

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

Document pages provide space at the top and bottom for HEADERS and FOOTERS. Anything placed in a HEADER or FOOTER is usually 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.

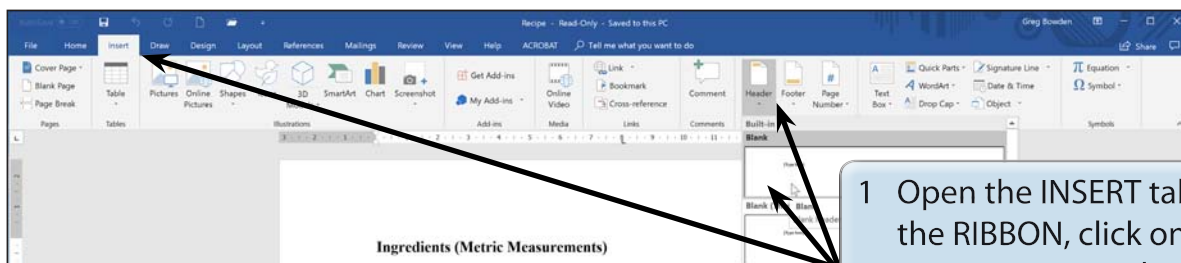
A Loading the Prepared Document

A sample document about a cooking recipe has been prepared for you and will need to be loaded from the WORD 2019 SUPPORT FILES.

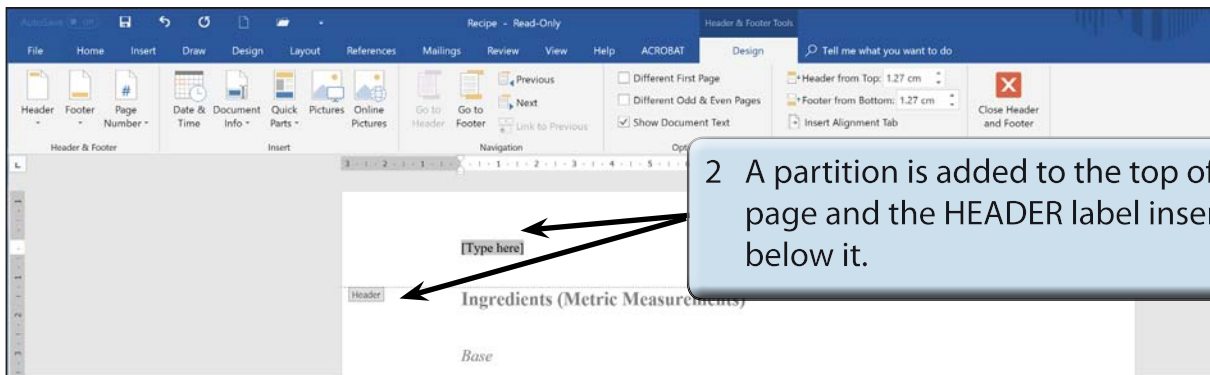
- 1 Load Microsoft Word and click on OPEN or close the current file, click on the FILE tab and select OPEN.
- 2 Browse to the WORD 2019 SUPPORT FILES, open the CHAPTER 8 folder and load the RECIPE file.
- 3 Select YES to open the file as a READ ONLY document.

B Inserting a Header

Let's place a page title as a HEADER.

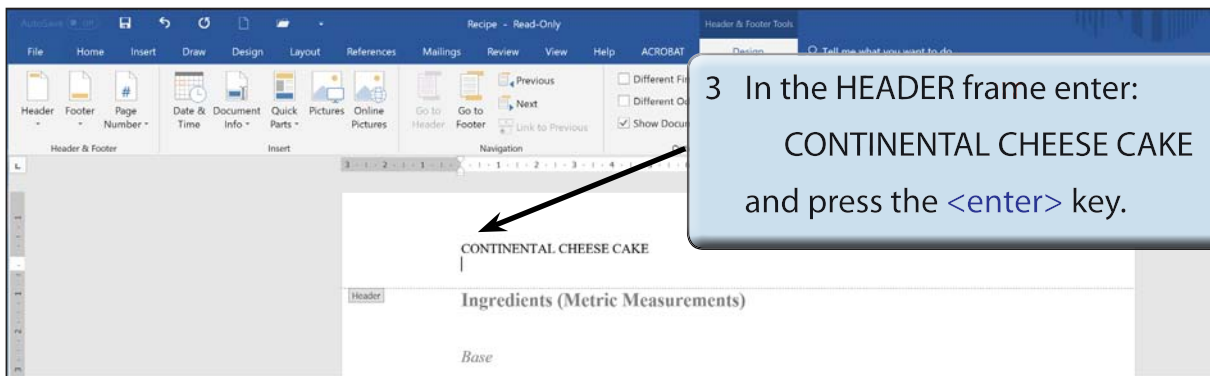


- 1 Open the INSERT tab of the RIBBON, click on the HEADER icon and select the BLANK HEADER style.

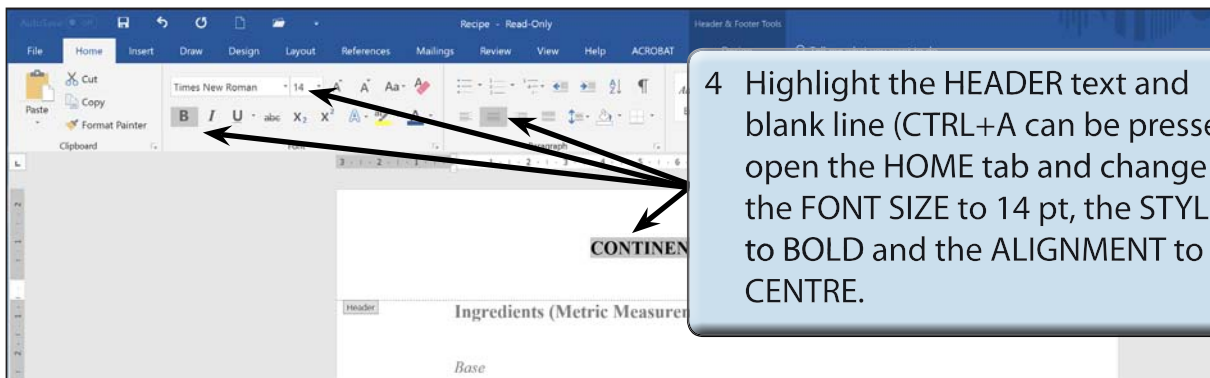


2 A partition is added to the top of the page and the HEADER label inserted below it.

NOTE: The HEADER & FOOTER TOOLS - DESIGN tab containing all the header and footer commands is added to the RIBBON.



3 In the HEADER frame enter:
CONTINENTAL CHEESE CAKE
and press the <enter> key.



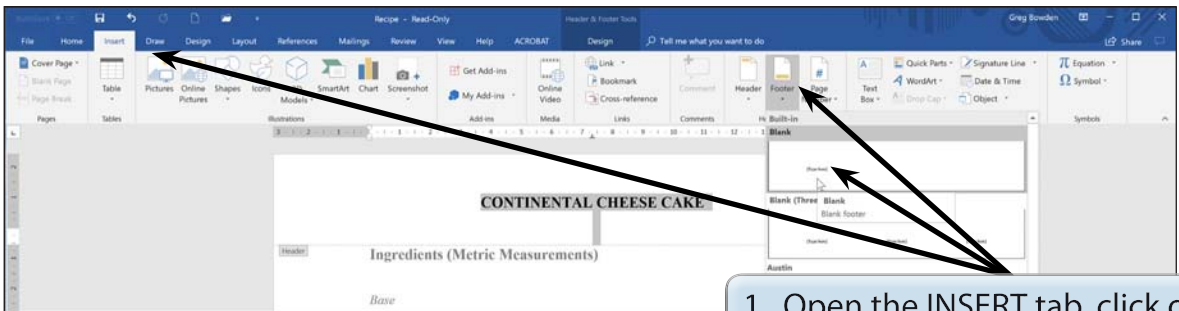
4 Highlight the HEADER text and blank line (CTRL+A can be pressed), open the HOME tab and change the FONT SIZE to 14 pt, the STYLE to BOLD and the ALIGNMENT to CENTRE.

NOTE:

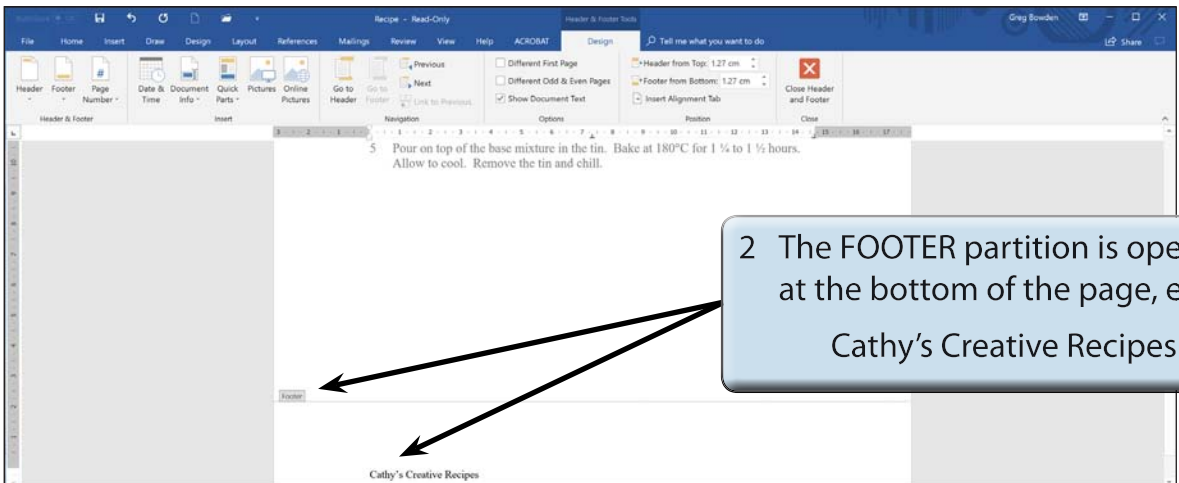
- i The **HEADER** and **FOOTER** frames have preset tabs stops inserted. A **CENTRE JUSTIFIED TAB STOP** is at the centre of the left and right margins, in this case at 7.3 cm and a **RIGHT JUSTIFIED TAB STOP** is at the right margin, in this case at 14.6 cm.
- ii The **HEADER** frame increases in size as you enter 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 title of the recipe book at the left of the **FOOTER** and the page number at the right.



1 Open the **INSERT** tab, click on the **FOOTER** icon in the **HEADER AND FOOTER** group and select the **BLANK** footer style.



2 The **FOOTER** partition is opened at the bottom of the page, enter: Cathy's Creative Recipes

