

California State University
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Information Technology

MS Office 2007
Users Guide

WORD 2007

Headers, Footers, Pages and Sections

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INTRODUCTION

The Word 2007 document has several parts:

- The **main body layer**
- The **header and footer layer**

Headers and footers exist on every page. They're just invisible until you put something in them. Headers and footers are identifiers that run across the top and bottom of a document providing important background information. They typically include such things as titles, email or web addresses, page numbers, dates, author's information or the document's file name and path. They improve the usability of your document and make it look professional.

If your document contains several parts, you can create headers and footers and vary them so they are unique to each part. To do this, you need control in each part. This is done by creating **Section Breaks**. For example, if your document has a cover page, you may not want a page number to appear on it and maybe you'd like the headers for each chapter to contain the title for that chapter only. You'll be able to tailor headers and footers to the content. This user's guide will teach you how to work easily with the header and footer feature and how to vary them as needed.

HEADER AND FOOTER WORKSPACE

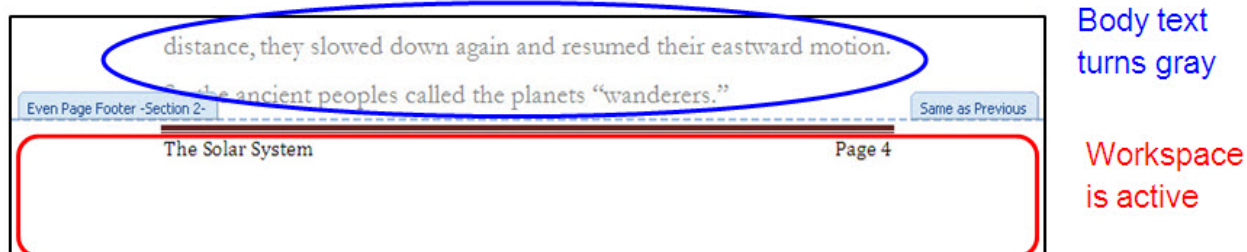
The areas at the top and bottom of a document page, specifically for header and footer content, is called the **Header and Footer workspace** (see Figure 1). The workspace inhabits a layer of the document that is separate from the main body and behaves differently than the document's main content. After the header or footer is inserted, the areas become active and can be edited. They are tagged with **Header** or **Footer** and are marked with a dashed line (see Figure 2). Any content in the header or footer area will appear and print on every page.

Figure 1 – Header and Footer Workspace



To add identifiers such as page numbers, document title, dates and author, the workspace is where you should put them. These textual details are headers and footers. Whenever you add one of these identifiers, you're inserting a header or footer.

Figure 2 – Active Footer



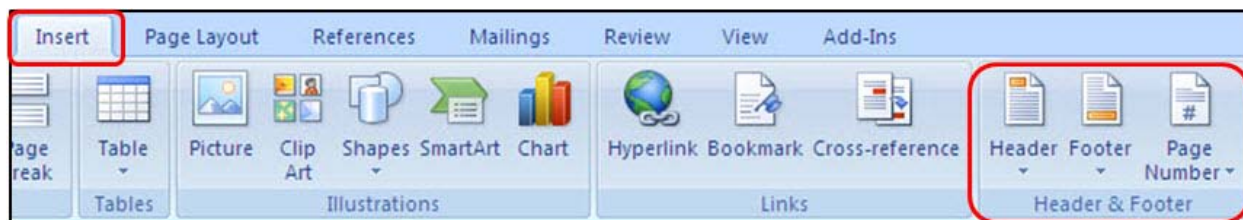
- The **Header** and **Footer** tabs clarify what and where headers and footers are.
- When the workspace is active, the document body text turns grey and cannot be edited.
- **Only one layer can be active at a time** (see Figure 2).

Insert Header or Footer

To insert a **header or footer**:

1. On the **Insert** tab, in the **Header & Footer** group, select **Header**, **Footer** or **Page Number** (see Figure 3).

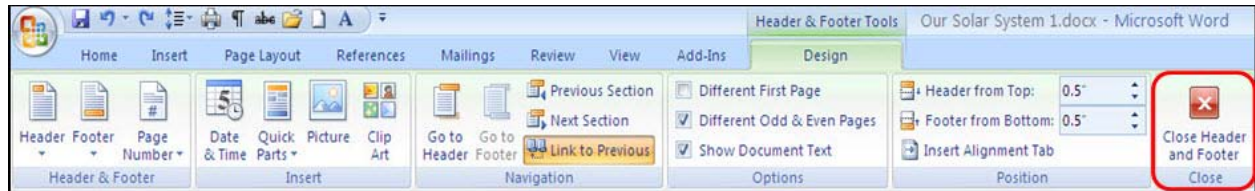
Figure 3 – Header & Footer Group



2. Once the header/footer workspace is active, it is open for editing. The **Header & Footer Tools** ribbon (shown in Figure 4) provides control over headers and footers. Double-click the header/footer area to edit. This will open the **Header & Footer Tools** ribbon.

3. After you're done editing and close the workspace (on **Header & Footer Tools Design** tab, in the **Close** group) Select **Close Header and Footer**, (see Figure 4).
4. The header/footer area becomes light grey and the document body becomes dark and active.

Figure 4 – Header & Footer Tools Design Ribbon



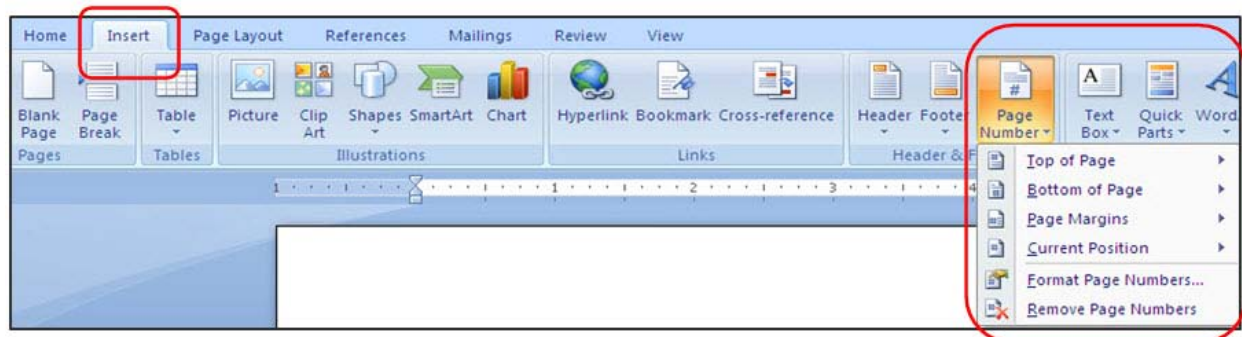
Insert Page Numbers

Page numbers by far are the most common type of header or footer. They are so essential in a document that they have their own command button and a gallery of choices on the ribbon (see Figure 5). When page numbers are inserted, Word opens the header and footer workspace. It then enables you to perform formatting changes or text additions.

To insert **page numbers**:

1. On the **Insert** tab, in the **Header & Footer** group, select **Page Number** (see Figure 5).

Figure 5 – Page Number



2. From the drop down menu, select where you want the numbers to be on the page.
 3. Choose a page number style from the gallery of choices displayed.
- Page numbers are consecutive and applied throughout your document.
 - Automatically renumbers if you add or delete content in the document.

Add Current Date

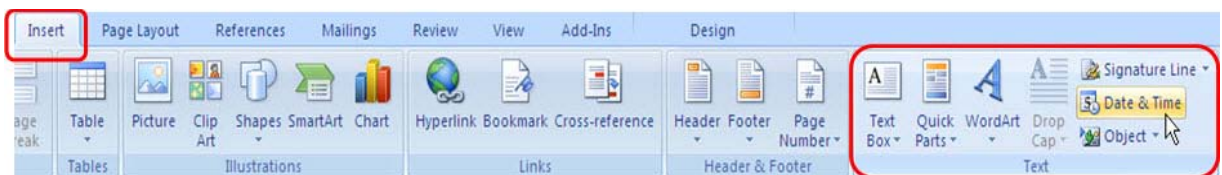
Another common header and footer is the print date.

To add the **current date** to any header or footer:

1. Select in the header or footer where you want the date.

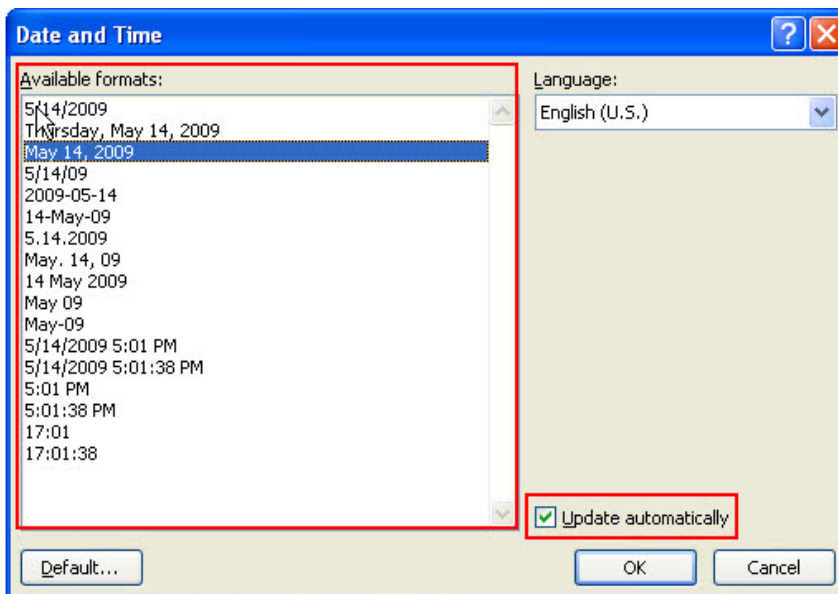
On the **Insert** tab, in the **Text** group, select **Date & Time** (see Figure 6).

Figure 6 – Date & Time



2. A **Date and Time** window opens. Choose a format in the **Available formats** window (see Figure 7).

Figure 7 – Date and Time Window



3. Select the **Update automatically** check box (see Figure 5).
4. Select **OK**.

The date will automatically update and the current date will show whenever you open the document.

Add Document Path and File Name

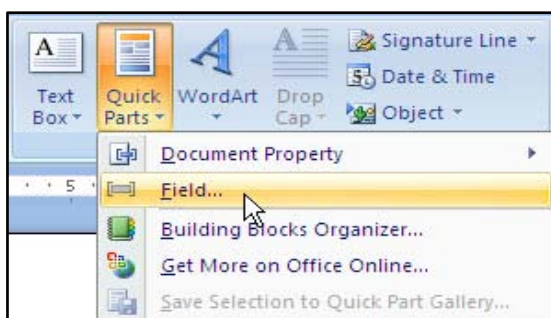
Another type of header or footer is the file name for the document and the path to its location. For example, sometimes the author may want to put this in the header or footer so the document can be found easily.

To add **document path and file name**:

(**Note:** If you have not saved your document, save it first so it has a location on the computer.)

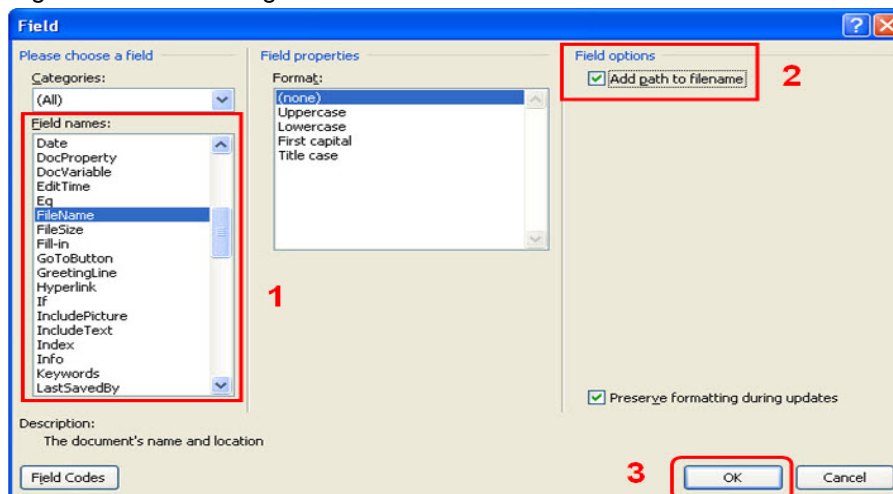
1. Position the insertion point in the header or footer workspace.
2. On the **Insert** tab, in the **Text** group, select **Quick Parts** (see Figure 8).

Figure 8 – Quick Parts



3. From the drop down menu, select **Field**.
4. The **Field** window opens. In the **Field** dialog box, under **Field names**, select **FileName** (see #1 in Figure 9).

Figure 9 – Field Dialog Box



5. Under **Field options**, select **Add path to filename** check box (see #2 in Figure 9).
6. Select **OK** (see #3 in Figure 9).

The **FileName** field provides a way to automatically update the path if you have moved the document.

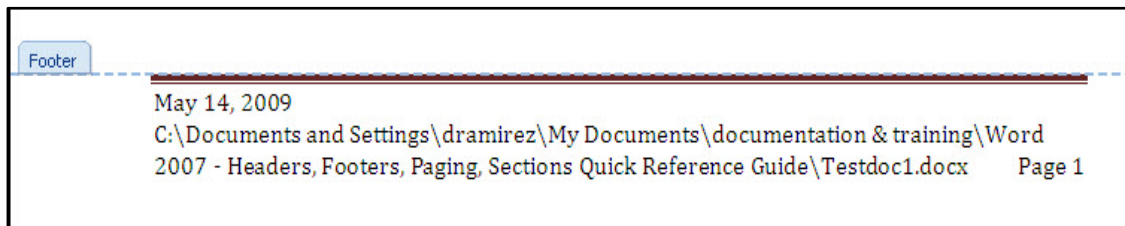
Remove a Header or Footer

Sometimes information in the header or footer is no longer valid and needs to be removed.

To remove a footer:

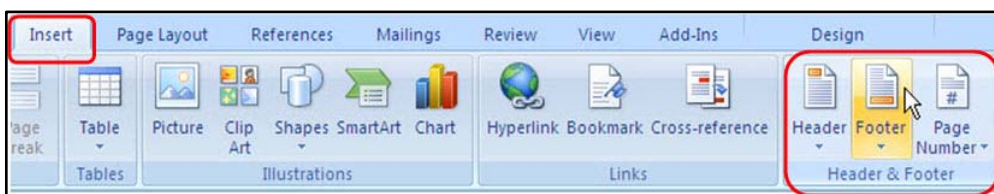
1. Place the cursor in the footer workspace (see Figure 10).

Figure 10 – Footer Content



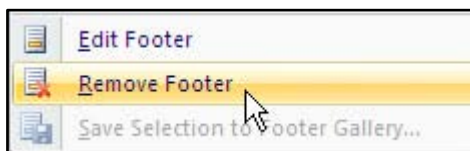
2. On the **Insert** tab, in the **Header & Footer** group, select **Footer** (see Figure 11).

Figure 11 – Footer



3. A menu opens. Select **Remove Footer** (see Figure 12).

Figure 12 – Remove Footer



2. This will remove the footer's content. There is a similar "remove" command in the **Header** gallery.

Sometimes this command won't remove the header or footer. Typically this will happen when the information has been inserted manually rather than from the Header or Footer galleries. Always check to make sure the header or footer was deleted. If it isn't, click each part of it to select it, and press the **Delete** key.

SECTIONS

Documents that contain different parts may require section breaks. For example, a document has a cover page, a table of contents and the main body. You may not want a page number on the cover page and you want the table of contents to have different page numbering than the main body. This is where section breaks comes in.

Create section breaks if you want unique headers and footers for each part. A section break allows you to create a unique page layout for the pages in that section. With the unique layout established, you can tailor your headers and footers the way you want them for each section.

- Section formatting is stored in the section break mark at the end of the section.
- The last paragraph mark in the document holds the formatting for the final section in a document.

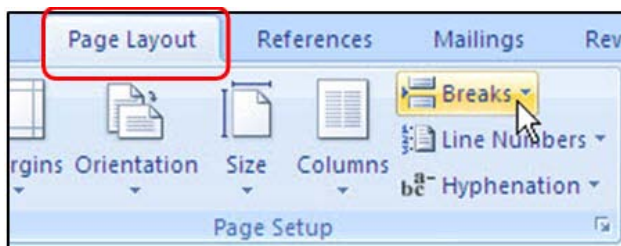
Insert Section Breaks

Insert section breaks in the main body of the document, not in the header and footer workspace.

To add a **section break**:

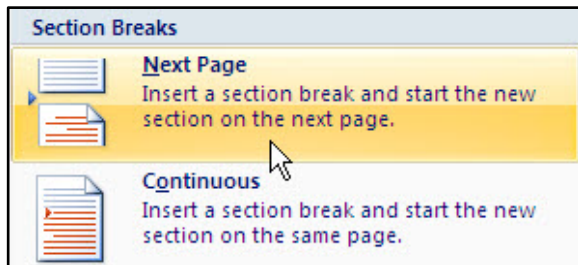
1. Close the header or footer workspace, if open.
2. Place the cursor where you want a new section to start.
3. On the **Page Layout** tab, in the **Page Setup** group, select **Breaks** (see Figure 13).

Figure 13 – Breaks



4. A menu opens. Under **Section Breaks**, select **Next Page**. This is the most common type of section break (see Figure 14). The **Next Page** break starts the new section on the next page.

Figure 14 – Next Page



Word creates a section break before the cursor.

Another type of break is the **Continuous**. It inserts a section break and starts the new section on the same page. This is used almost exclusively for changing the number of newspaper like columns in a document.

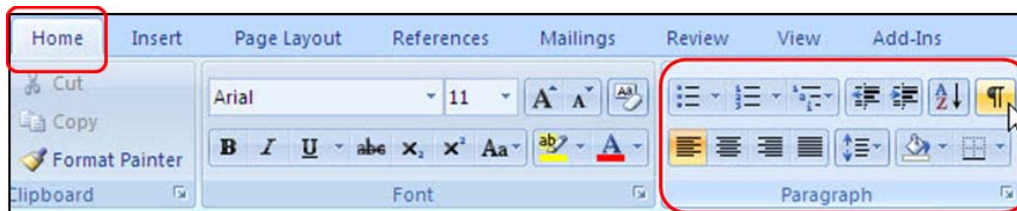
Actual section breaks aren't visible automatically. You might want to see a section break in case you want to delete it.

View Section Breaks

To see section breaks:

- Be in **Print Layout** view.
- Turn off the header and footer workspace.
- On the **Home** tab, in the **Paragraph** group, select the **Show/Hide** button.

Figure 15 – Show/Hide Button



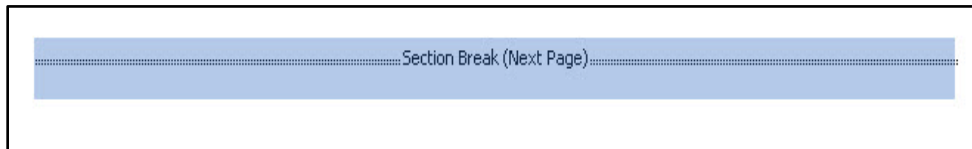
There are 2 other types of section breaks, the **Odd Page** and the **Even Page**. You can also set up section breaks when you want content to start on odd or even numbered pages. The **Odd Page** is like the **Next Page** break, except Word can add one additional blank page to force the new section to begin on an odd-numbered page. The **Even Page** is like the **Next Page** break but Word starts on an even-numbered page.

Delete a Section Break

To **delete** a section break:

1. Drag the pointer across the break to select it (see Figure 16).

Figure 16 – Select Section Break



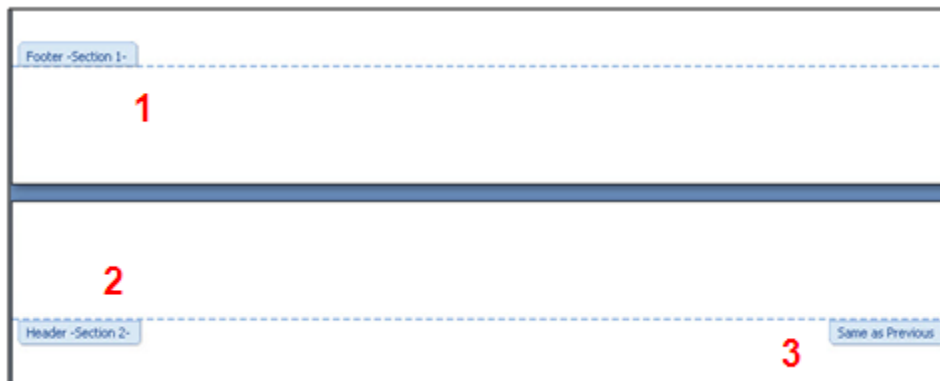
2. Press the **Delete** key.

Section Indicators in Headers and Footers

A **section break** means that what comes before it is in one section and what's after it belongs to another section.

When a header and footer workspace is opened, markers appear that define the sections and keep you oriented. The header and footer areas indicate the sections and give each a number. See markers in Figure 17.

Figure 17 – Section Markers



- 1 End of Section 1 Footer.
- 2 Header at beginning of Section 2.
- 3 Same as Previous.

Word still gives you the option of having header and footer content carry over between sections. The **Same as Previous** tab means that the header content for the new section is linked to the header content in the preceding section. If the headers in the new section are to be unique, you have to **break the link** to the earlier section. Prior section content for header or footer carries over from the previous section **unless you break the link**

Breaking Links between Sections

- Each section created with a section break will start out with the **Same as Previous** setting in place.
- If you want headers to be unique in all sections, toggle off **Link to Previous** for the headers in each section.
- By default, when you add a new section, its headers and footers inherit the header and footer settings of the previous section.

Break Header and Footer Links Separately

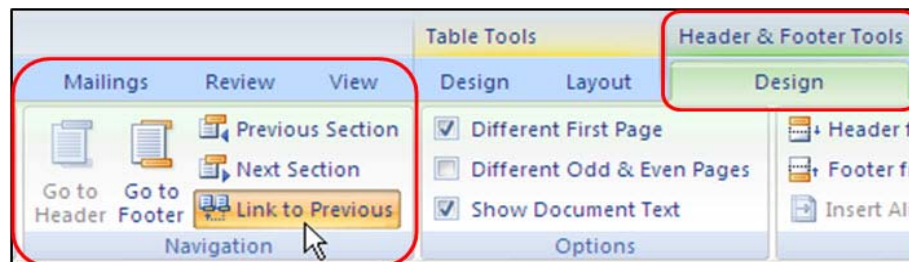
- Breaking the link in your header will not break the link in the footer.
- If you don't want footer content to be the same for all sections, break the links accordingly.

Breaking the Link in a Header

To break the link in a header:

1. Place the cursor in the header.
2. In the **Header & Footer Tools Design** tab, in the **Navigation** group, select **Link to Previous** to turn it off (see Figure 18).

Figure 18 – Link to Previous



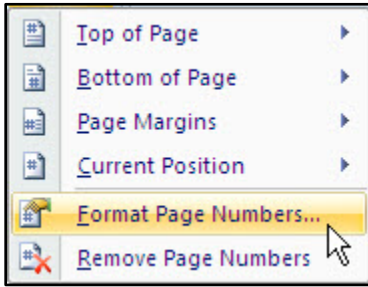
Page Numbering in a Section

Word provides various page numbering options in a section. Use the **Page Number Format** options to adapt page numbers to the document parts. You can choose a page numbering format before or after you insert a page number.

To insert **page numbers in a section**:

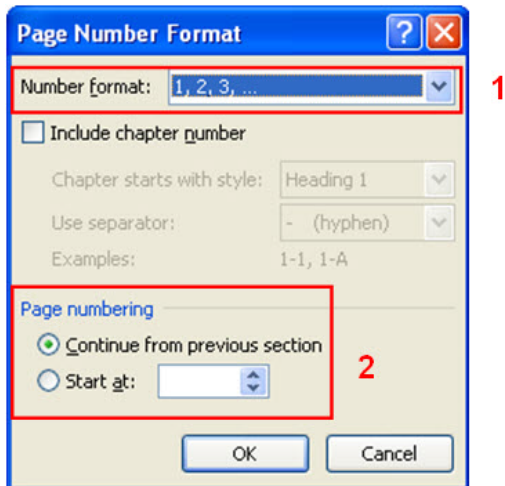
1. On the **Insert** tab, in the **Header & Footer** group, click **Page Number**.
2. A menu opens. Select **Format Page Numbers** (see Figure 19).

Figure 19 – Format Page Numbers



The **Page Number Format** dialog box opens (see Figure 20).

Figure 20 – Page Number Format



3. Use **Page Number Format** options to specify format and page numbering. For example, for introductory material, you might use roman numerals (see #1 in Figure 20).
4. Under **Page numbering**, you can continue from the previous section or restart at a specific page (see #2 in Figure 20).

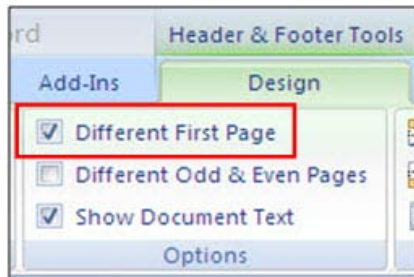
Creating a Different First Page

When you create a document with numbered pages, sometimes you don't want the first page to have a page number. You can specify **Different First Page** so that you don't have to create sections. For example, a title or cover page usually has no page number. If your document already has page numbers, the page number on the cover page is automatically suppressed when you insert a cover page from the gallery of cover pages in Word 2007. Inserting a cover page causes the second page to be numbered as page 2.

To create a different first page:

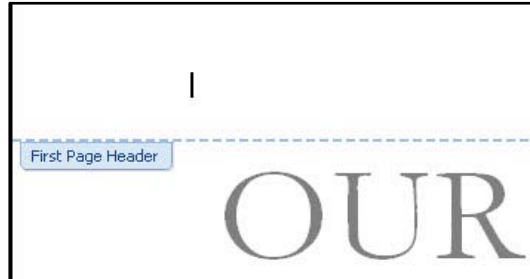
1. Open the header or footer workspace in a section.
2. In the **Header & Footer Tools Design** tab, in the **Options** group, select the **Different First Page** option. If this is selected, you enable the header and footer areas to be different from the rest of the pages in the section. This can be done for any section in the document (see Figure 21, below).

Figure 21 – Different First Page



The header and footer workspace marker will say **First Page Header** and **First Page Footer**. The example in Figure 22 shows a **First Page Header** with no sections.

Figure 22 – First Page Header



If you've already applied page numbers, the **Different First Page** setting will suppress the page number on the cover page.

Tips:

- If you only want unique headers and footers on the first page of your document, you can apply the **Different First Page** option and not create sections.
- If you intend to include sections, create them before applying the **Different First Page** option. This option gets carried over into a new section which is typically not what you'd want.
- Word has already-created cover pages that you can insert (found on the **Insert** tab). These automatically put the **Different First Page** option into effect.

Different Headers and Footers for Odd and Even Pages

The **Different Odd & Even Pages** option (Figure 23) puts the content on the outer edge of the page, like a book does for facing pages. If you're binding your document, you might consider this format (see Figure 24).

Figure 23 – Different Odd & Even Pages Option

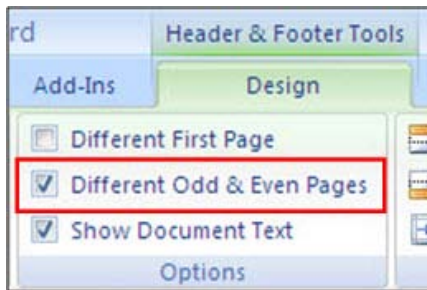
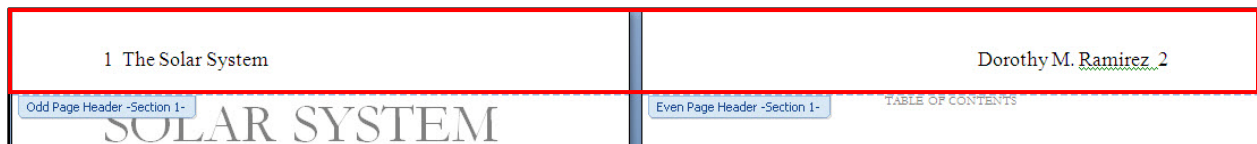


Figure 24 – Different Odd & Even Pages Example



To apply headers and footers to odd and even pages, go through the same process as described above, i.e., create sections, break links between them, then add the header and footer content you want in each section.

Note: If you want the “odd” or “even” headers or footers to sit at the edges of the margin, as for facing pages, in the **Header & Footer Tools Design** tab, check the **Different Odd & Even Pages** option before applying headers or footers. This is a document-wide setting. You cannot change the odd, even layout.

WHERE TO LEARN MORE

Microsoft on the web (www.microsoft.com) provides links to web locations where you can find out more about Word 2007 headers, footers, page numbering and sections. It is a great resource for learning; it provides a wealth of on-line training.

Microsoft Online

1. **Header and Footer Basics**
<http://office.microsoft.com/training/training.aspx?AssetID=RC102394361033>
2. **Headers and footers for document sections**
<http://office.microsoft.com/training/training.aspx?AssetID=RC102395081033>
3. For step-by-step guidance on how to specify headers and footers for odd and even pages, refer to:
Insert headers and footers
<http://office.microsoft.com/en-us/word/HP012264861033.aspx>

Reference Manual

Microsoft Word 2007 Bible by Herb Tyson

TRAINING AND SUPPORT

IT Training

Contact Us:

IT Training & Development
Phone: (818) 677-1700 or x1700 (on campus)
Email: training@csun.edu

Troubleshooting and Support:

If you experience problems getting started with Office 2007, contact the Help Center at x1400 or helpcenter@csun.edu.

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