

MICROSOFT WORD

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Headers and Footers

Contents

- Introduction
 - To insert a preset header or footer
- Editing Headers And Footers
 - Design tab options
 - To insert the date or time into a header or footer
- Practice

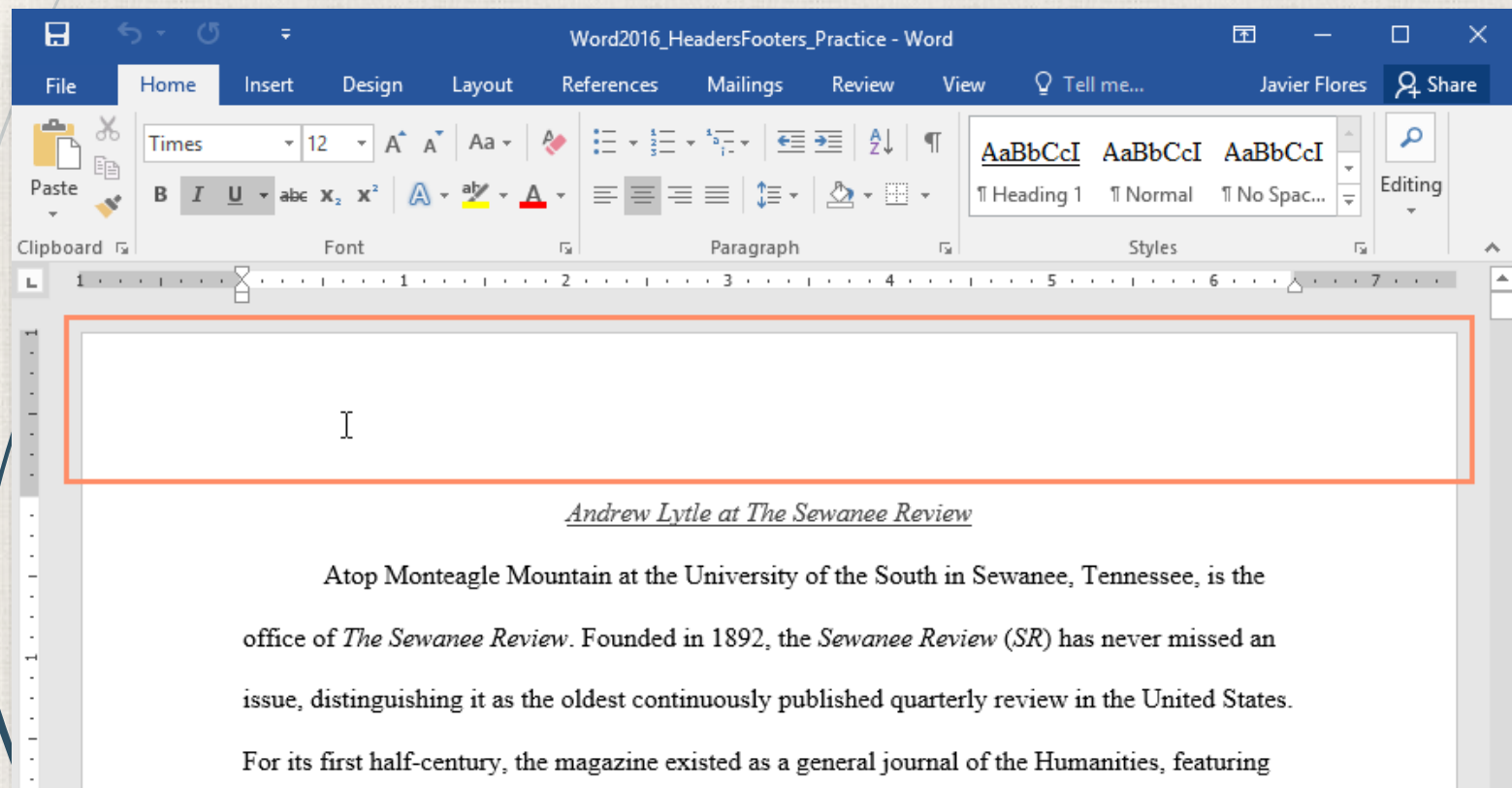
Introduction

- ▶ The **header** is a section of the document that appears in the **top margin**, while the **footer** is a section of the document that appears in the **bottom margin**. Headers and footers generally contain additional information such as **page numbers, dates, an author's name, and footnotes**, which can help keep longer documents organized and make them easier to read. Text entered in the header or footer will appear on **each page** of the document.

Creating a header or footer

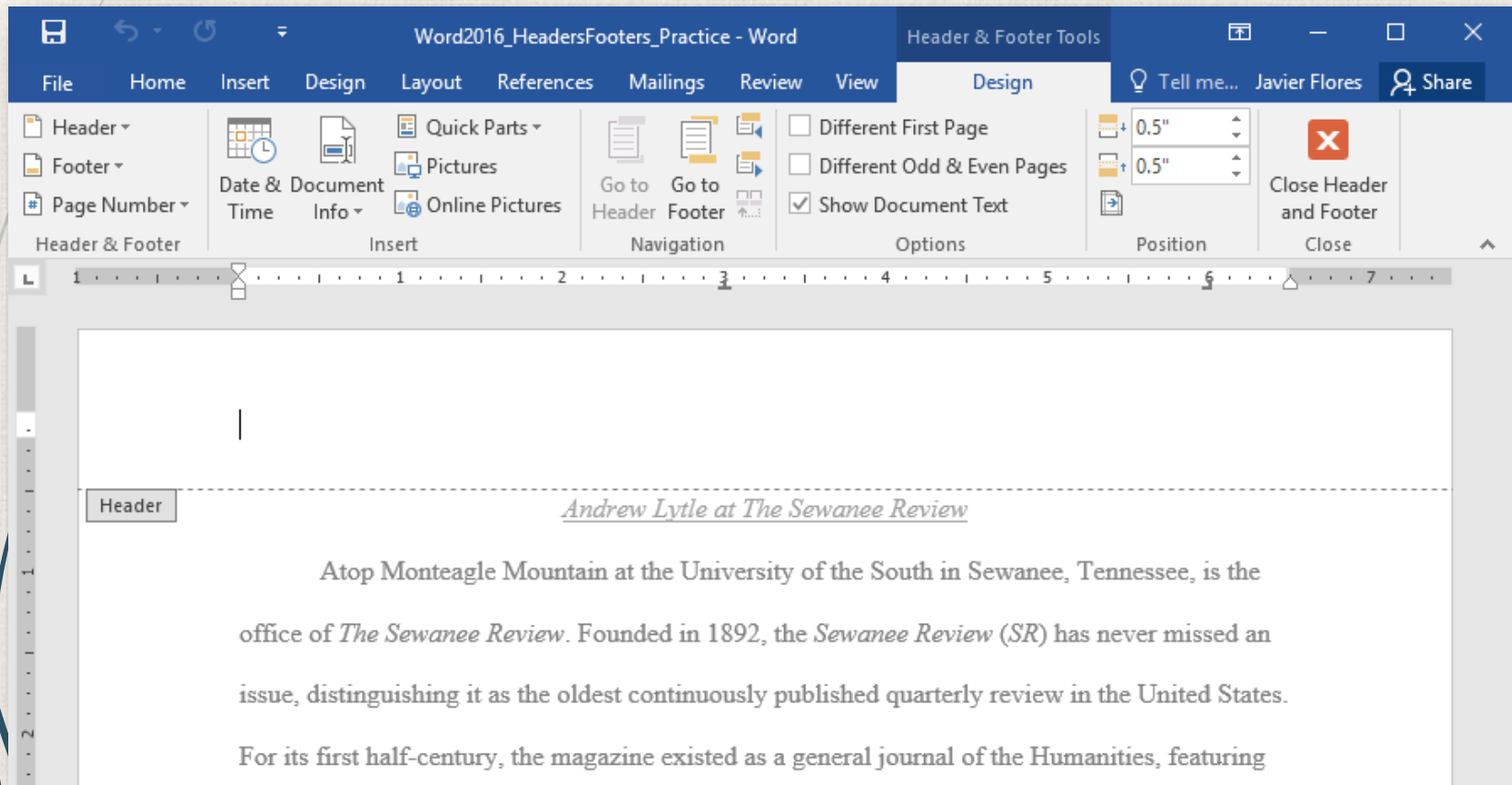
In our example, we want to display the author's name at the top of each page, so we'll place it in the header.

1. Double-click anywhere on the **top or bottom margin** of your document. In our example, we'll double-click the top margin.



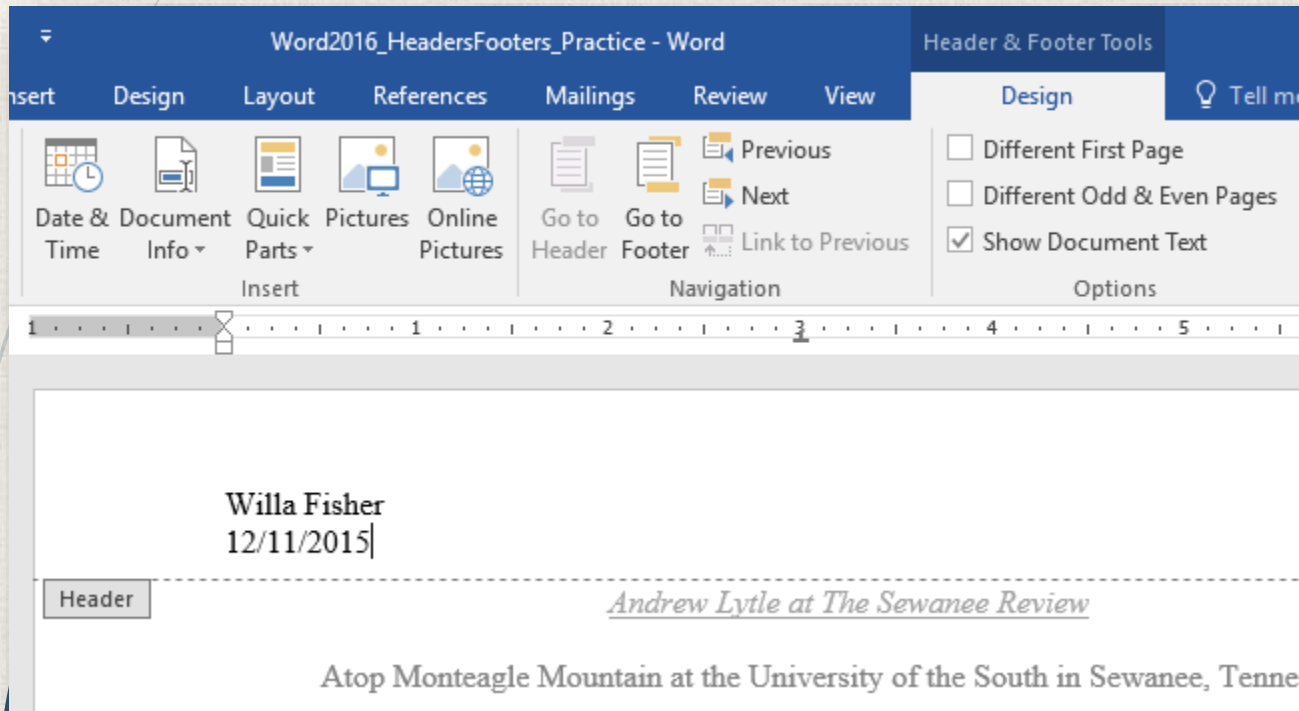
Creating a header or footer

- The header or footer will open, and a **Design** tab will appear on the right side of the **Ribbon**. The insertion point will appear in the header or footer.



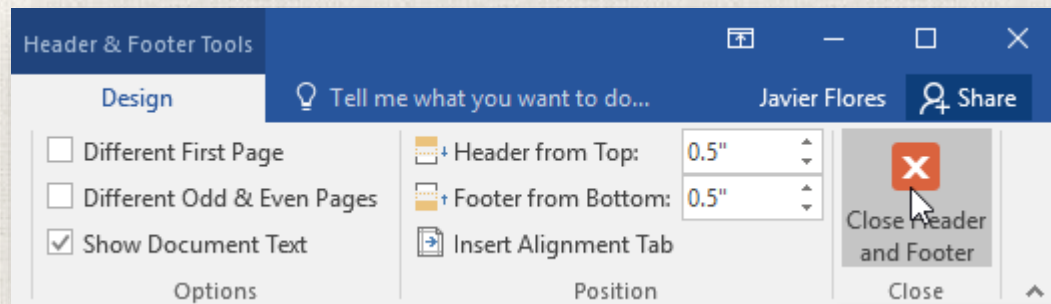
Creating a header or footer

3. Type the **desired information** into the header or footer. In our example, we'll type the author's name and the date.

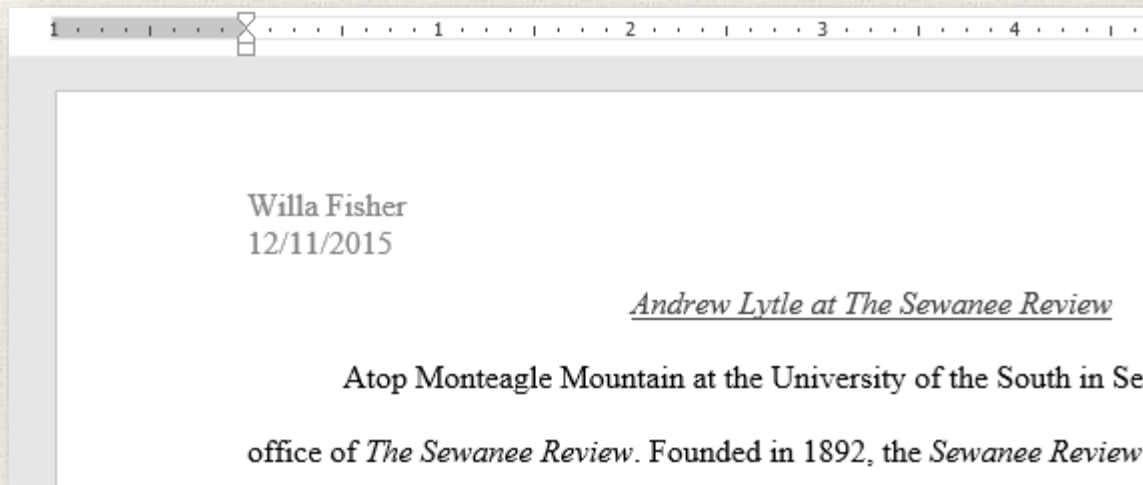


Creating a header or footer

4. When you're finished, click **Close Header and Footer**. Alternatively, you can press the **Esc** key.



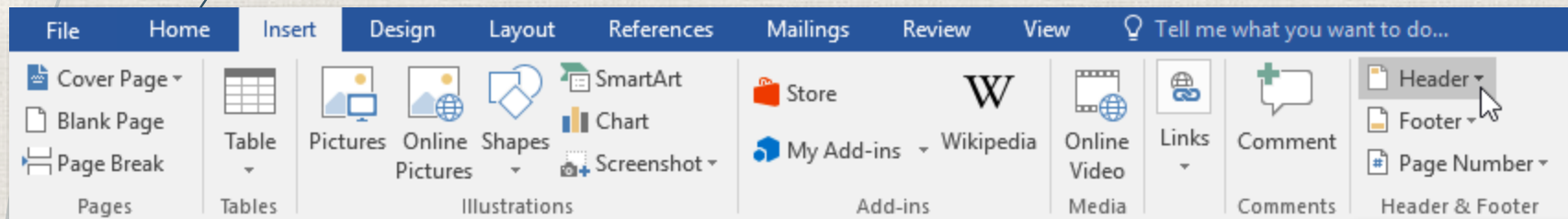
5. The header or footer text will appear.



Inserting a preset header or footer

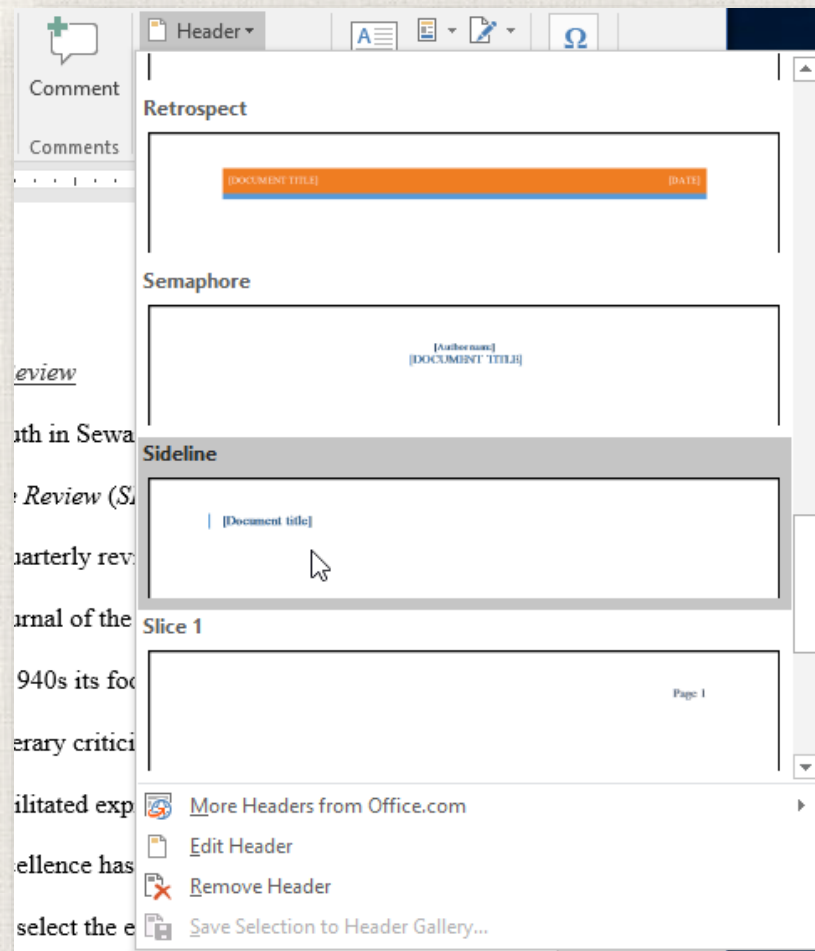
Word has a variety of **preset headers and footers** you can use to enhance your document's design and layout. In our example, we'll add a preset header to our document.

1. Select the **Insert** tab, then click the **Header** or **Footer** command. In our example, we'll click the **Header** command.



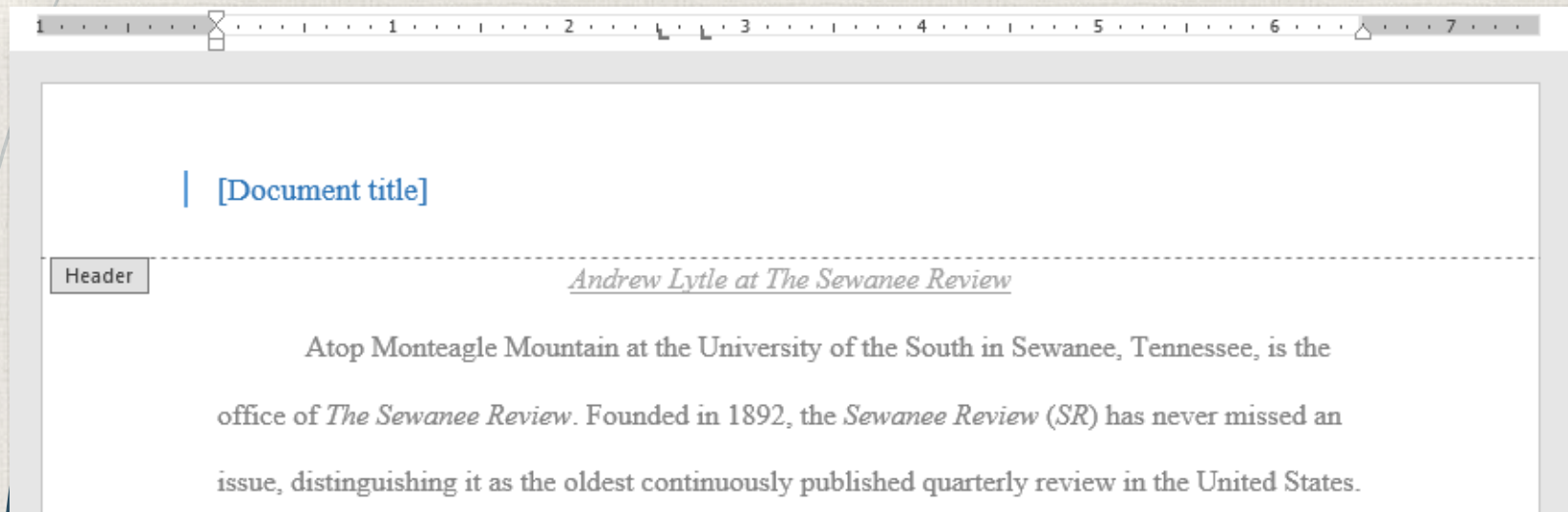
Inserting a preset header or footer

2. In the menu that appears, select the desired **preset header or footer**.



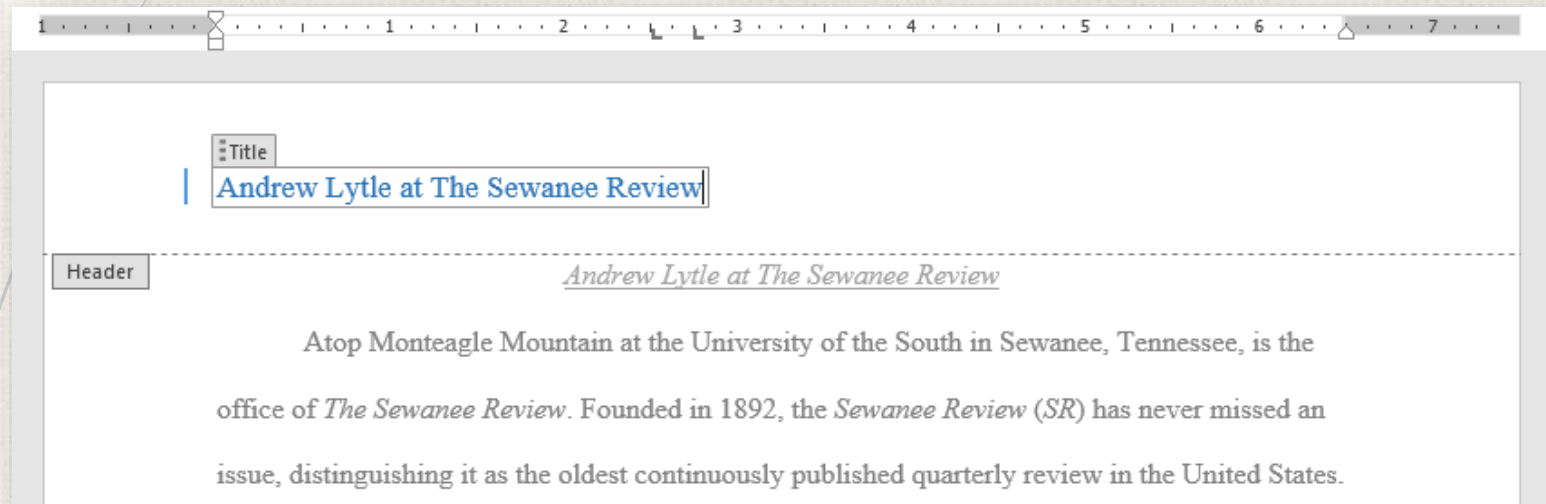
Inserting a preset header or footer

3. The header or footer will appear. Many preset headers and footers contain text placeholders called **Content Control** fields. These fields are good for adding information like the document title, author's name, date, and page number.

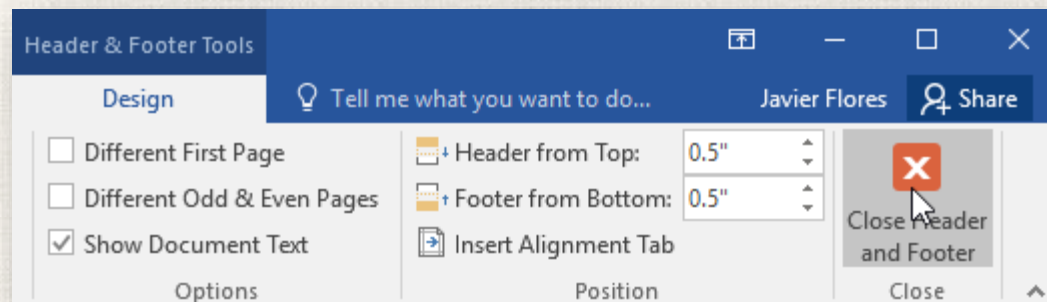


Inserting a preset header or footer

4. To edit a Content Control field, click it and type the **desired information**.

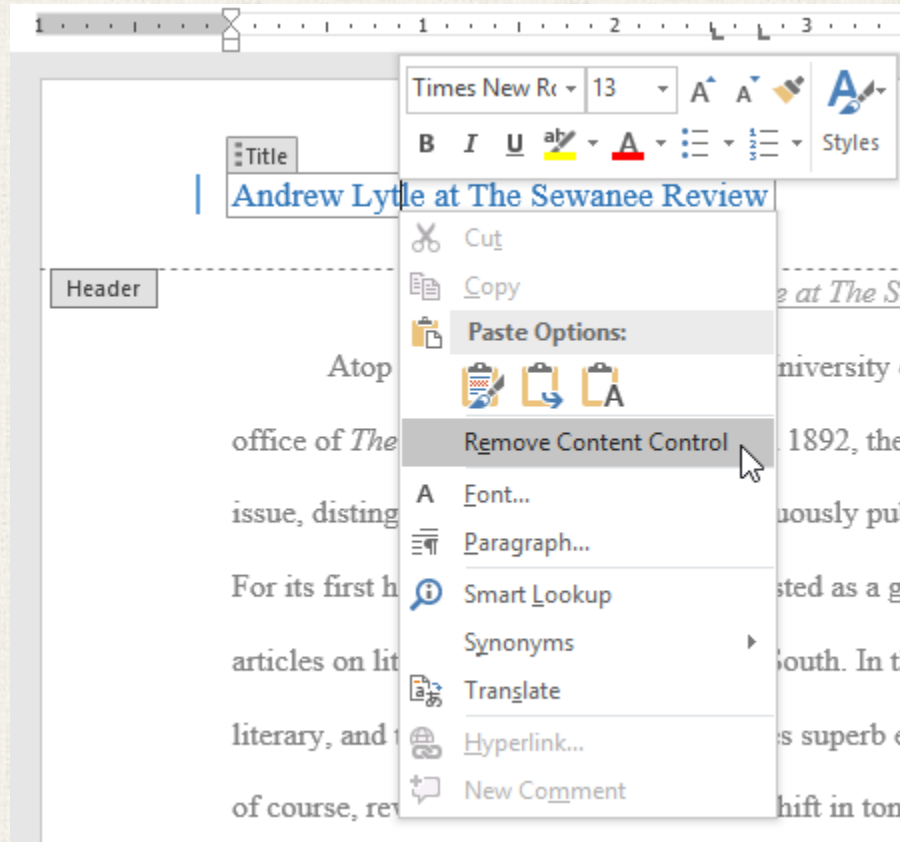


5. When you're finished, click **Close Header and Footer**. Alternatively, you can press the **Esc** key.



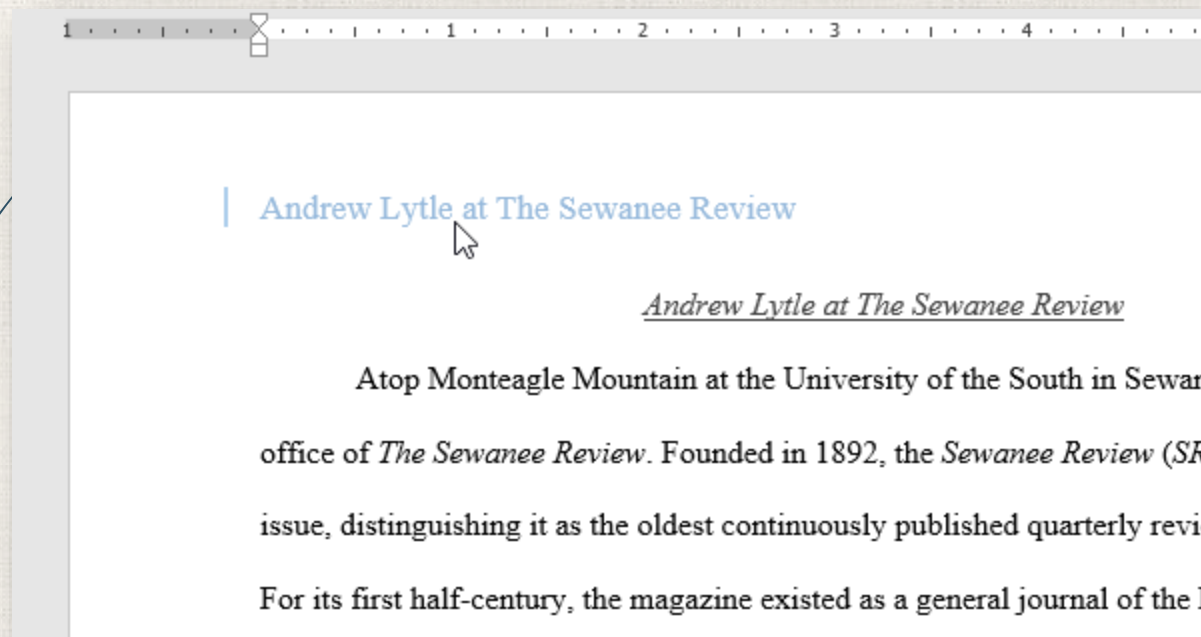
Inserting a preset header or footer

- If you want to delete a Content Control field, right-click it and select **Remove Content Control** from the menu that appears.



Editing headers and footers

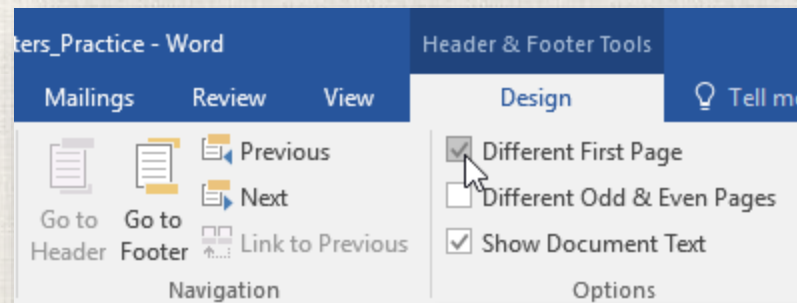
- After you close the header or footer, it will still be visible, but it will be **locked**. Simply double-click a header or footer to **unlock** it, which will allow you to edit it.



Designing tab options

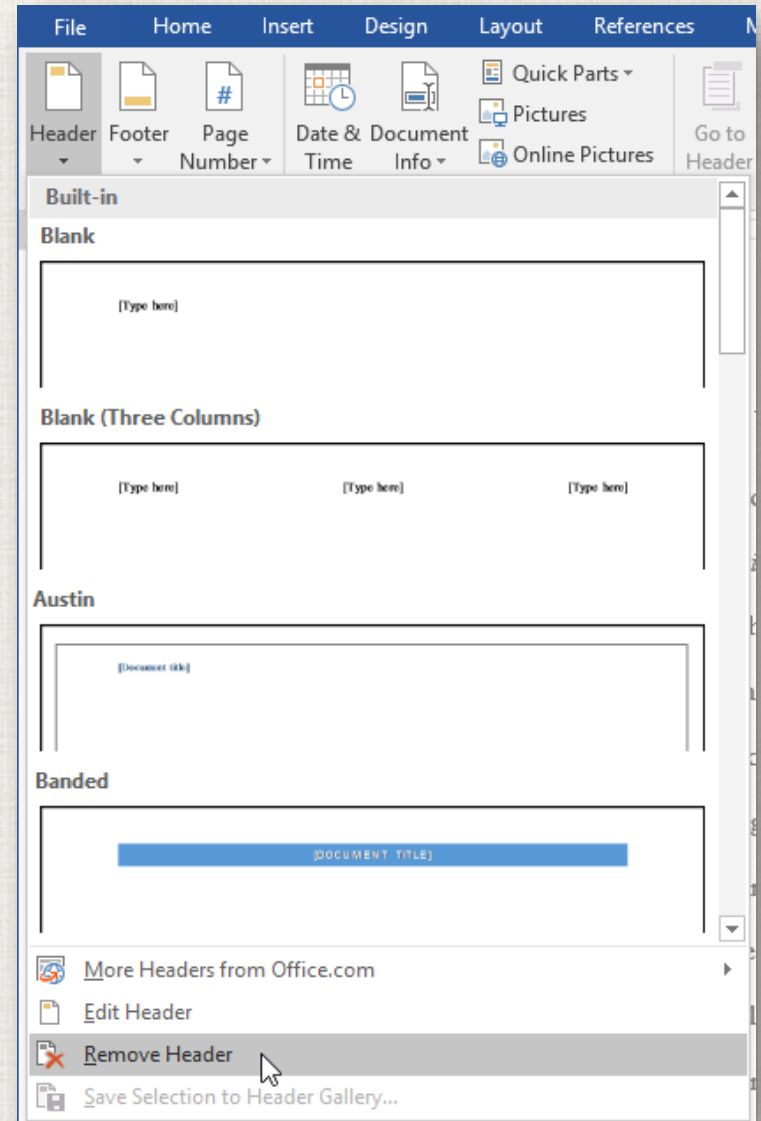
When your document's header and footer are unlocked, the **Design** tab will appear on the right side of the Ribbon, giving you various editing options:

- **Hide the first-page header and footer:** For some documents, you may not want the first page to show the header and footer, like if you have a cover page and want to start the page numbering on the second page. If you want to hide the first-page header and footer, check the box next to **Different First Page**.



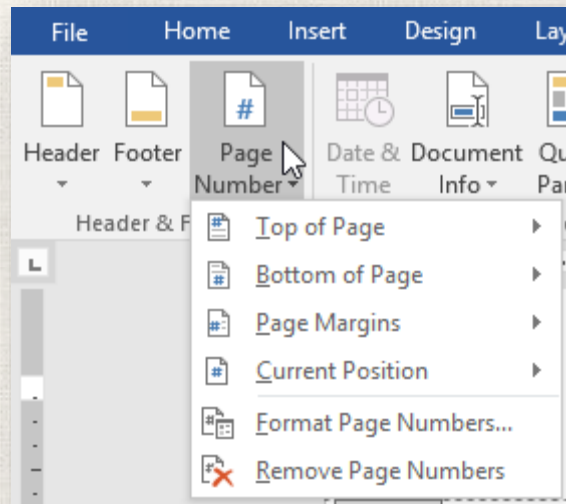
Designing tab options

➔ **Remove the header or footer:** If you want to remove all information contained in the header, click the **Header** command and select **Remove Header** from the menu that appears. Similarly, you can remove a footer using the **Footer** command.

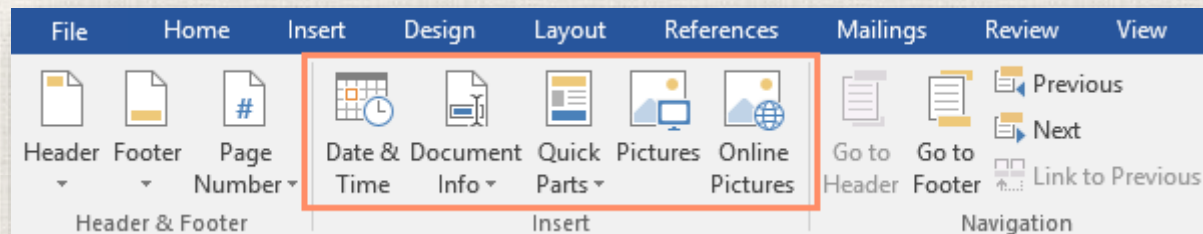


Designing tab options

- ➔ **Page Number:** You can automatically number each page with the Page Number command.



- ➔ **Additional options:** With the commands available in the Insert group, you can add the **date and time**, **document info**, **pictures**, and more to your header or footer.

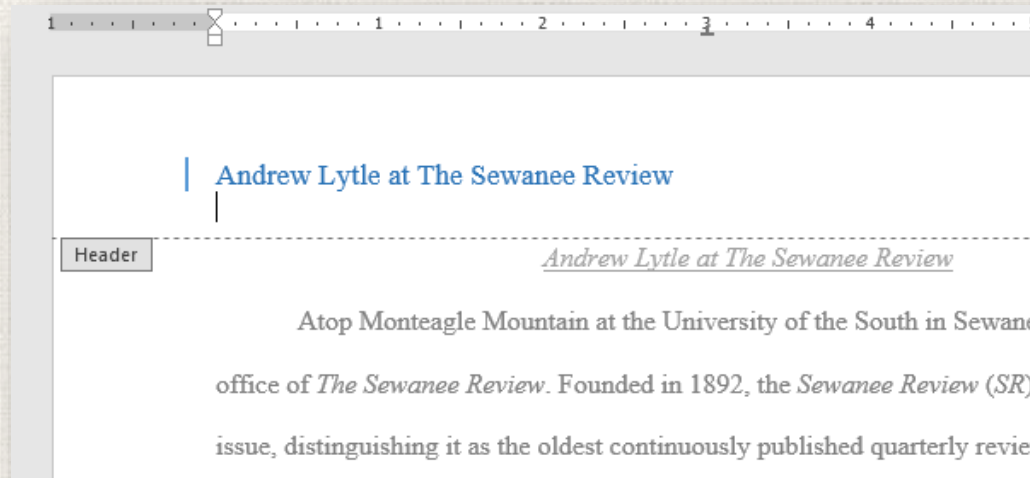


Inserting date/time into a header or footer

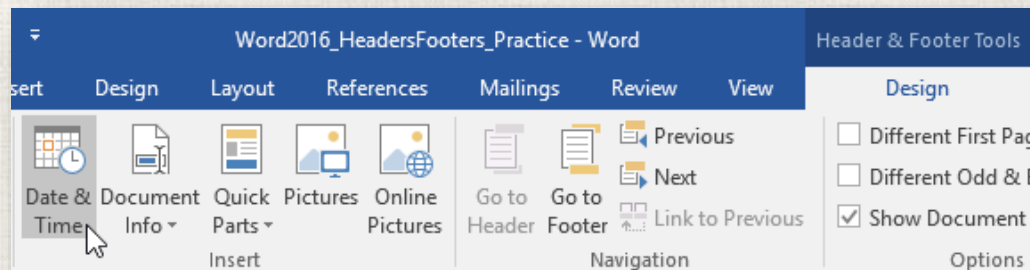
- Sometimes it's helpful to include the **date or time** in the header or footer. For example, you may want your document to show the **date when it was created**.
- On the other hand, you may want to show the **date when it was printed**, which you can do by setting it to **update automatically**. This is useful if you frequently update and print a document because you'll always be able to tell which version is the most recent.

Inserting date/time into a header or footer

1. Double-click anywhere on the header or footer to **unlock** it. Place the **insertion point** where you want the date or time to appear. In our example, we'll place the insertion point on the line below the author's name.

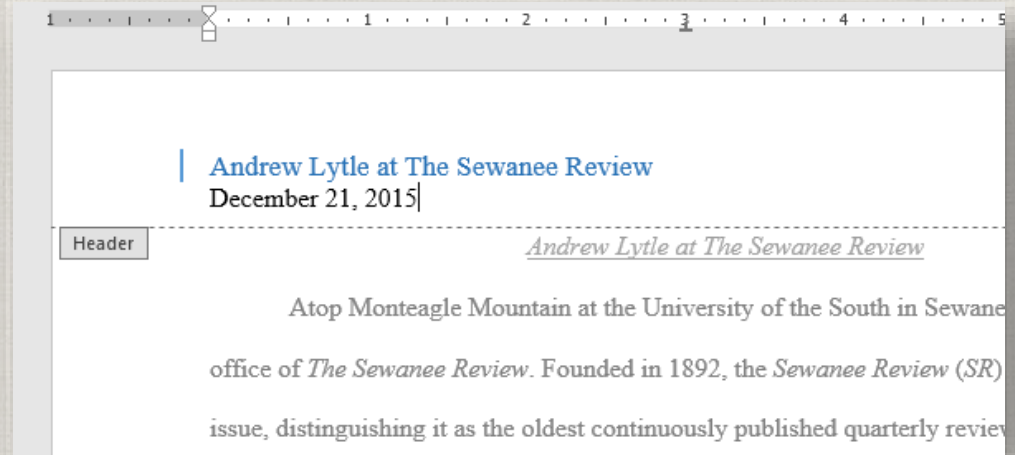
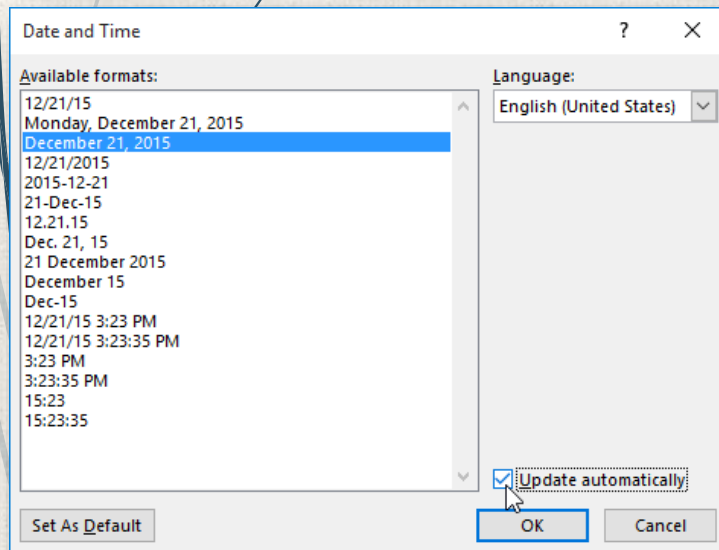


2. The **Design** tab will appear. Click the **Date & Time** command.



Inserting date/time into a header or footer

3. The **Date and Time** dialog box will appear. Select the desired **date** or **time format**.
4. Check the box next to **Update Automatically** if you want the date to change every time you open the document. If you don't want the date to change, leave this option unchecked.
5. Click **OK**. The date will appear in the header.



Practice

- Open our **practice document**. If you've already downloaded our practice document in order to follow along with the lesson, be sure to download a fresh copy by clicking the link in this step.
- Open the **header**.
- Choose **Align Right** on the **Home** tab and type your name.
- Below your name, use the **Date & Time** command on the **Design** tab and insert the date. You can use whichever format you like.
- In the **footer** section, insert the preset footer **Grid**.
- **Close** the header and footer.

Andrew Lytle at *The Sewanee Review*

Atop Monteagle Mountain at the University of the South in Sewanee, Tennessee, is the office of *The Sewanee Review*. Founded in 1892, the *Sewanee Review* (SR) has never missed an issue, distinguishing it as the oldest continuously published quarterly review in the United States. For its first half-century, the magazine existed as a general journal of the Humanities, featuring articles on literature, art, politics, and the South. In the early 1940s its focus became purely literary, and the SR now regularly publishes superb essays, literary criticism, fiction, poetry and, of course, reviews of current books. This shift in tone was facilitated expressly by the editors of the time. Indeed, a great deal of the magazine's continued excellence has depended on its editors, without whom the SR would not have been able to solicit and select the excellent writers that have graced their pages during these past decades. For the last seventy-six years, the office of the SR has housed only five, with the most recent editor, George Core, beginning his run in 1973. Andrew Nelson Lytle, one of the South's more distinguished (and underappreciated) men of letters, edited the *Sewanee Review* twice in his career, once in 1942 to 44 and then again from 1961 to 1973. During his tenure as editor, Lytle helped to resurrect the magazine from academic stagnation, financial straits and a dwindling readership while presenting some of the twentieth century's finest critics, writers and poets.

Lytle's career prior to his position was certainly not what one might expect from an editor. He attended Vanderbilt University in the early 1920's, making connections with several members of the Agrarian movement, an assortment of influential professors and new writers collaborating under the banner of Southern idealism. He left Vanderbilt in 1927 after studying literature and history to attend the Yale School of Drama. Lytle's interests remained primarily Southern, however, and in 1930 he contributed his first major essay to the Agrarian symposium



THE END

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