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.

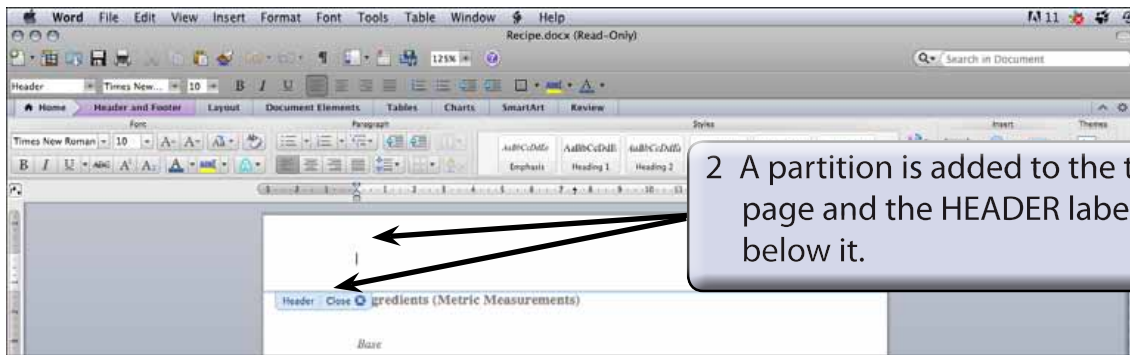### A   Loading the Prepared Document

A sample document about a cooking recipe has been prepared for you and it will need to be loaded from the WORD 2011 SUPPORT FILES.

1   Load Microsoft Word and CANCEL the WORD DOCUMENT GALLERY dialogue box, or close any open documents, then display the FILE menu and select OPEN.

2   Access the WORD 2011 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, selecting YES to the READ ONLY message.
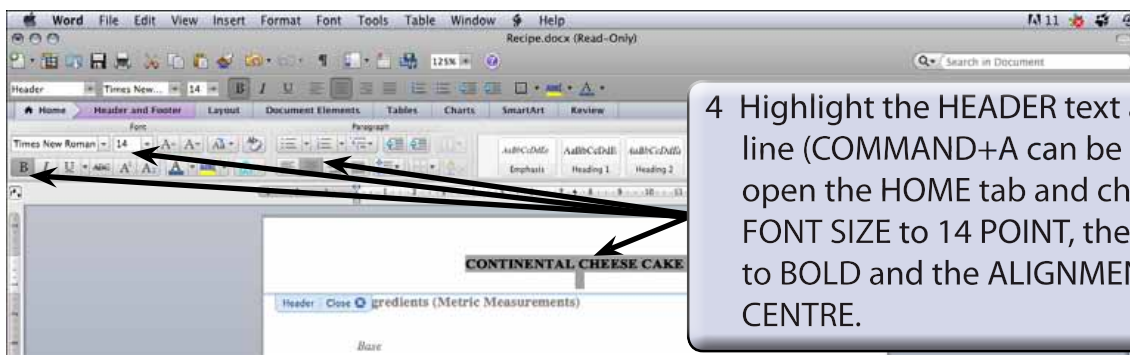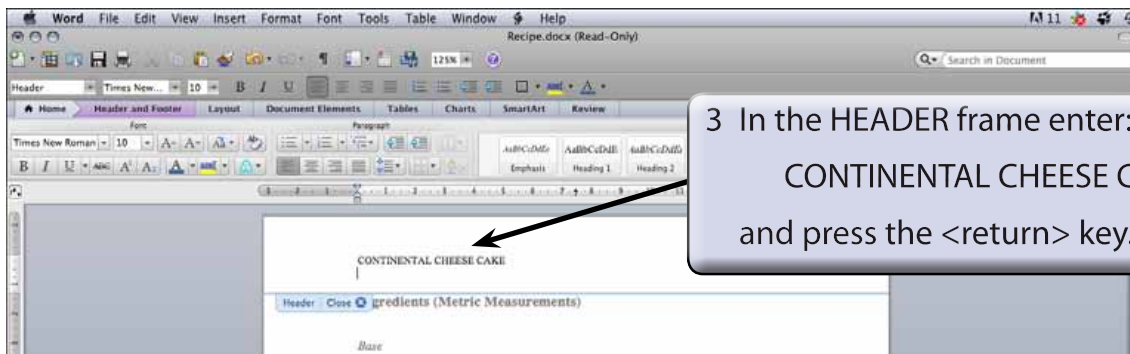
B   Inserting a Header

Let's place a page title as a HEADER.

1   Display the VIEW menu and select HEADER AND FOOTER.

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 commands is added to the RIBBON.

3 In the HEADER frame enter:

CONTINENTAL CHEESE CAKE

and press the <return> key.

4 Highlight the HEADER text and blank line (COMMAND+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.

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> **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 7.5 cm and a RIGHT JUSTIFIED TAB STOP at the right margin, in this case at 14.8 cm.**
>
> **ii** **The HEADER frame increases in size as you add more lines of text or press the <return> 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.

> 1 Open the HEADER AND FOOTER tab of the RIBBON and click on the GO TO FOOTER icon to place the cursor in the FOOTER frame.

> 2 In the FOOTER partition at the bottom of the page, enter:
>
>   Cathy's Creative Recipes

3 Press the TAB key twice to move the cursor to the RIGHT JUSTIFIED TAB STOP, enter the word:

Page

then press the SPACE BAR.

4 Click on the PAGE# icon in the HEADER AND FOOTER tab of the RIBBON to insert the current page number.

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

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