

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.

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Frit Franciscolor						
Ingredients (Metric Measurement) 2 You should see a partition at the top of the page and the HEADER AND FOOTER Toolbar.						
	50 g caster sugar 50 g self-raising flour 50 g margarine	15 g baking powd 1 egg	er			

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.



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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 7.3 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.

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Ingredients (Metric Measureme	AL CHEES AND FOOTER button in the HEADER AND FOOTER Toolbar.
Header and Footer Ingert AutoTest - I S I S O I I I II III 50 g caster sugar	Switch Between Header and Footer

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

🖼 Recipe (Read-Only) - Microsoft Word	
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2	2 The screen jumps to the bottom of
	the page, enter:
	Cathy's Creative Recipes
- First Page Ecober Cathy's Creative Reciped	

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