

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

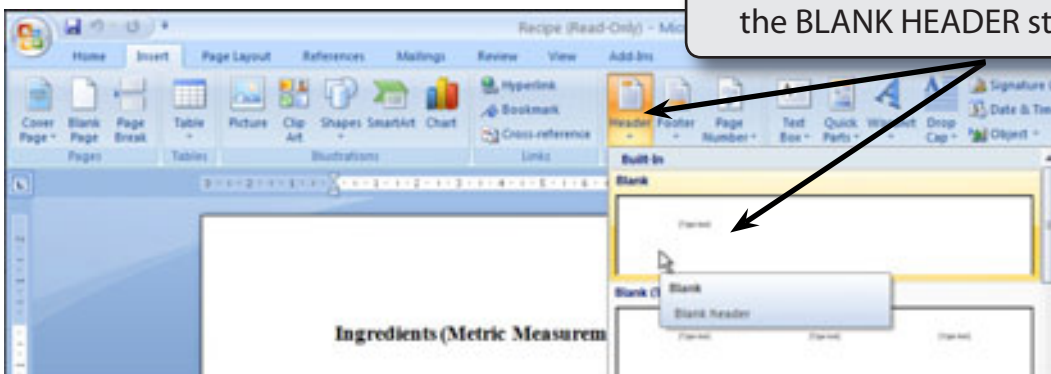
A sample document about a cooking recipe has been prepared for you and will need to be loaded from the WORD 2007 SUPPORT FILES.

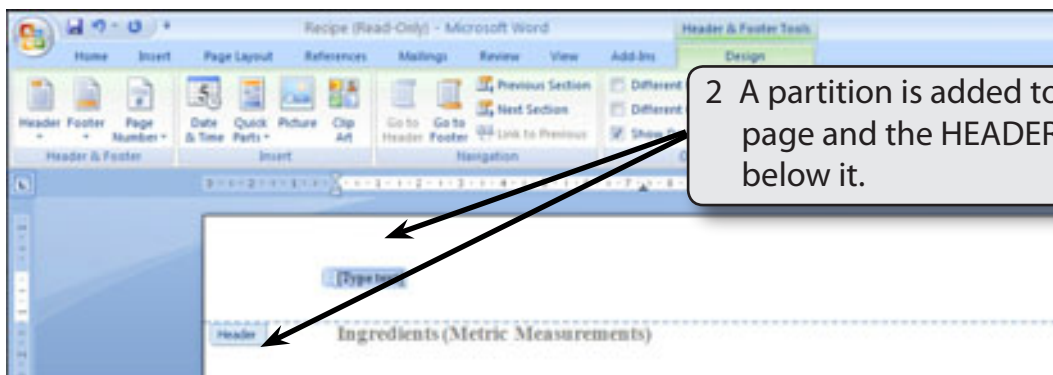
- 1 Load Microsoft Word and click on the OPEN icon in the OFFICE BUTTON, or close the current file and click on the OPEN icon in the OFFICE BUTTON.
- 2 Access the WORD 2007 SUPPORT FILES.
- 3 Double click on CHAPTER 8 folder to open that folder, then double click on the RECIPE file to load the file as a READ ONLY document.

B Inserting a Header

Let's place a page title as a HEADER.

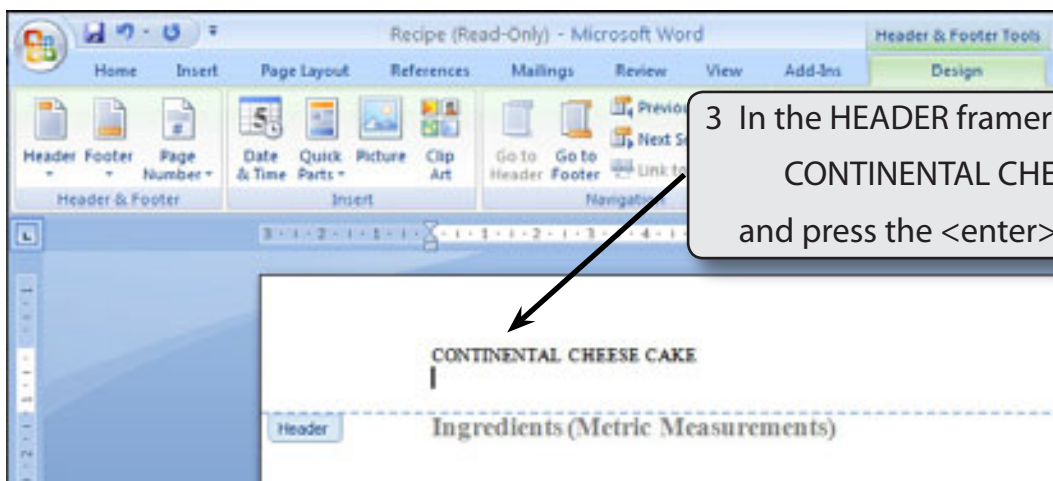
- 1 Open the INSERT tab of the RIBBON, click on the HEADER icon and select the BLANK HEADER style.



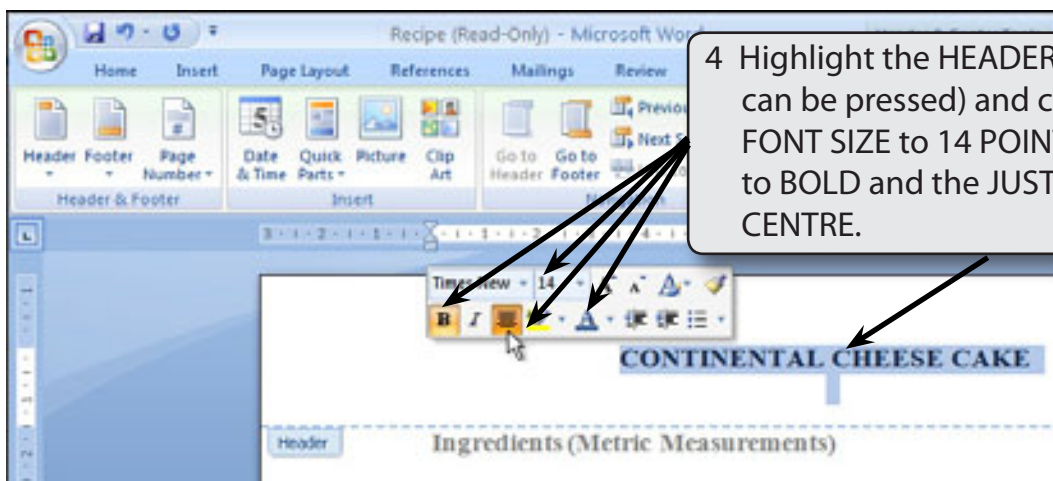


2 A partition is added to the top of the page and the HEADER label inserted below it.

NOTE: The HEADER AND FOOTER tab containing all the header and footer tools is opened in the RIBBON.



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



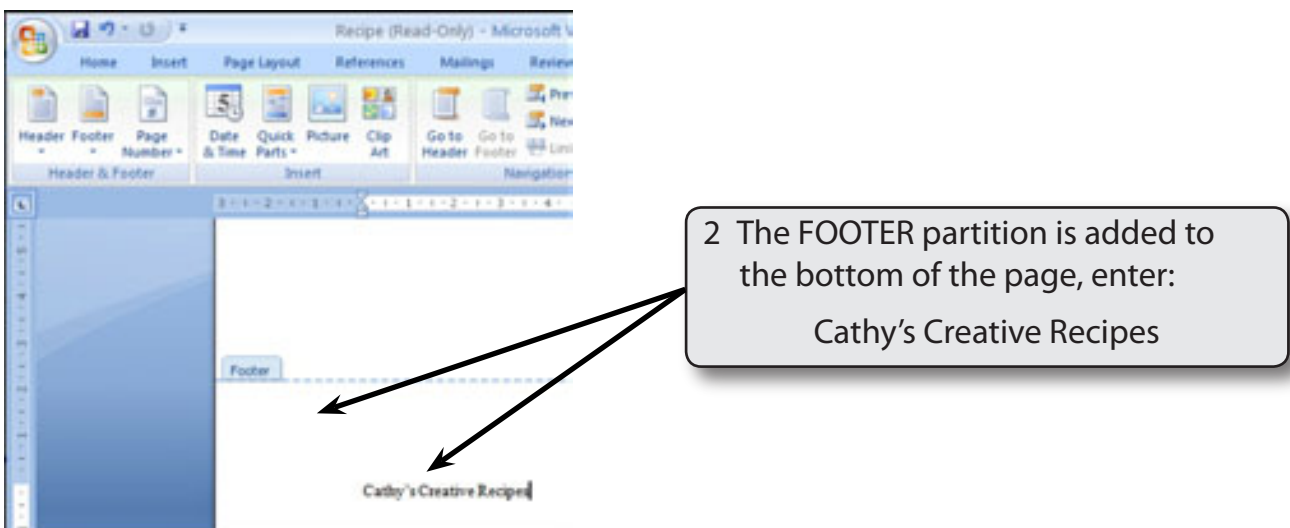
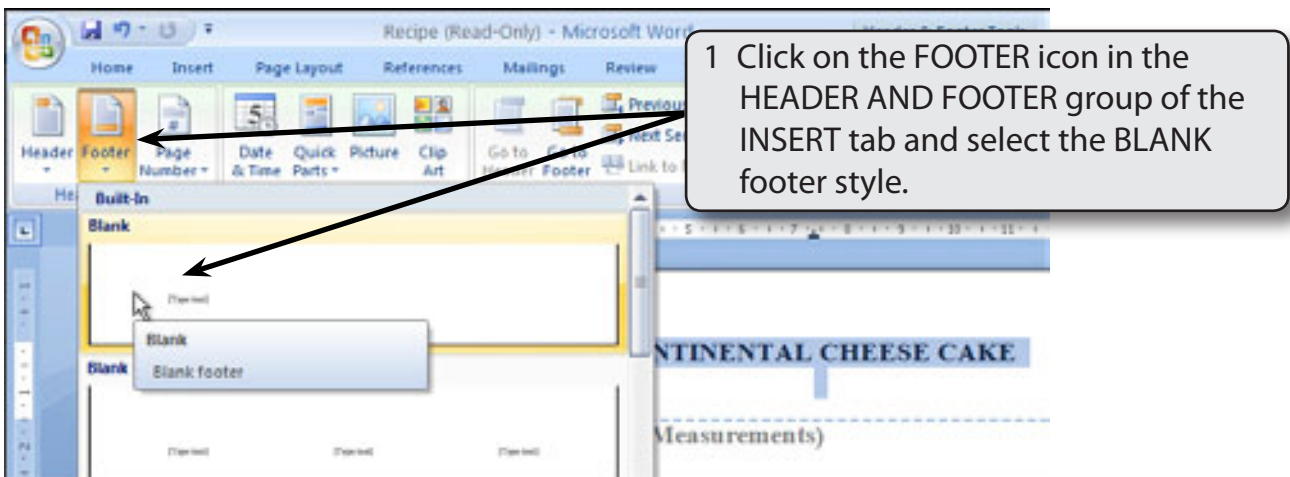
4 Highlight the HEADER text (CTRL+A can be pressed) and change the FONT SIZE to 14 POINT, the STYLE to BOLD and the JUSTIFICATION to CENTRE.

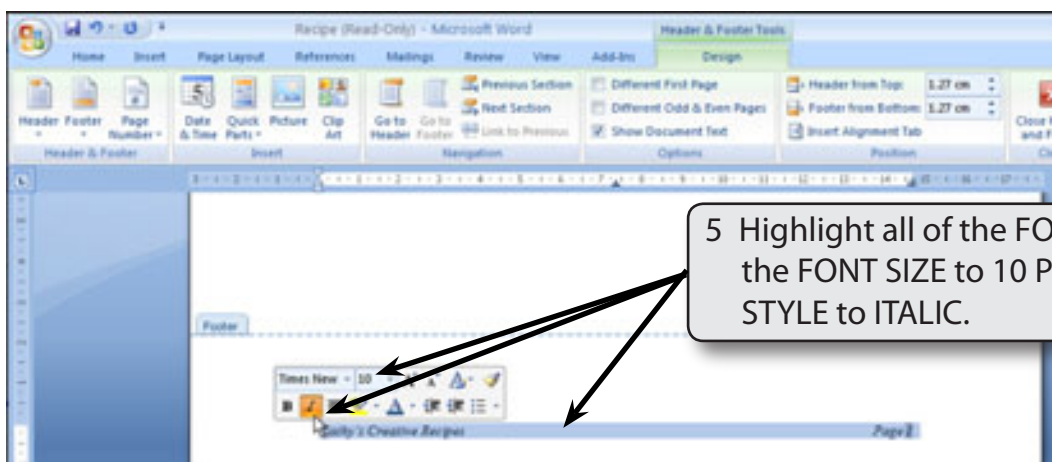
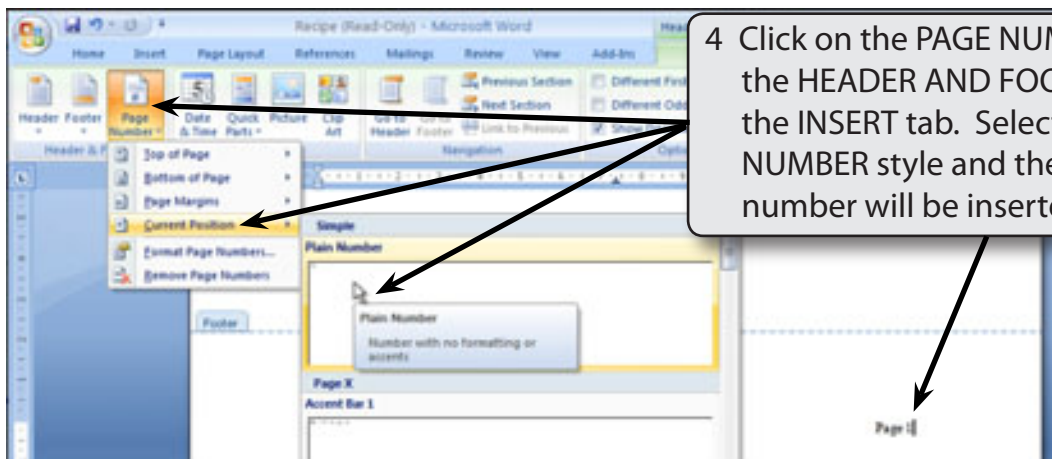
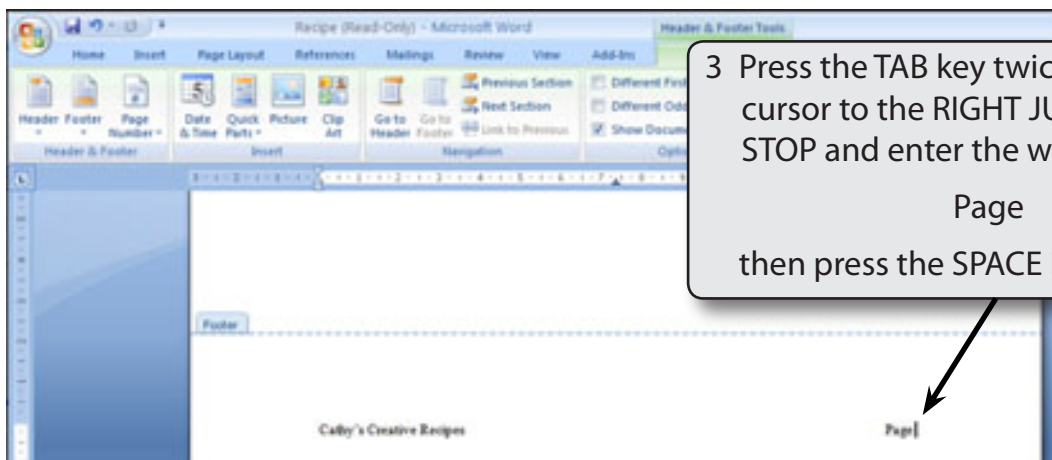
NOTE:

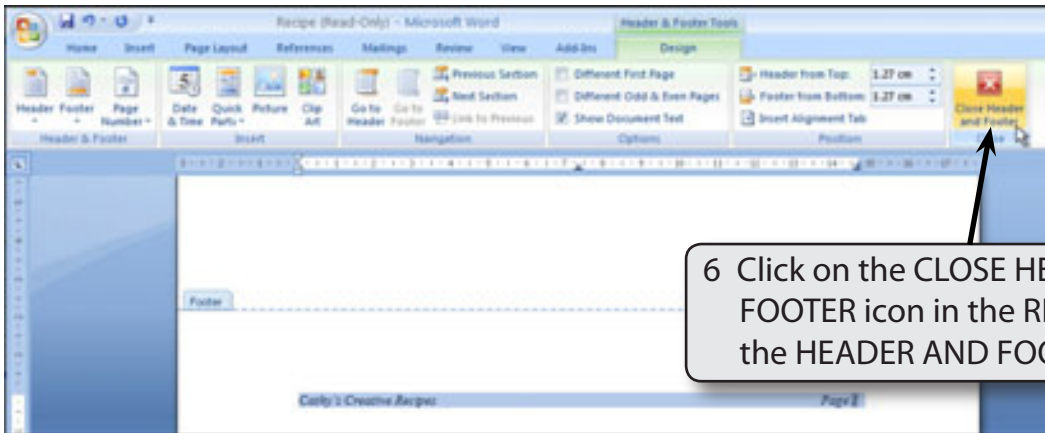
- i The **HEADER** and **FOOTER** frames have preset tabs stops inserted. A **CENTRE JUSTIFIED TAB STOP** at the centre of the margins, in this case at 7.3 cm and a **RIGHT JUSTIFIED TAB STOP** at the right margin, in this case at 14.6 cm.
- ii The **HEADER** frame increases in size as you add more lines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





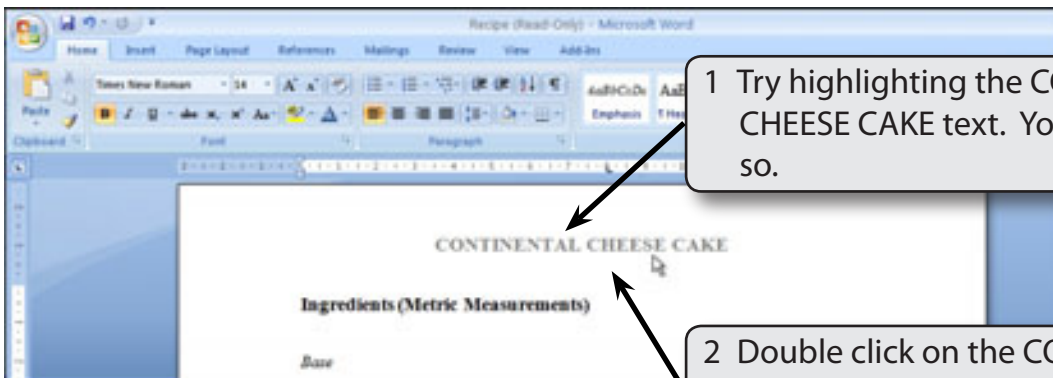


6 Click on the CLOSE HEADER AND FOOTER icon in the RIBBON to close the HEADER AND FOOTER view.

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.

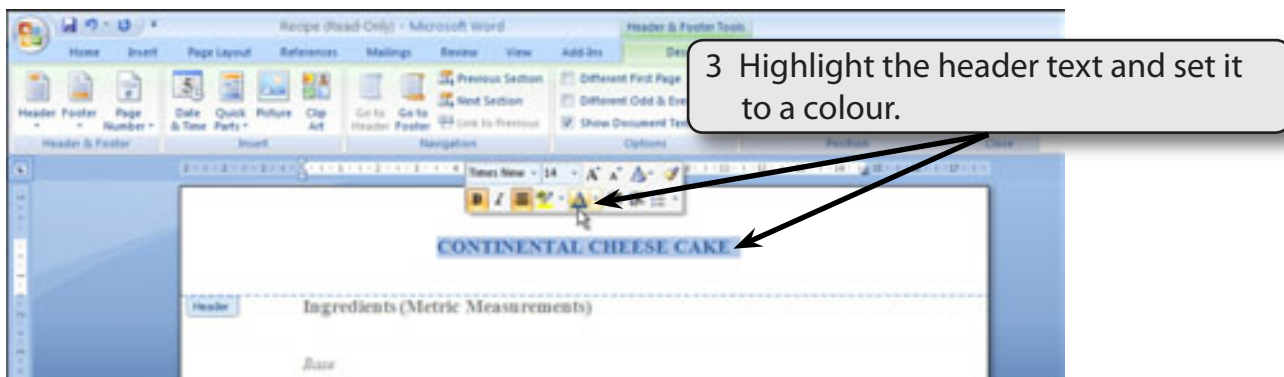
D Adjusting Headers and Footers

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



1 Try highlighting the CONTINENTAL CHEESE CAKE text. You cannot do so.

2 Double click on the CONTINENTAL CHEESE CAKE text and the HEADER AND FOOTER screen is opened.



- 4 Close the HEADER AND FOOTER view.
- 5 Save the document in your WORD DOCUMENTS folder under the name:

Recipe

Remember to turn off the READ-ONLY option.

Title Pages

Sometimes, when creating a multiple page document, you do not want HEADERS or FOOTERS on the first page. This first page may contain the title of the document in large type, the contents, or some graphics. Let's create a TITLE PAGE for the recipe.

A Inserting a Page

