

# Headers, Footers and Footnotes

In this chapter you will learn how to format multiple pages in more detail. This includes adding Headers and Footers, Title Pages and Footnotes.

## Headers and Footers

The program provides space at the top and bottom of a page for HEADERS and FOOTERS. Anything placed in a HEADER or FOOTER is usually printed on each page of a document. HEADERS and FOOTERS are very useful for adding a standard heading, page numbers, an author's name, the date and so on, to a document.

### A Loading the Prepared Document

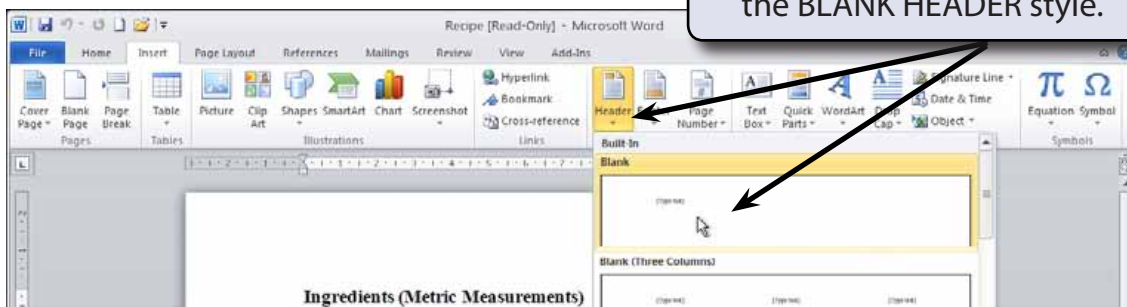
A sample document about a cooking recipe has been prepared for you and will need to be loaded from the WORD 2010 SUPPORT FILES.

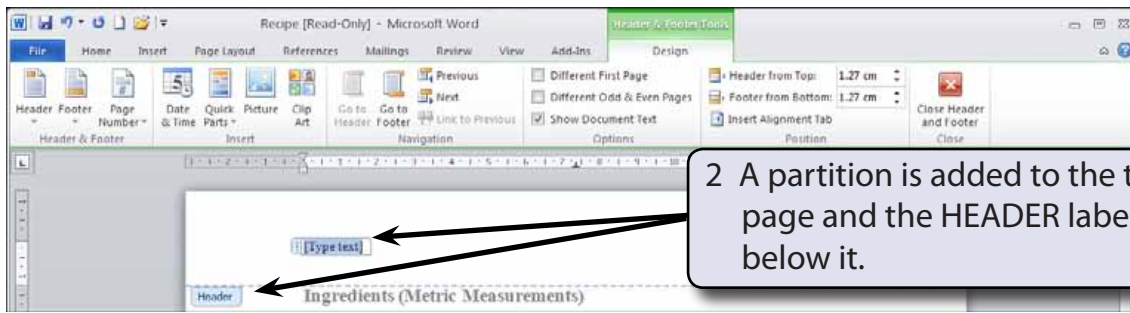
- 1 Load Microsoft Word or close the current file then click on the FILE tab and select OPEN.
- 2 Access the WORD 2010 SUPPORT FILES.
- 3 Double click on the CHAPTER 8 folder to open that folder, then double click on the RECIPE file to load the file and select YES to the READ ONLY message.

### B Inserting a Header

Let's place a page title as a HEADER.

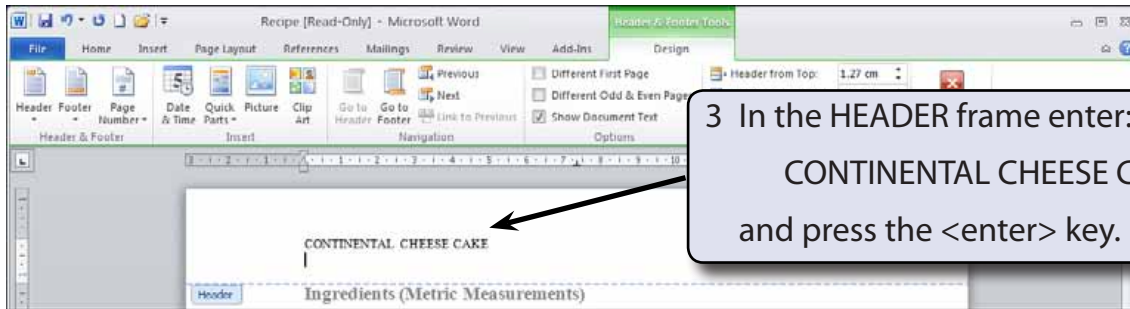
1 Open the INSERT tab of the RIBBON, click on the HEADER icon and select the BLANK HEADER style.



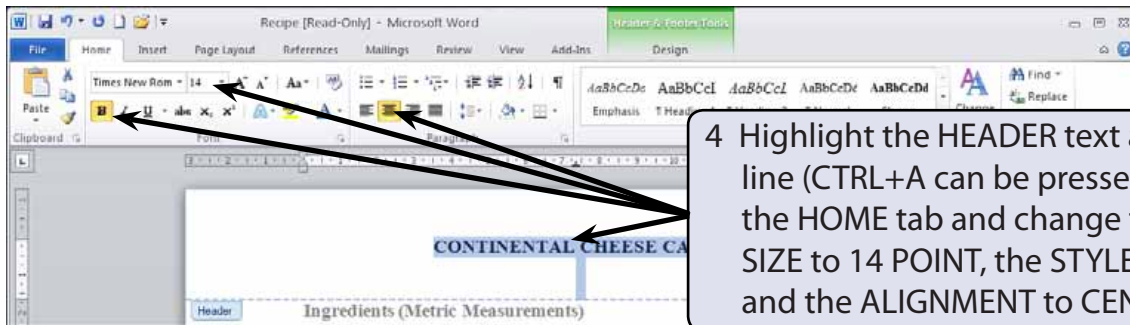


2 A partition is added to the top of the page and the HEADER label inserted below it.

**NOTE: The HEADER & FOOTER TOOLS - DESIGN tab containing all the header and footer commands is added to the RIBBON.**



3 In the HEADER frame enter:  
CONTINENTAL CHEESE CAKE  
and press the <enter> key.



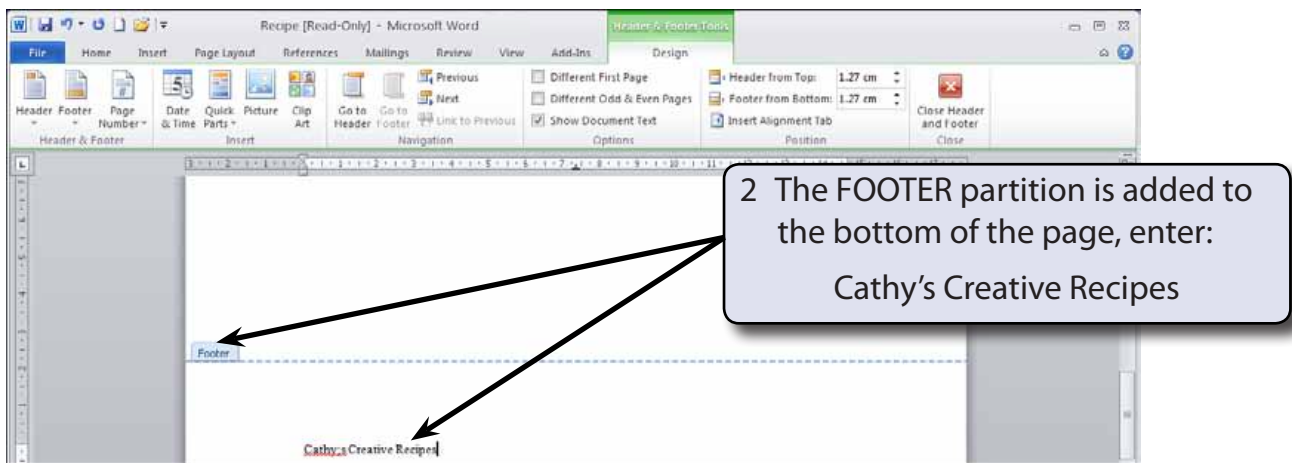
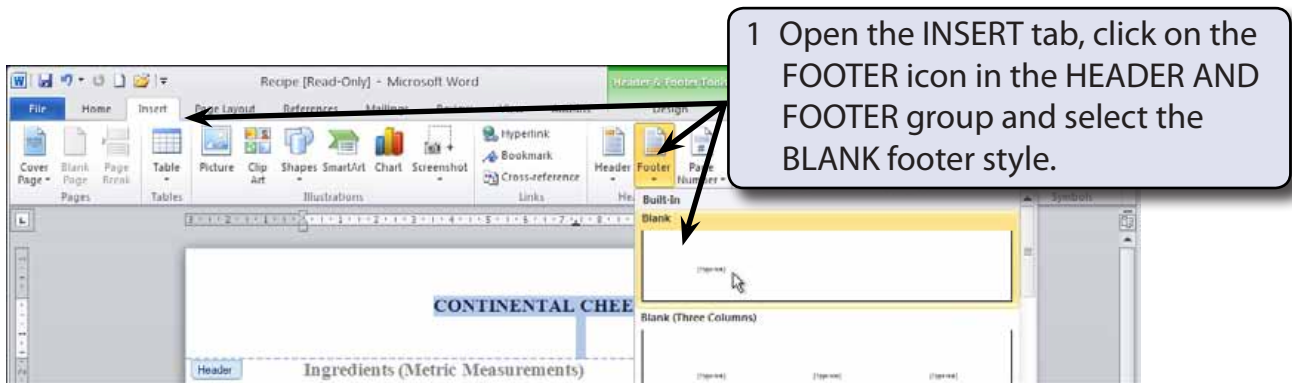
4 Highlight the HEADER text and blank line (CTRL+A can be pressed), open the HOME tab and change the FONT SIZE to 14 POINT, the STYLE to BOLD and the ALIGNMENT to CENTRE.

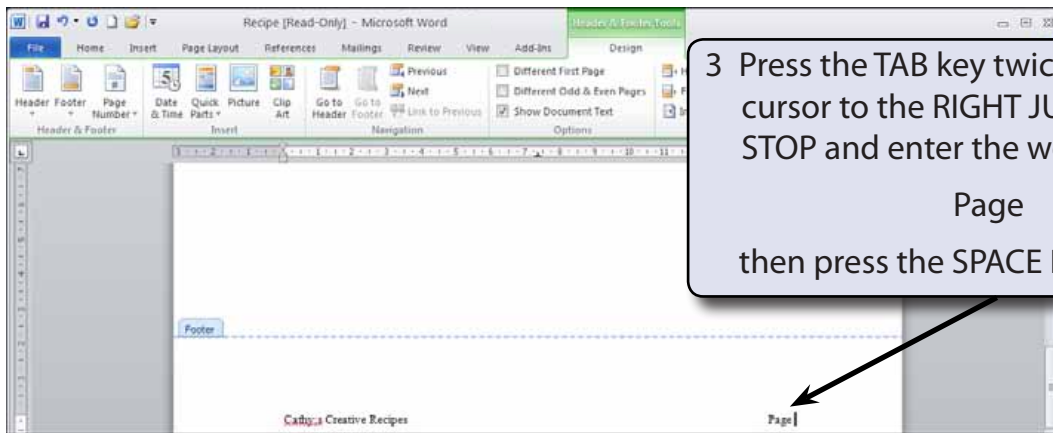
**NOTE:**

- i The **HEADER** and **FOOTER** frames have preset tabs stops inserted. A **CENTRE JUSTIFIED TAB STOP** at the centre of the margins, in this case at 7.3 cm and a **RIGHT JUSTIFIED TAB STOP** at the right margin, in this case at 14.6 cm.
- ii The **HEADER** frame increases in size as you add more lines of text or press the <enter> key.

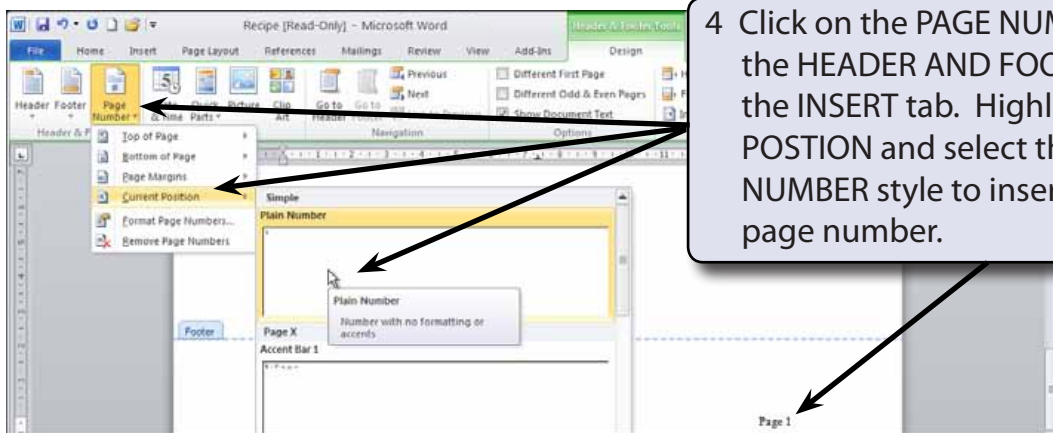
### C Inserting a Footer

A partition is available at the bottom of each page. This is called the **FOOTER** and it prints on each page. Let's place the title of the recipe book at the left of the **FOOTER** and the page number at the right.

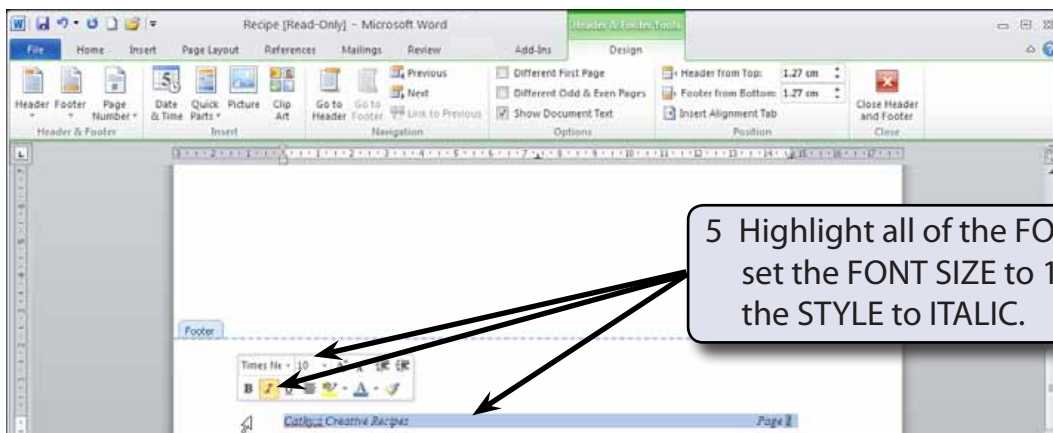




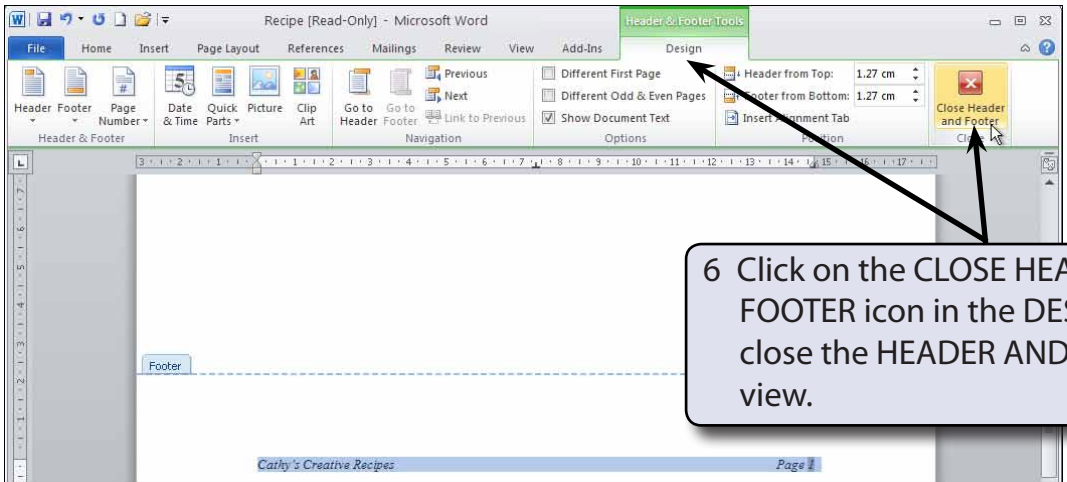
3 Press the TAB key twice to move the cursor to the RIGHT JUSTIFIED TAB STOP and enter the word:  
**Page**  
then press the SPACE BAR.



4 Click on the PAGE NUMBER icon in the HEADER AND FOOTER group of the INSERT tab. Highlight CURRENT POSITION and select the PLAIN NUMBER style to insert the current page number.



5 Highlight all of the FOOTER text and set the FONT SIZE to 10 POINT and the STYLE to ITALIC.



**NOTE:** When you insert HEADERS and/or FOOTERS the screen is set to a separate view. You cannot edit the normal document when the HEADER AND FOOTER view is open.

## D Adjusting Headers and Footers

You can only make changes to the header and footer text when the HEADER AND FOOTER view is opened.

