Get control of page numbers, headers, and footers

OPEN HEADERS AND FOOTERS

Use one of three methods:

- Double-click in the header or footer area of the document.
- Right-click in the header or footer area, and click **Edit Header**.
- Click the **Insert** tab, and in the **Header & Footer** group, click **Header**, **Footer**, or **Page Number**, and insert a style from one of these galleries. That opens headers and footers.

CLOSE HEADERS AND FOOTERS

Use one of two methods:

- Double-click in the body of the document.
- On the **Design** tab, click **Close Header and Footer**.

INSERT CONTENT USING STYLE GALLERIES

The galleries contain pre-made header and footer content that has been positioned, formatted, and designed, and which contains controls and fields.

1. Click the **Insert** tab.
2. In the **Header & Footer** group, click either **Header**, **Footer**, or **Page Number**.
3. For page numbers, point to a position on the page, and that opens the gallery.
4. In the **Header**, **Footer**, or **Page Number** gallery, click a style to apply it, and fill in content as appropriate. When a style is applied, the **Header & Footer Tools Design** tab opens with more commands to support authoring, navigating, and editing.

INSERT CONTENT MANUALLY OR USE QUICK PARTS

Working in a customized way to create header and footer content gives you comfortable control over it, and you might prefer this to applying gallery styles.

1. At the top or bottom of a page, double-click to open headers and footers; or, right-click and click **Edit Header** or **Edit Footer**.
   The **Header & Footer Tools Design** tab opens when headers and footers are open.
2. Insert text by typing it, or use **Quick Parts**, on the **Design** tab.

- **AutoText**: Point to this, and click an AutoText style in the gallery. (You have to create these using the **Building Blocks Organizer**, also on the **Quick Parts** menu.)

- **Document Property**: Point to this, and on the submenu, select from the list.

- **Field**: Click this, and select a field in the **Field Names** list. Select special formatting, if appropriate, for the field.

3. To position the cursor, use the **Insert Alignment Tab** on the **Design** tab. This sets up the content to adapt if page margins in the document should change. See below for tips on this.

4. To format the text, select it and apply font and character commands from the ribbon or mini-toolbar.

TIPS ON USING THE INSERT ALIGNMENT TAB

Use this tab, available on the **Header & Footer Tools Design** tab, to position content in headers and footers. The tab sets up content to adjust automatically if you change page margins.

- With the cursor flush left in an empty header or footer, click the **Insert Alignment Tab**, and click either **Center** or **Right** to place the cursor center or to the far right.

- If you have content flush left in the header or footer, put the cursor at the end of the content before using the **Insert Alignment Tab** to place the cursor center or right.

- If you have content in the center or on the right, put the cursor to the left of the content before using the **Insert Alignment Tab** to place the cursor center or left.

- To place the cursor outside a content control, press the **RIGHT ARROW** or **LEFT ARROW** key.

- If the tab isn't available after you insert a content control and have placed the cursor outside it, add one space. You can delete the space. This will enable the tab.

EDIT DOCUMENT PROPERTIES

To update or edit document properties with current information for your headers and footers, follow these steps.

1. Click the **File** tab.

2. On the Info tab, click the arrow next to **Properties**, in the right of the window.

3. Click **Advanced Properties**.

4. On the **Summary** tab, fill in the desired information.
   When you use **Document Property** or **Field** on the **Quick Parts** menu, Word will pull in properties information for controls and fields **Author**, **Company**, and **Title**.

5. Click **OK** to close the **Properties** dialog box, and click **File** to close the tab.

INSERT PAGE NUMBERS AND USE "PAGE X OF Y" FORMATTING

Use the **Page Number** gallery:

- On the **Insert** tab, click **Page Number**, point to the page position you want, and click a style from the gallery.

For "Page X of Y" formatting   Scroll to that section in the gallery and pick a style there.

Use a **Page** field:

1. Double-click in the header or footer area to open the space.

2. On the **Design** tab, click **Quick Parts**, and click **Field**.

3. In the **Field** names list, click **Page**.

4. To select a format other than the default, do that under **Field Properties**.

5. Click **OK**.

For "Page X of Y" formatting using fields   After you apply the **Page** field, do the following:

1. Place the cursor in front of the inserted field, and type **Page** and a space.

2. After the field, insert a space and type **of** and a space.

3. Click **Quick Parts**, **Field**, and choose **NumPages** from the **Field names** list.

4. Click **OK**.

FORMAT PAGE NUMBERS OR CHANGE THE STARTING NUMBER

To change the default settings for page numbers in the document:

1. On the **Insert** tab or the **Header & Footer Tools Design** tab, click **Page Number**, and click **Format Page Numbers**.
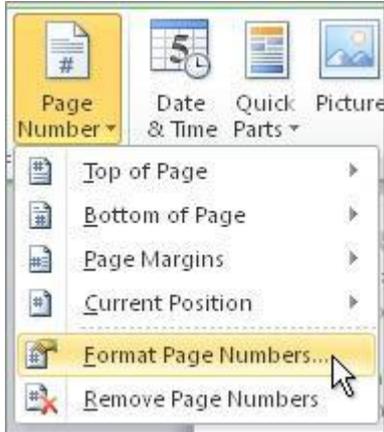
2. Change the number format or starting number, and click **OK**.

Tip for documents with multiple sections   Place the cursor in the desired section and then complete the above steps.

Tip for "Page X of Y" formatting   The page number formatting will apply to the **Page** field but not the **NumPages** field. In the header or footer, select the portion of the number that is the **NumPages** field, right-click, and click **Edit Field**. In the **Field** dialog box, change the format.

INSERT DATE AND TIME

Use the **Date & Time** command:

1. At the top or bottom of a page, double-click to open headers and footers.

2. Position the cursor where you want it in the header or footer.

3. On the **Insert** tab or **Header & Footer Tools Design** tab, click the **Date & Time** command.

4. Select a format, select **Update automatically**, and click **OK**.
   If you don't want automatic updating, clear that check box.

5. To update the field before printing, click it and then click the **Update** tab.

6. To edit the field, right-click it and click **Edit Field**.

Use a **Date** field:

1. At the top or bottom of a page, double-click to open headers and footers.

2. Position the cursor where you want it in the header or footer.

3. On the **Insert** tab or **Header & Footer Tools Design** tab, click **Quick Parts**, and click **Field**.

4. Select a **Date** format, and click **OK**

5. To edit the field, right-click it and click **Edit Field.**

Use a style from the **Header** or **Footer** gallery:

1. On the **Insert** tab or **Header & Footer Tools Design** tab, click **Header** or **Footer**.

2. Select a style that includes the date.

3. If the date shown isn't what you want, click the arrow on the control and select the desired date.

Note   If the **Date** control applied within a gallery style doesn't have the **Update automatically** option enabled,

replace it with a control using the **Date & Time** command. Click the tab on the **inserted Date** control to select it,

and press DELETE. Then click **Date & Time** on the **Design** tab or **Insert** tab.

INSERT A FILENAME AND PATH

To insert the path, you must save the document first.

1. With headers and footers open, position the cursor where you want the filename and path.

2. On the **Design** tab, click **Quick Parts**, and click **Field**.

3. In the **Field** names list, click **Filename**.

4. Under **Field options**, select **Add path to filename**, and click **OK**.

5. To update the field, right-click it, and click **Update Field**.

6. To edit the field, right-click it, and click **Edit Field**.

INSERT AN ART LOGO INTO A HEADER OR FOOTER

1. With headers and footers open, position the cursor where you want the logo.

2. On the **Header & Footer Tools Design** tab, click **Picture** to insert your picture file.

3. To position the picture free of the text line, click the picture, and click the **Picture Tools Format** tab.

4. Click **Wrap Text**, and choose an option other than **In Line with Text**.

5. To work with the picture, you must have the header or footer open, even if you've moved the picture out of the visible header and footer space. It's still part of the header and footer layer.

6. To format the picture, use commands on the **Picture Tools Format** tab.

CHANGE HEADER OR FOOTER POSITION ON THE PAGE

Note   A best practice is to check print preview to make sure your headers and footers will print as you expect. If you need to adjust their position, do the following:

1. Open headers and footers.

2. On the **Header & Footer Tools Design** tab, click **Header from Top** or **Footer from Bottom** and adjust the number there to move the header or footer closer to or farther from the page edge.

   Adjust the page margins   To adjust the spacing between body text and a header and footer, adjust the page margins. On the **Page Layout** tab, click **Margins**. There are several choices on the menu to adjust all margins. To customize selectively, click **Custom Margins**. Change margin settings in the **Page Setup** dialog box.

   Make the page setup the default   To save your custom margins and your header and footer postions as the default for the current template, click **Set as Default** in the **Page Setup** dialog box.

CREATE VARYING HEADERS AND FOOTERS FOR DOCUMENT SECTIONS

If all you want to do is add a cover page, see the steps below for adding a cover page. If you want to create varying headers for additional sections in the document, create those sections first and add the cover page last.

Step 1: Create document sections

1. Close headers and footers if they're open.

2. Place the cursor where you want a section to begin.

3. Click the **Page Layout** tab.

4. In the **Page Setup** group, click **Breaks**, and under **Section Breaks**, click **Next Page.**
   The break is inserted at the end of the page preceding the section, and looks like this:
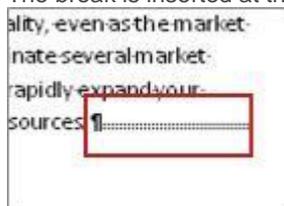
View section breaks   Display hidden formatting marks to see the section break. Either click **Show/Hide** on the **Home** tab, or press**CTRL+SHIFT+8**.

Delete a section break   Display the break, drag to select the break and press **DELETE**. The pages that were in the section will take on the header and footer content from the preceding pages or section.

Step 2: Break links between sections

1. Place the cursor in the header in the section, and on the **Design** tab, click **Link to Previous** to turn it off.
2. Place the cursor in the footer in the section, and on the **Design** tab, click **Link to Previous** to turn it off.

   Once the links are broken, you can create header and footer content for each section.

   Navigation tips   Use the **Go to Footer** and **Go to Header** commands on the **Design** tab to move between headers and footers. To get to the header or footer in a preceding or following section, put the cursor in the current header or footer, and click **Previous** or **Next** on the **Design** tab.

ADD OR REMOVE A COVER PAGE

1. Click the **Insert** tab. On the left, in the **Pages** group, click **Cover Page**.
2. In the gallery, choose a cover page (a plainer design is easier to work with in terms of headers and footers). Fill in the content controls as appropriate.
3. To replace the cover page, apply a different design from the gallery.
4. To remove the cover page, on the **Insert** tab, click **Cover Page**, and click **Remove Current Cover Page**.

   Note   When a cover page is inserted, the option **Different First Page**, on the **Design** tab, is automatically selected. This sets the cover page apart as its own section.

ADD DIFFERENT HEADERS AND FOOTERS ON ODD AND EVEN PAGES

1. Open headers and footers.
2. On the **Header & Footer Tools Design** tab, in the **Options** group, select the **Different Odd & Even Pages** check box.
3. On one of the odd pages in the document, add the header, footer, or page numbering that you want on odd pages.
4. On one of the even pages, add the header, footer, or page number that you want on even pages.

REMOVE PAGE NUMBERS, HEADERS, AND FOOTERS

Method 1: Use "remove" commands

- On the **Insert** tab, click either **Header**, **Footer**, or **Page Number**, and click either **Remove Header**, **Remove Footer**, or **Remove Page Number**, at the bottom of the menu.

Note   These tend to work best if you've inserted the content from one of the galleries.

Tip   If you only want to remove part of a header or footer, do it manually rather than use one of these commands.

Method 2: Delete content manually

- Select the text or control, and press **DELETE**. If you're deleting a whole line of content, point in the margin until you see the arrow cursor, and click to select.

Method 3: Run Document Inspector

Only run this if you want no header or footer content of any kind to remain in the document.

1. Click the **File** tab.
2. On the **Info** tab, click **Check for Issues**.
3. Click **Inspect Document**.
4. Make sure **Headers, Footers, and Watermarks** is selected, and clear any other check boxes that you don't want the inspector to clear.
5. Click **Inspect**.
6. Click **Remove All**, then **Close**.
7. Click the **File** tab to close it.