

# Headers and Footers

## About Headers and Footers

*Headers* are any text that appears consistently at the top of each page in a document, **above** the margins that have been set for the page.

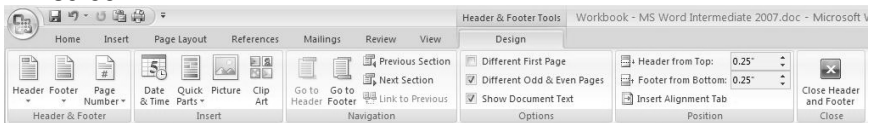
*Footers* are any text that appears consistently at the bottom of each page in a document, **below** the margins that have been set for the page.

You can use headers and footers to maintain a uniform appearance, to add interest, and/or to give information like page numbers. On this page, the text “Headers and Footers” is contained in the **header**. The Bright Ideas contact information and page number are all contained in the **footer**.

## How to Create Headers and Footers

To put information in a header or footer:

- Click on the *Insert* tab, and then click on the *Header* or *Footer* button in the *Header & Footer* group. You can select a header or footer style from the list, or else create your own by clicking on the *Edit* button at the bottom of the list.
- When you click the edit list, the document text will appear greyed, and the top or bottom of your page containing the header or footer will become active. A new *Design* tab will appear at the top of your screen:



- You can type text, insert graphics, and perform any normal Microsoft Word® function inside the headers and footers.
- To return to your document, click the *Close Header & Footer* button in the *Close* group.

### **How to Change Header and Footer Text**

If you have already entered text in the header or footer, you can open the header or footer by double-clicking on it.

Alternatively, you can open the headers and footers by clicking on the *Insert* tab, clicking either *Header* or *Footer* in the *Header & Footer group*, and then selecting the *Edit* option from the drop-down menu.

Once the header or footer is open, you can edit and format text exactly as you would in a document.

### **How to Set the Header and Footer Heights**

To change the heights for headers and footers:

- Click on the *Insert* tab, and then click on the *Header* or *Footer* button in the *Header & Footer group*.
- Click on the *Edit* button at the bottom of the list.
- In the *Design* tab, set the distances from the edge for both the headers and footers in the *Position group*.
- When you are finished, click the *Close Header & Footer* button on the *Design* tab.