



Need to Know IT

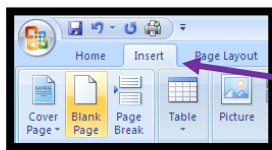
Headers and Footers

The **'Headers'** and **'Footers'** icon are on the **'Insert'** ribbon.

When either a header or footer is active, a **"Design"** ribbon relating solely to headers and footers is displayed.

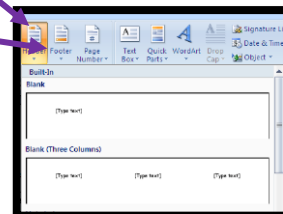
Headers are used to repeat information such as your student name or number at the top of each page in a document. Footers contain information such as the file name, page number or any other information that you may wish to display.

Creating a Header



1. Select the **'Insert'** ribbon and then click the **'Header'** icon.

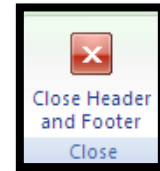
2. A drop down list of different header types is displayed. Use the scroll bar to view all the different header types.



3. Select the preferred header style. Some headers print on each page, whilst others print on alternate pages. Header styles can also be edited to make them print on alternate pages.
4. As soon as a header style is selected, the header section of the document will become active and the main body of the document will be greyed out.

5. Type the required information.

6. To close the header, either use the '**Close Header and Footer**' icon in the top right hand section of the '**Design**' ribbon, (this is only available when the header is active) or double click the main body of the document



Creating a Footer

Footers are used to record information such as the document name. The file path (i.e. the folder where the document is stored) may also be recorded.

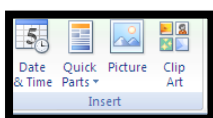
1. Select the '**Insert**' ribbon and then click the '**Footer**' icon.
2. A drop down list of different footer types is displayed. Use the scroll bar to view all the different footer types.



This is the 'Alphabet' footer. The page number is automatically included.

3. Type the footer information.

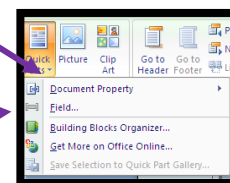
Adding the File Name and Path



Select '**Quick Parts**' from the '**Header/ Footer Design**' ribbon. This opens automatically when the header or footer is active.

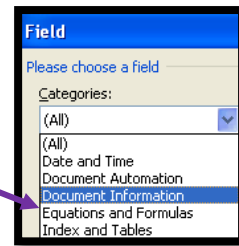
The '**Document Property**' option contains options such as the author of the document.

The '**Field**' option provides access to a variety of information including the file name and path.

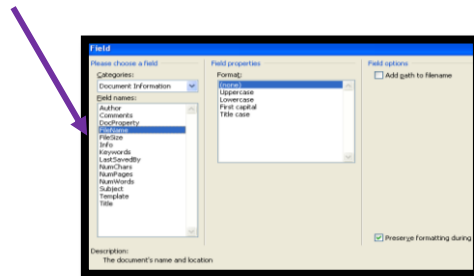


Select the 'Field' option.

Click the drop down arrow Select 'Document Information' from the 'Categories' Section.



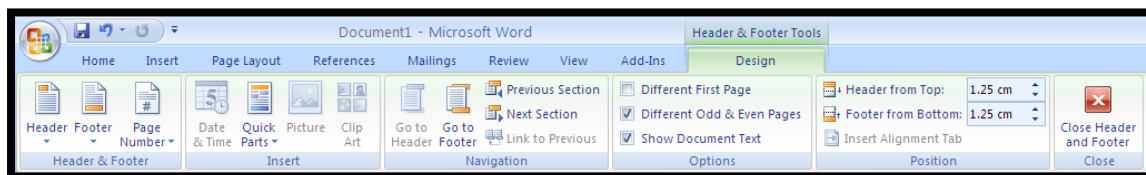
Select 'File Name' from the 'Field Names' list.



The 'Add path to filename' option becomes available when the 'File Name' option is selected'.

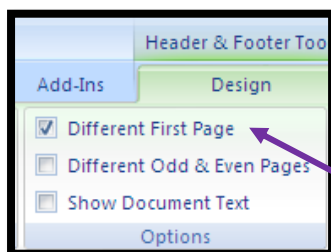
Editing a Header or Footer

The 'Design' ribbon is used to edit a header or footer. It is only displayed when the header or footer is active.



If the 'Design' ribbon does not open, double click the header / footer.

Using Different Headings for Different Pages

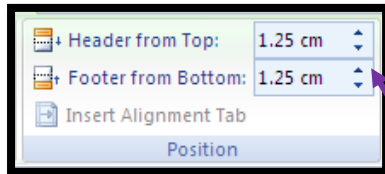
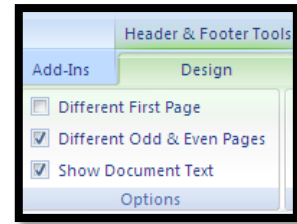


The 'Different First Page' option allows a unique header / footer to be displayed on the first page of the document.

Click to tick this option. Then type the required header / footer on the front page of the document.

Different Odd and Even Pages.

This option makes it possible to create a different header / footer for odd and even numbered pages. For example, you may wish to only have a header on odd numbered pages and leave the header on the even pages blank.



These tools are used to position the header or footer in relation to the top and bottom of the page.

Click the up / down arrows to adjust the position.