

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 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

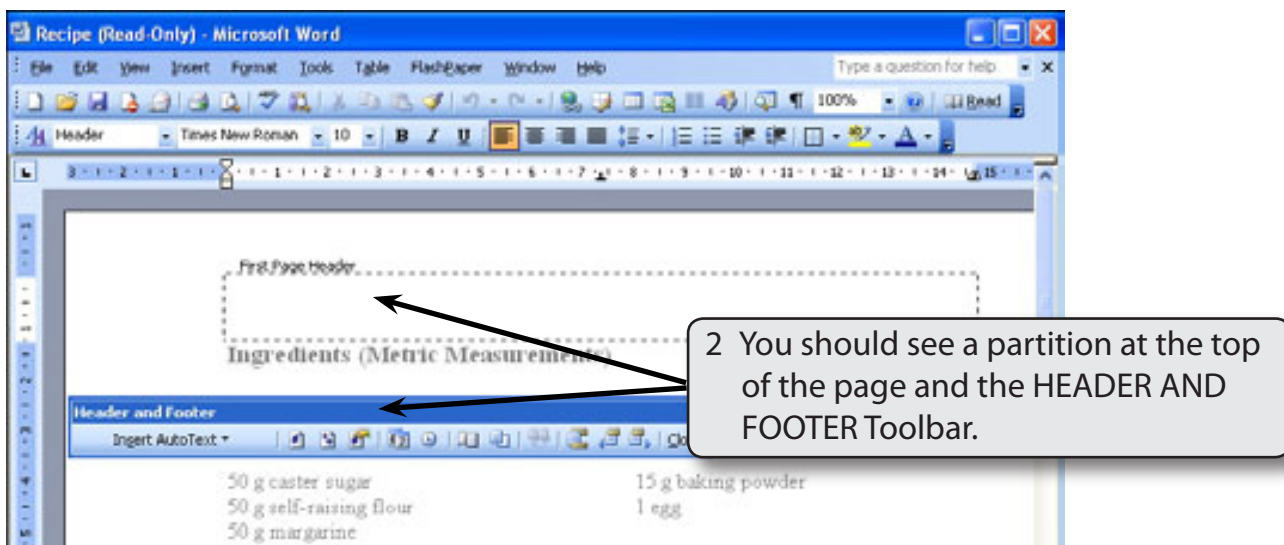
A sample document about a cooking recipe has been prepared for you and will need to be loaded from the WORD SUPPORT FILES.

- 1 Load Microsoft Word or close the current file.
- 2 Select OPEN from the FILE menu.
- 3 Access the WORD SUPPORT FILES folder.
- 4 Double click on the CHAPTER 8 folder to open it then double click on the RECIPE file to load that file.
- 5 Click on YES to open the file as a READ ONLY file.

B Inserting a Header

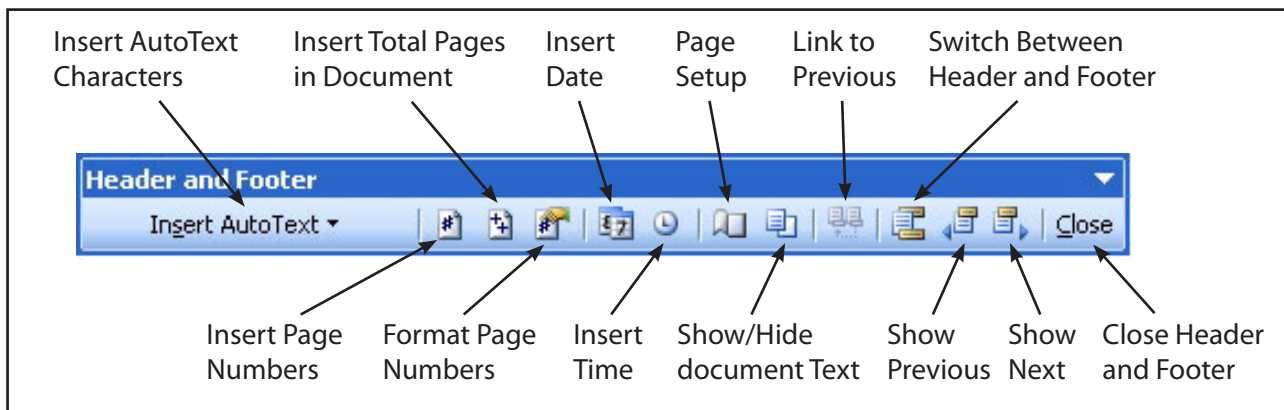
Let's place a page title as a HEADER.

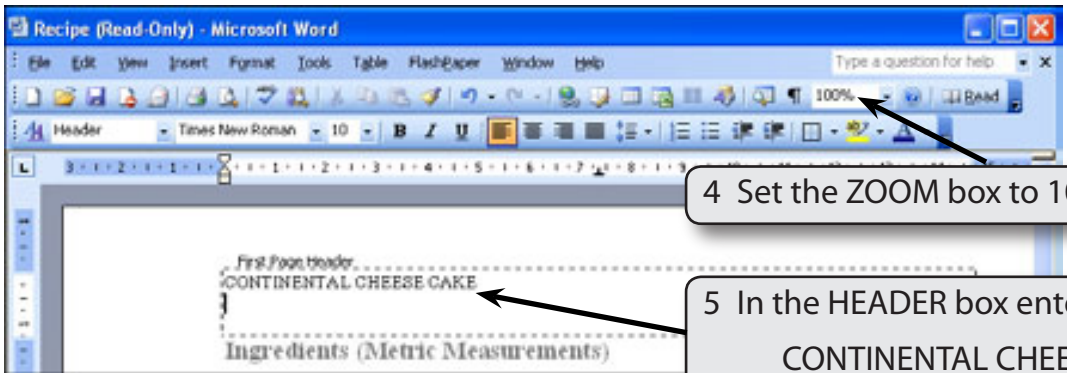
- 1 Display the VIEW menu and select HEADER AND FOOTER to open the HEADER AND FOOTER Screen.



NOTE: The program will automatically take you to the PRINT LAYOUT VIEW when you select HEADER AND FOOTER.

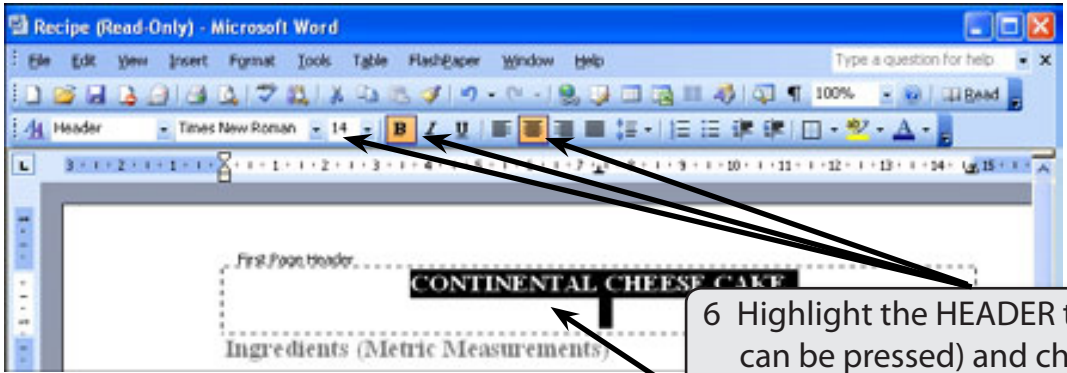
- 3 The following diagram labels the buttons in the HEADER AND FOOTER Toolbar.





4 Set the ZOOM box to 100%.

5 In the HEADER box enter:
CONTINENTAL CHEESE CAKE
and press the <enter> key.



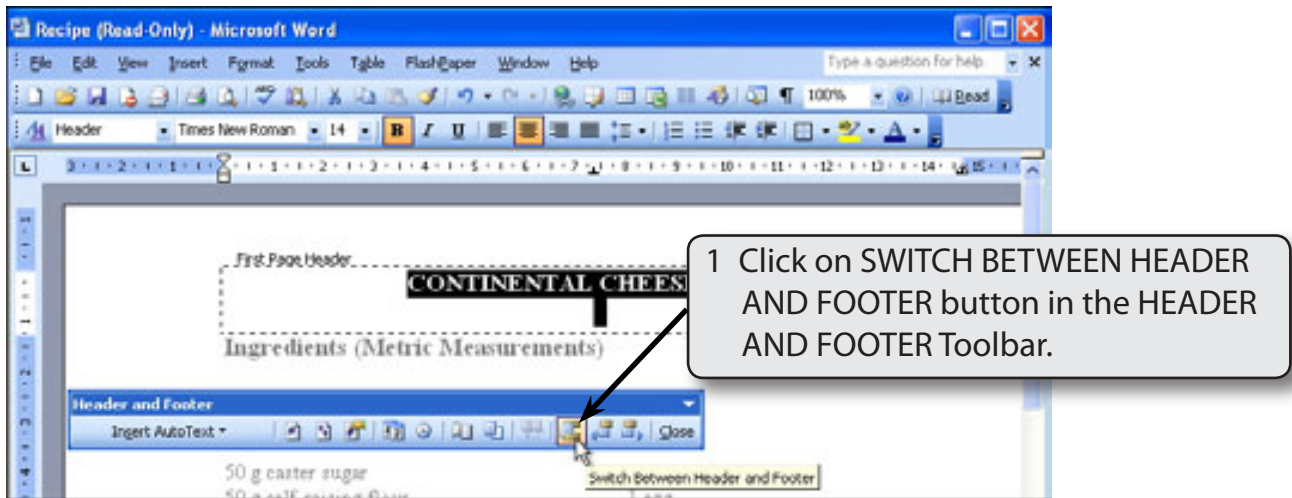
6 Highlight the HEADER text (CTRL+A can be pressed) and change the FONT SIZE to 14 POINT, the STYLE to BOLD and the JUSTIFICATION to CENTRE.

NOTE:

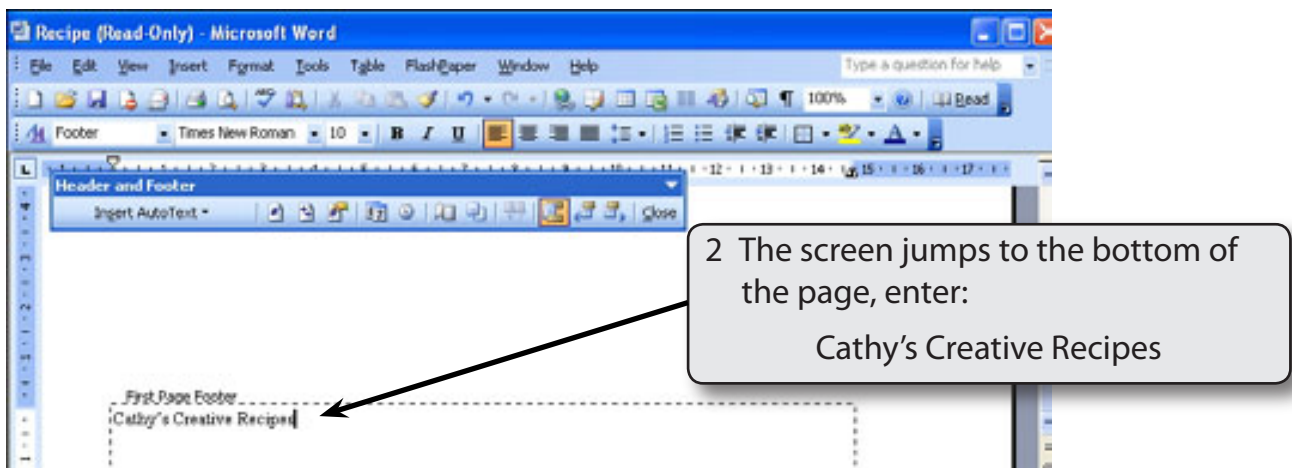
- i The HEADER and FOOTER frames have preset tabs stops inserted. A CENTRE JUSTIFIED TAB STOP at the centre of the margins, in this case at 7.3 cm and a RIGHT JUSTIFIED TAB STOP at the right margin, in this case at 14.6 cm.
- ii The HEADER frame increases in size as you add more lines of text or press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

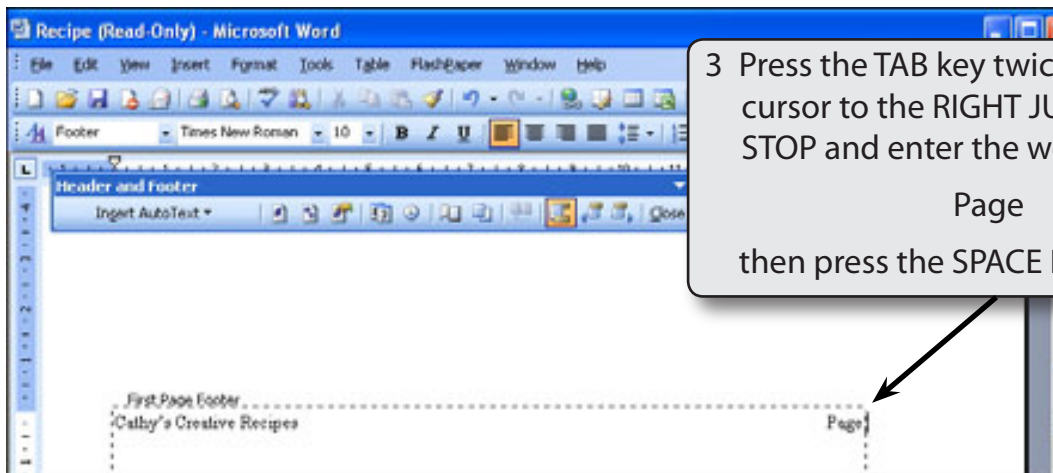
C Inserting a Footer

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 name of the recipe book at the left of the FOOTER and a page number at the right.

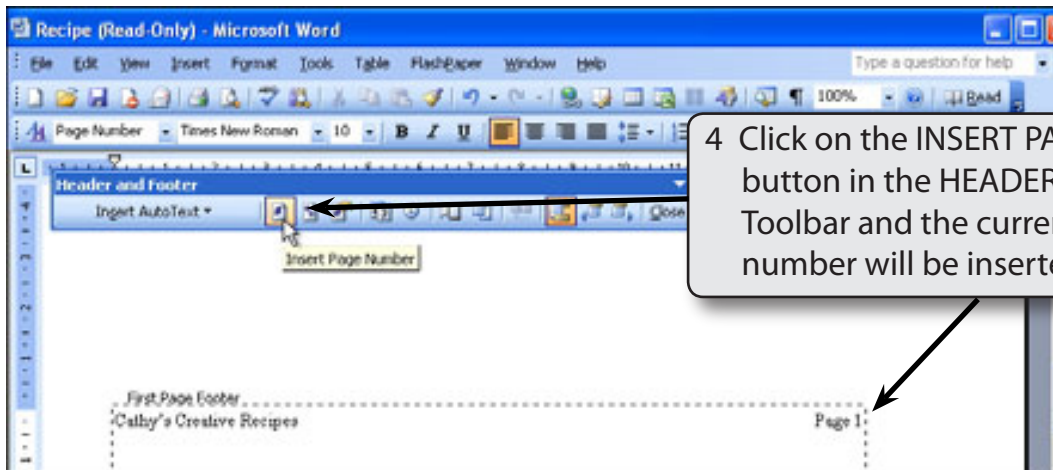


NOTE: You can also scroll to the FOOTER frame at the bottom of page 1 and click in it.

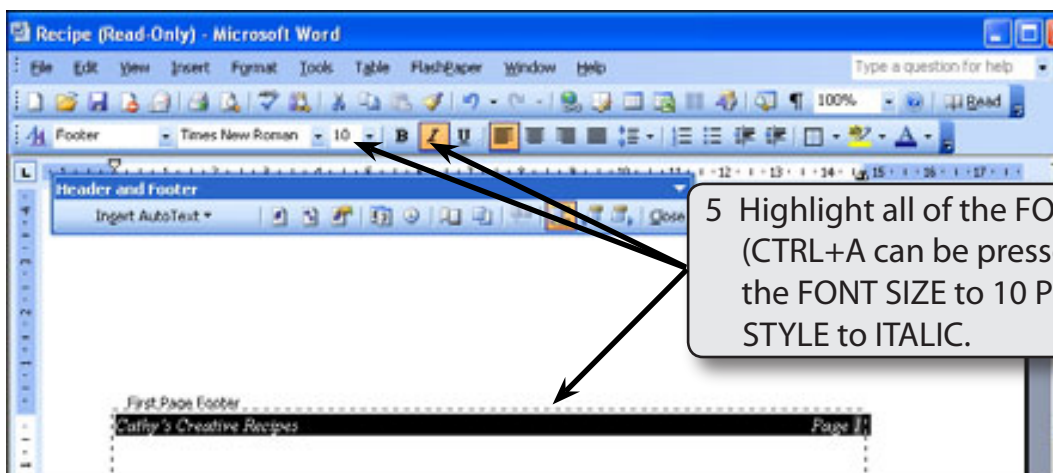




3 Press the TAB key twice to move the cursor to the RIGHT JUSTIFIED TAB STOP and enter the word:
 Page
 then press the SPACE BAR.



4 Click on the INSERT PAGE NUMBER button in the HEADER AND FOOTER Toolbar and the current page number will be inserted.



5 Highlight all of the FOOTER text (CTRL+A can be pressed) and change the FONT SIZE to 10 POINT and the STYLE to ITALIC.

6 Close the HEADER AND FOOTER screen by clicking on the CLOSE button in the HEADER AND FOOTER Toobar.