CHAPTER 13 # HEADERS AND FOOTERS

INFOCUS

A **header** is text that is placed at the top of a page, while a **footer** is placed at the bottom, or foot, of a page. Typically these areas are used for inserting document information, such as the name of the document, the chapter heading, page numbers, creation date and the like.
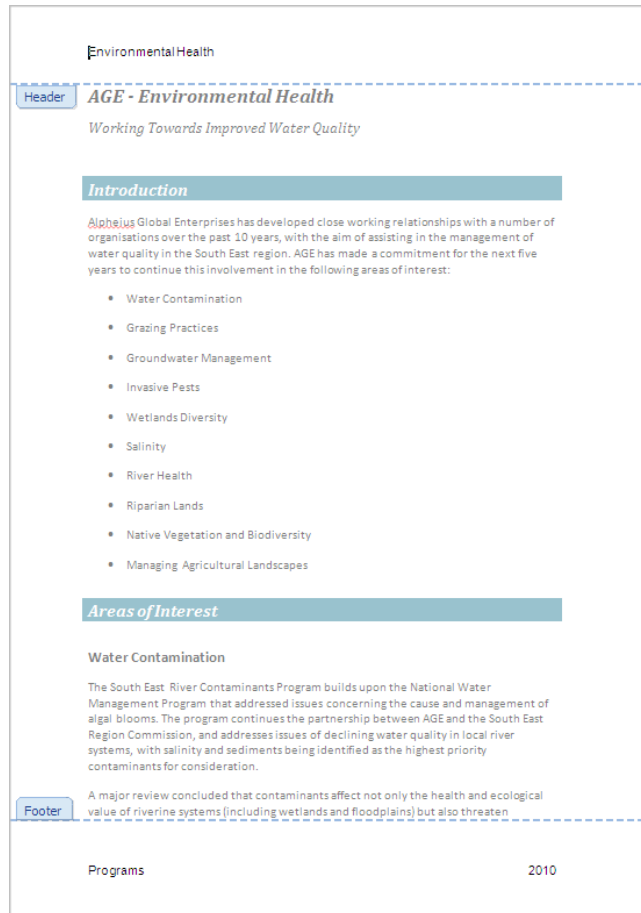
In this session you will:

- ✓ gain an understanding of headers and footers
- ✓ learn how to insert headers and footers into a document
- ✓ learn how to insert a blank header
- ✓ learn how to insert a blank footer
- ✓ learn how to switch between headers and footers
- ✓ learn how to edit headers and footers
- ✓ learn how to add page numbering to a header or footer
- ✓ learn how to add date information
- ✓ learn how to add document information
- ✓ learn how to format headers and footers.

UNDERSTANDING HEADERS AND FOOTERS

Headers are located in the margin area at the top of the page. ***Footers*** are located in the margin area at the bottom of a page. Headers and footers generally contain document information, such as the file name, author, date created, page numbering and the like. This information is repeated on each page and thus enables the reader to easily navigate the document.

Blue dashed line and Header tab indicates that the header is active, or in edit mode

Environmental Health

Header

AGE - Environmental Health

Working Towards Improved Water Quality

Introduction

Alpheius Global Enterprises has developed close working relationships with a number of organisations over the past 10 years, with the aim of assisting in the management of water quality in the South East region. AGE has made a commitment for the next five years to continue this involvement in the following areas of interest:

- Water Contamination
- Grazing Practices
- Groundwater Management
- Invasive Pests
- Wetlands Diversity
- Salinity
- River Health
- Riparian Lands
- Native Vegetation and Biodiversity
- Managing Agricultural Landscapes

Areas of Interest

Water Contamination

The South East River Contaminants Program builds upon the National Water Management Program that addressed issues concerning the cause and management of algal blooms. The program continues the partnership between AGE and the South East Region Commission, and addresses issues of declining water quality in local river systems, with salinity and sediments being identified as the highest priority contaminants for consideration.

Footer

A major review concluded that contaminants affect not only the health and ecological value of riverine systems (including wetlands and floodplains) but also threaten

Programs   2010

Blue dashed line and Footer tab indicates that the footer is active, or in edit mode

Each and every document contains header and footer areas, but the areas are only visible when they contain information. To enter information into a header or footer, you need to ***activate*** it. You can double-click on either the header or footer area to edit the header or footer. Headers and footers are only visible in ***Print Layout*** view and ***Print Preview***.

To indicate when the headers and footers ***are not active***, the information contained within them appears greyed out or faded. To indicate when the headers and footers ***are active***, a blue dashed line appears on the edge of the margin and a small ***Header*** or ***Footer*** tab appears on the left side.

In ***multi-page documents***, headers and footers will appear on every page. This is particularly useful for information such as page numbering. If section breaks have been used in the document, then you are able to change the headers and footers for each section. This may prove useful in a document with chapters, enabling you to insert the name of each chapter in the relevant header or footer, for instance.

You are also able to insert ***special fields*** into the headers and footers, which display document information, page numbers, the date or time and the like. The document information is drawn from the data stored in the document's ***Properties*** and may include data such as Author, Title or Subject. The fields are automatically updated when the data they display changes. In the case of the date and time fields, they can be set to not change.

By default, the header and footer areas contain ***three predefined text positions***: text is automatically positioned on the left margin; a centre aligned tab exists in the centre of the header/footer areas and; a right aligned tab exists near the right margin. This enables you to accurately position text within the header or footer.

INSERTING HEADERS AND FOOTERS

Microsoft Word contains a number of built-in and preformatted headers and footers that enable you to add a stylish header and/or footer to your document. These headers and footers can be inserted and then edited to suit your needs. For instance, you might need to insert a company logo or edit the colours to ensure they align to the corporate colours.

Try This Yourself:

Open File

Before starting this exercise you MUST open the file W829 Headers And Footers_ 1.docx...

1 Click on the *Insert* tab, then click on *Header* 📄▾ in the *Header & Footer* group to display the *Header* gallery

The Header gallery displays previews of built-in headers that you can choose from...

2 Scroll down and click on *Sideline* to insert this header

3 Click on *[Type the document title]* and type **Initiatives – 2007**

4 Double-click outside the header on a blank part of the document or press ⎋ Esc to exit the header

You will now insert a footer…

5 Click on *Footer* 📄▾ in the *Header & Footer* group to display the *Footer* gallery

6 Scroll down and click on *Sideline* to insert this footer

A page number will be inserted, with the same vertical line graphic that was included in the header...

7 Double-click outside the footer on a blank part of the document or press ⎋ Esc to exit the footer

8 Save and close the document

[Type the document title]

Header

AGE - Environmental Health

2

Title
Initiatives - 2007

Header

AGE - Environmental Health

3

Footer

1

6
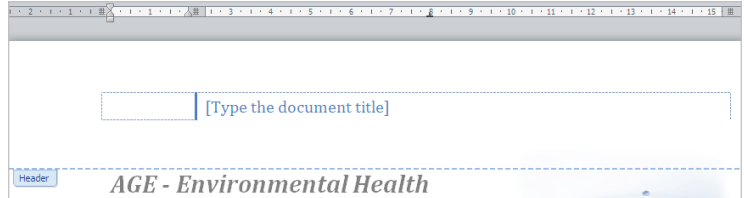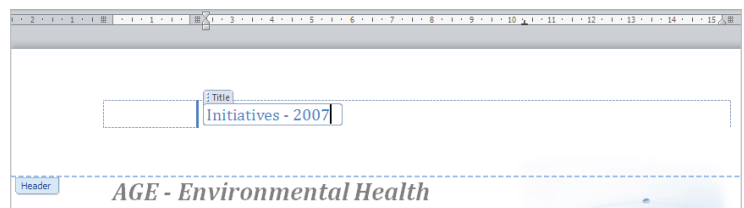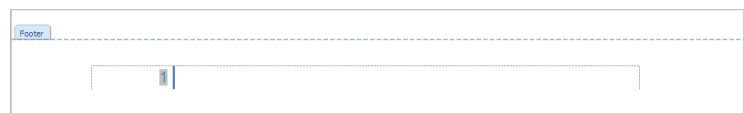
For Your Reference…

To *insert* a *header or footer*:

1. Click on the *Insert* tab, then click on *Header* 📄▾ or *Footer* 📄▾ in the *Header & Footer* group and select a style from the gallery

Handy to Know…

- You can save your own header or footer for future use. To do this, select the header or footer, then click on *Header* 📄▾ or *Footer* 📄▾ in the *Header & Footer* group and select **Save Selection to Header Gallery** or **Save Selection to Footer Gallery**. Complete the details and click on **[OK]**.

INSERTING A BLANK HEADER

To create your own header from scratch, you can use the built-in **Blank Header** style and then edit as required, such as formatting and adding document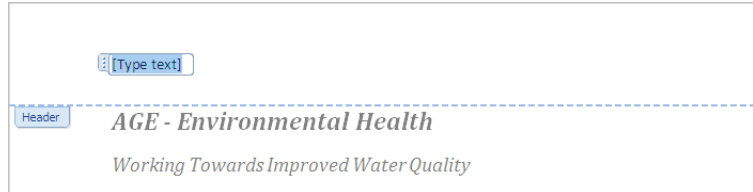 information. You can insert a **blank** header with a single text placeholder, or you can insert a **blank header** with three text placeholders, which are positioned to the left, the centre and to the right of the header.
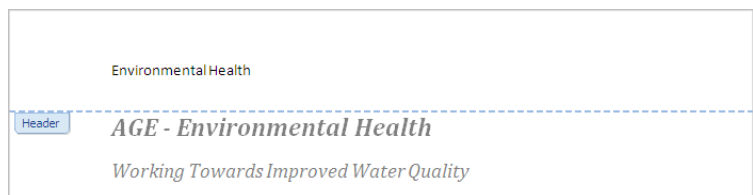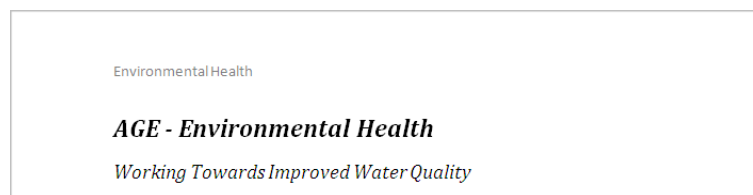
Try This Yourself:

Open File

Before starting this exercise you MUST open the file W829 Headers And Footers_2.docx...

1. Click on the **Insert** tab, then click on **Header** 📋▾ in the **Header & Footer** group to display the **Header** gallery

2. Click on **Blank** to insert a blank header

   The header contains a single text placeholder...

3. Type **Environmental Health** in the text placeholder

4. Double-click outside the header on a blank part of the document or press `Esc` to exit the header

   Notice that the text in an inactive header is greyed out...

5. Click on the **File** tab, then click on **Print** to preview the document

6. Scroll through the document to see that the header appears on each page

7. Click on the **Home** tab to return to the document, and then save the document

[Type text]

Header

AGE - Environmental Health

Working Towards Improved Water Quality

2

Environmental Health

Header

AGE - Environmental Health

Working Towards Improved Water Quality

3

Environmental Health

AGE - Environmental Health

Working Towards Improved Water Quality

4

For Your Reference…

To **insert** a **blank header**:

1. Click on the **Insert** tab, then click on **Header** 📋▾ in the **Header & Footer** group
2. Click on **Blank** or **Blank (Three Columns)**
3. Type the required header text

Handy to Know…

- Once you have inserted a header or footer, the **Design** tab is displayed and active. This tab also contains **Header** 📋▾ and **Footer** 📋▾, which means that you do not have to switch back to the **Insert** tab to access them.

INSERTING A BLANK FOOTER

To create your own footer from scratch, you can use the built-in Blank Footer style and then edit as required, such as formatting and adding document information. You can insert a blank footer with a single text placeholder, or you can insert a blank footer with three text placeholders, which are positioned to the left, in the centre, and to the right of the footer.
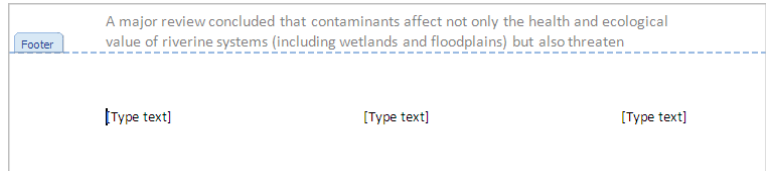
Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file W829 Headers And Footers_3.docx...

1. Click on the **Insert** tab, then click on **Footer** ▤▾ in the **Header & Footer** group to display the **Footer** gallery

2. Click on **Blank (Three Columns)** to insert a blank footer
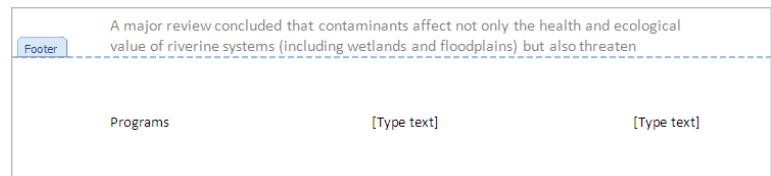
    The footer contains three placeholders, although we really only need two of these...

3. Click on the first placeholder and type **Programs**

    We don't want to use the middle placeholder, so let's delete it...

4. Click on the middle placeholder to select it, then press [Del] to delete the placeholder
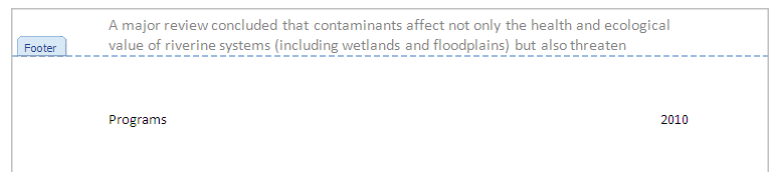
    The placeholder will no longer appear in the footer...

5. Click on the last placeholder to select it and type **2010**

6. Save the document

2

A major review concluded that contaminants affect not only the health and ecological value of riverine systems (including wetlands and floodplains) but also threaten

[Type text]   [Type text]   [Type text]

3

A major review concluded that contaminants affect not only the health and ecological value of riverine systems (including wetlands and floodplains) but also threaten

Programs   [Type text]   [Type text]

5

A major review concluded that contaminants affect not only the health and ecological value of riverine systems (including wetlands and floodplains) but also threaten

Programs   2010

For Your Reference…

To *insert* a *blank footer*:

1. Click on the **Insert** tab, then click on **Footer** ▤▾ in the **Header & Footer** group
2. Click on **Blank** or **Blank (Three Columns)**
3. Click in each placeholder and type the required text or press [Del]

Handy to Know…

*   Make sure to delete any unused text placeholders in your headers and footers, otherwise they will print.

SWITCHING BETWEEN HEADERS AND FOOTERS

When editing headers and footers, it is likely that you'll need to switch between them. Instead of scrolling up and down the page from header to footer and back again, Word provides a feature
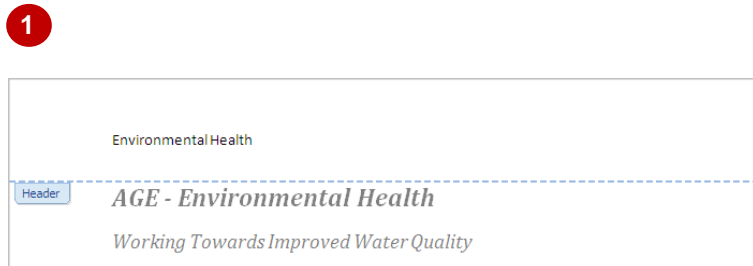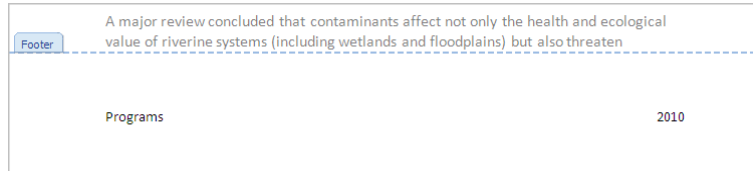
that enables you to easily switch between headers and footers.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file W829 Headers And Footers_4.docx...

1 Activate the footer by double-clicking on the footer area, or click on the **Insert** tab, then click on **Footer** in the **Header & Footer** group and select **Edit Footer**

2 Click on **Go to Header** in the **Navigation** group

This option is found on the Design tab which is automatically displayed when the header or footer is activated. The header is now visible and the insertion point is repositioned to the left of the header text...

3 Click on **Go to Footer** in the **Navigation** group

The footer will now be visible and the insertion point is repositioned to the left of the footer text...

4 Double-click outside the footer area on a blank part of the document or press Esc to exit the footer

5 Save the document

A major review concluded that contaminants affect not only the health and ecological value of riverine systems (including wetlands and floodplains) but also threaten

Footer

Programs   2010

1

Environmental Health

Header

AGE - Environmental Health

Working Towards Improved Water Quality

2

For Your Reference…

To *switch between headers and footers*:

1. Double-click on the header or footer area
2. Click on **Go to Header** or **Go to Footer** in the **Navigation** group

Handy to Know…

- To navigate headers and footers in a document with multiple sections, activate the header or footer, then click on **Show Previous** to move to the header or footer in the previous section, or click on **Show Next** to move to the header or footer in the next section.

EDITING HEADERS AND FOOTERS

There will be many times when you will need to edit the headers and footers in a document. This might be necessary as document information changes, or you want to add more information to the header or footer, such as a date or the name of an author. Either way, editing headers and footers is simple.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file W829 Headers And Footers_4.docx...

1 Double-click on the header area to make the header active

2 Type **AGE –** and press [Space]

3 Press [End] then press [Tab] twice to position the insertion point at the right margin

4 Type **Water Quality**

Now let's edit the footer...

5 Click on *Go to Footer* 📄 in the *Navigation* group, then double-click on *Programs* to select the footer text and type **Funding**

6 Double-click outside the footer on a blank part of the document or press [Esc] to exit the footer

7 Save the document

AGE - Environmental Health

Header
AGE - Environmental Health
Working Towards Improved Water Quality

2

AGE - Environmental Health   Water Quality

Header
AGE - Environmental Health
Working Towards Improved Water Quality

4

Footer
A major review concluded that contaminants affect not only the health and ecological value of riverine systems (including wetlands and floodplains) but also threaten

Funding

5

For Your Reference…

To *edit headers* and *footers*:

1. Click on the *Insert* tab, then click on *Header* 📄 or *Footer* 📄 in the *Header & Footer* group
2. Click on **Edit Header** or **Edit Footer**
3. Make the changes as required

Handy to Know…

- As well as double-clicking on a header or footer to activate the header or footer, you can also right-click on the header or footer area and select **Edit Header** or **Edit Footer**.

INSERTING PAGE NUMBERING

One of the advantages of headers and footers is that important information is repeated across each page or section. This helps readers to navigate a long document and find the information they need quickly. Page numbering is an example of this and is essential in any long document. You can insert automatic page numbering into your headers and footers.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file W829 Headers And Footers_5.docx...

1 Double-click on the footer area, or click on the *Insert* tab, then click on *Footer* in the *Header & Footer* group and select **Edit Footer** to make the footer active

2 Press End then press Tab twice to reposition the insertion point at the right margin

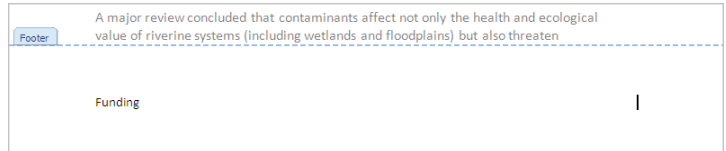3 Click on *Page Number* in the *Header & Footer* group

   There are several galleries here, depending on whether you want to insert the page numbering at the top or bottom of the page, in the margin or at the current position of the insertion point…

4 Select **Current Position**

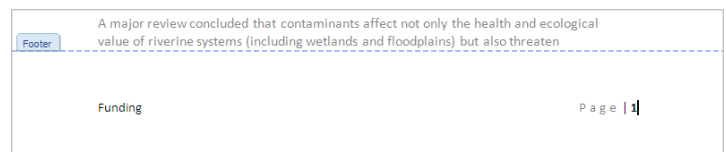   *You will insert a page numbering style where the insertion point is…*

5 Click on *Accent Bar 2* in *Page X* to select it

   A page number with this built-in style will be inserted at the insertion point...

6 Double-click outside the footer on a blank part of the document or press Esc to exit the footer

7 Save the document

2

A major review concluded that contaminants affect not only the health and ecological value of riverine systems (including wetlands and floodplains) but also threaten

Footer

Funding

5

A major review concluded that contaminants affect not only the health and ecological value of riverine systems (including wetlands and floodplains) but also threaten

Footer

Funding   P a g e | 1

For Your Reference…

To *insert page numbering*:

1. Position the insertion point in the active header or footer
2. Click on *Page Number* in the *Header & Footer* group and select a location
3. Click on a style

Handy to Know…

- To format a page number that you have inserted into a header or footer, click on the *Insert* tab, then click on *Page Number* and select **Format Page Number**. You will be able to change the numbering style, as well as set the starting page number, if required.

INSERTING DATE INFORMATION

You can insert date information into headers and footers. You can also set the date to be updated automatically each time the document is opened, for example, which is particularly useful when working with templates or maintaining version control. You can also format the date style, such as displaying the full date or just the month and year.
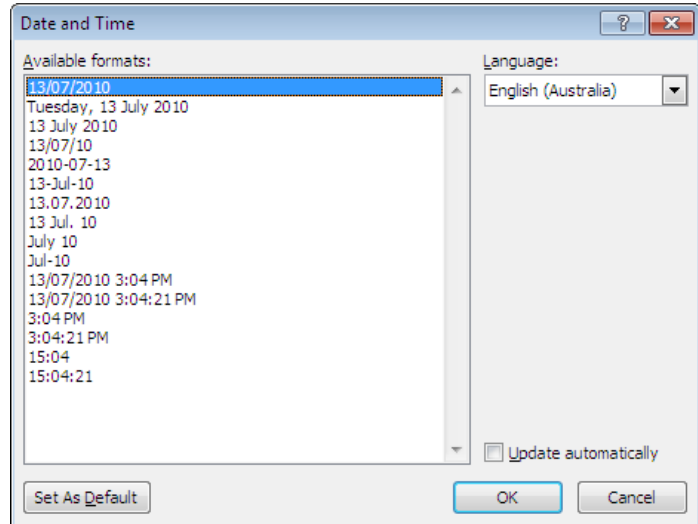
Try This Yourself:

Same File

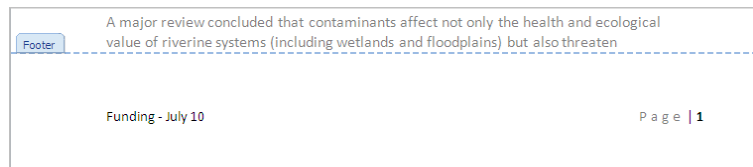*Continue using the previous file with this exercise, or open the file W829 Headers And Footers_7.docx...*

1 Double-click on the footer area or click on the **Insert** tab, then click on **Footer** in the **Header & Footer** group and select **Edit Footer** to make the footer active

2 Click at the end of the text **Funding** to reposition the insertion point

3 Press `Space` then type **–** (hyphen) and press `Space`

Now we are ready to insert the date...

4 Click on **Date &Time** in the **Insert** group to display the **Date and Time** dialog box

5 Click on the format that displays the month and then the year, such as **July 10**

6 Click on **[OK]** to insert the date

7 Click on **Close Header and Footer** to exit the footer

8 Save the document

4

Date and Time

Available formats:

13/07/2010
Tuesday, 13 July 2010
13 July 2010
13/07/10
2010-07-13
13-Jul-10
13.07.2010
13 Jul. 10
July 10
Jul-10
13/07/2010 3:04 PM
13/07/2010 3:04:21 PM
3:04 PM
3:04:21 PM
15:04
15:04:21

Language:
English (Australia)

☐ Update automatically

Set As Default   OK   Cancel

A major review concluded that contaminants affect not only the health and ecological value of riverine systems (including wetlands and floodplains) but also threaten

Footer

Funding - July 10   P a g e |1

6

For Your Reference…

To **insert date information**:

1. Position the insertion point in the header or footer
2. Click on **Date & Time** in the **Insert** group
3. Select a format
4. Click on **[OK]**

Handy to Know…

- To make a date (or time) **field** update automatically each time you open (or print) the document, click on **Update automatically** in the **Date and Time** dialog box so that it appears with a tick. Click on **[OK]**.

INSERTING DOCUMENT PROPERTIES

A ***document property*** provides information about an aspect of the document, such as the author, subject or file name. To insert document properties into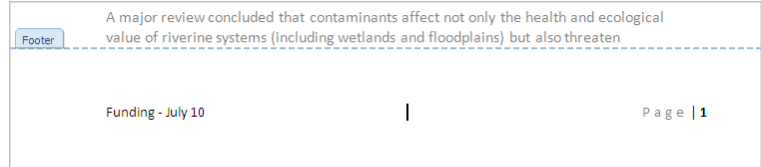 a header or footer, you must insert a document property ***field***. The field will then look at the corresponding information (if any) in the document properties to insert. If no information exists, the field will be blank.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file W829 Headers And Footers_7.docx...

1. Double-click on the footer area or click on the **Insert** tab, then click on **Footer** in the **Header & Footer** group and select **Edit Footer** to activate the footer

2. Click in the middle of the footer area to position the insertion point as shown

   As you can see from the ruler, there is a centre-aligned tab stop applied here. You will now insert the author's name…

3. Click on **Quick Parts** in the **Insert** group, then select **Document Property** to display the menu

4. Select **Author**

   The name of the author will be inserted into the Author field…

5. Double-click outside the footer area to close the footer and return to the document

6. Save the document
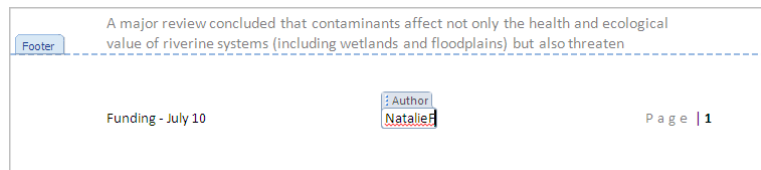
For Your Reference…

To ***insert document properties***:

1. Position the insertion point in the header or footer
2. Click on **Quick Parts**
3. Select **Document Property**, and then select an option from the menu

Handy to Know…

- To add or edit document properties for the current document, click on the **File** tab, and then click on **Info**. Click on **More Properties** in the **Preview** pane to display all document properties. Hover over the property to add or edit, then click and type the required text.

FORMATTING HEADER AND FOOTER TEXT

Once you have inserted headers and footers into your document, you can then format the header and footer text to suit the requirement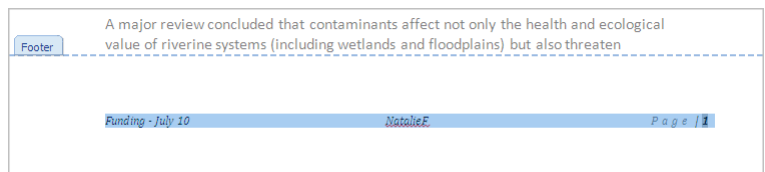s of the document. For instance, you might need to change the font size, use a corporate font or apply corporate colours. You can apply any font or paragraph formatting to the header or footer, such as adding borders and shading.

Try This Yourself:

Open File

Before starting this exercise you MUST open the file W829 Headers And Footers_8.docx...

1 Double-click on the header area to activate the header

2 Select the text in the header

Changing the formatting for the text in the header is the same as for normal document text...

3 Click on the **Home** tab, then click on the drop arrow ▼ for **Font**, in the **Font** group, and select **Cambria**

4 Click on the drop arrow ▼ for **Font Size**, in the **Font** group, and select **9pt**

5 Click on **Italic** *I* in the **Font** group

6 Switch to the footer then repeat steps **2** to **5** to format the footer text the same as the header

7 Press [Esc] to exit the header and footer

8 Save and close the document

AGE - Environmental Health

Water Quality

Header

AGE - Environmental Health

5

Footer

A major review concluded that contaminants affect not only the health and ecological value of riverine systems (including wetlands and floodplains) but also threaten

Funding - July 10

NatalieF.

Page | 1

6

For Your Reference…

To **format headers** and **footers**:

1. Click on the **Insert** tab, click on **Header** or **Footer** in the **Header & Footer** group and select **Edit Header** or **Edit Footer**
2. Select the text and format as required

Handy to Know…

- By default, header text is based on the **Header** style and footer text is based on the **Footer** style. When working with documents that contain multiple and non-linked sections, it is advisable to select **Automatically update** in the **Modify Style** dialog box if making changes to these styles.

NOTES: