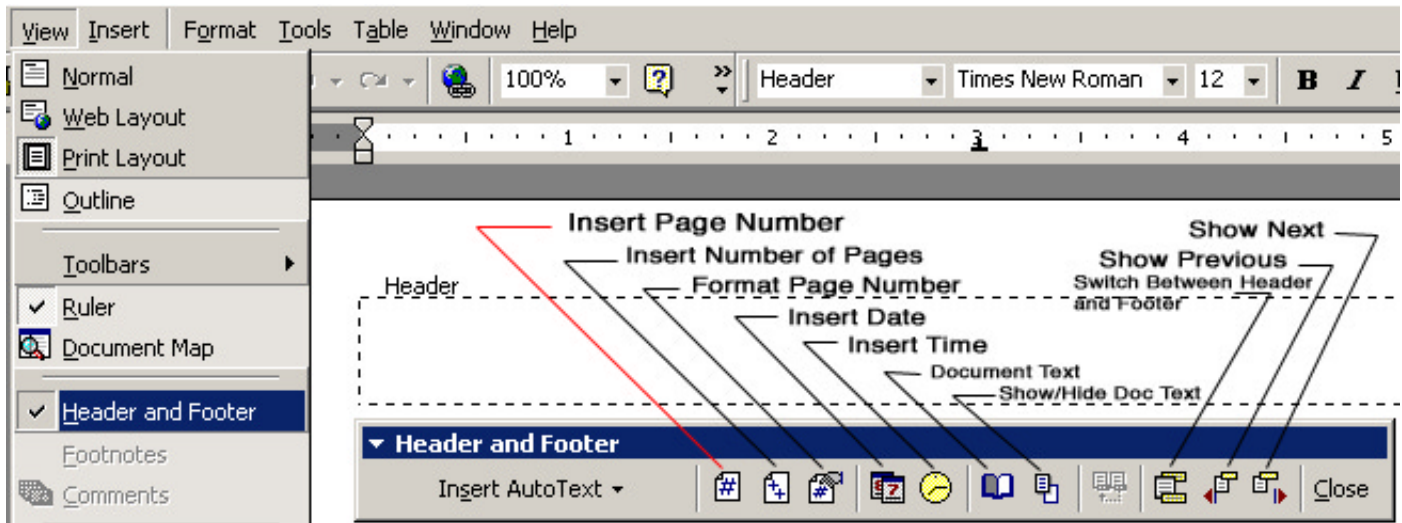




Microsoft Word: Headers & Footers



Adding headers and footers (information that will appear on each page of the document at the top or bottom, respectively) is pretty easy. From the **View** menu, select **Header and Footer** and you should be presented with a screen that looks like the above screen capture.

The header (or footer) field works just like the regular Word environment with two differences: (1) Anything in these fields will be repeated on each page, (2) the tabs are set up at center/centered and right/right align. Some very handy commands are accessible from the toolbar (above).

Basic header information usually includes the title and/or author of a paper (say, left) and the page number (right). Footer information, while not as often used, might include page number (centered perhaps) or section/chapter information.

Sometimes, you won't want any header or footer information to appear on the first page of a document (or you want different information in those fields on the first page). If that's the case, you can click on the **Different First Page** button on the toolbar, or select that option in **File --> Page Setup --> Layout** (below).

