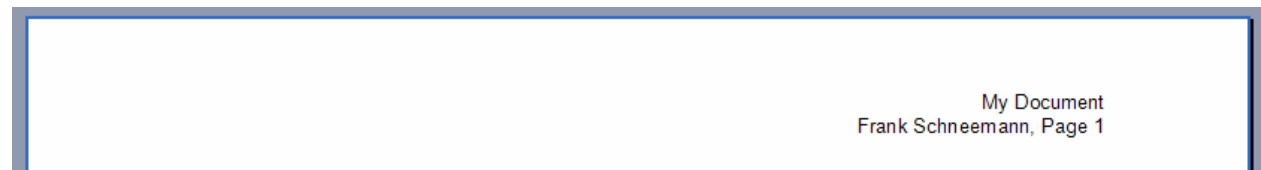


Using Headers and Footers in MS Word documents:

A header is text that appears at the top of every page in the document. The header can contain items such as the title of the document, your name, page numbers, dates, number of pages, etc. You can enter a header once and each page will have the same heading and pages will be numbered automatically. Placing the same information at the bottom of a page and it is called a footer.

The nice thing about headers and footers is that you only have to enter them once and the same information is repeated on every page of your document



Making the Paragraph mark show on the screen

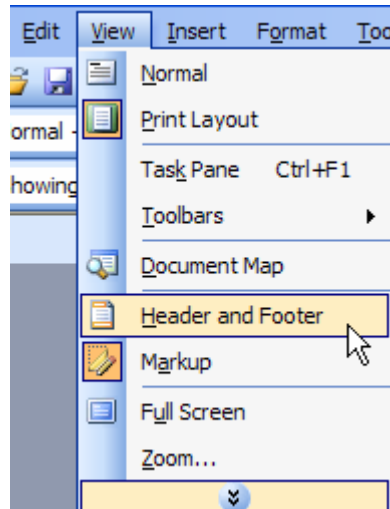
- Find the paragraph mark on your tool bar



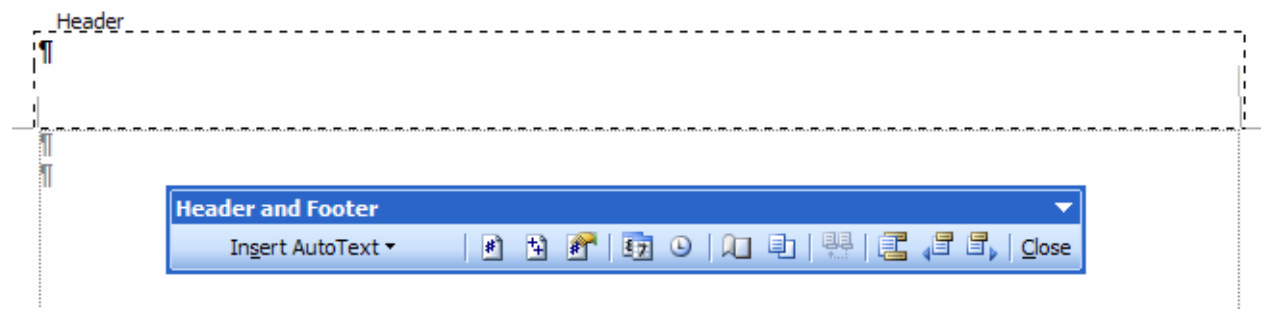
- Click the mark to make the paragraph icon show in your document

Inserting a new header

- Click the View Menu in your Word document
- Click the Header and Footer sub-menu



A dotted Header box like the one below will open in your word document, waiting for you to enter text. A Header and Footer option menu will also open. Your cursor will be on the left side of the header.



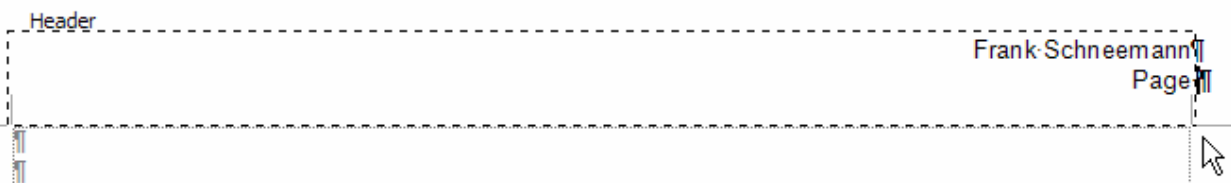
Placing the cursor on the right side of the header

- Click the paragraph mark on the left side of the screen
- Hold down the CTRL key and press the R key
This will put the cursor on the right side of the header



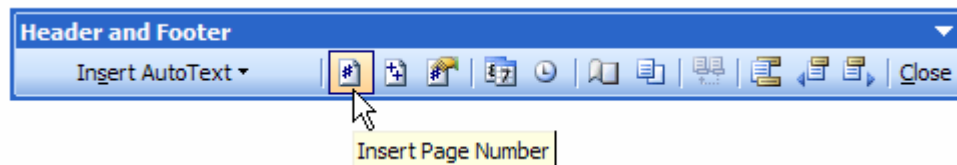
Entering your name and the word, "Page"

- Type your name and press the Enter Key
- Type the word, "Page" and press the Space Bar to leave a space



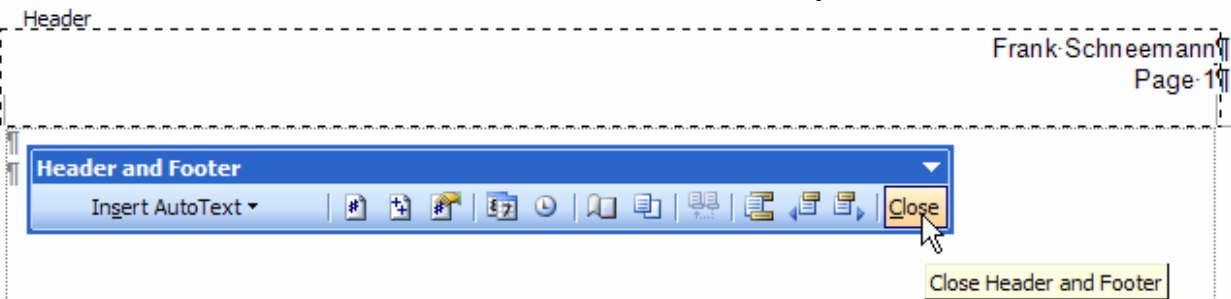
Entering automatic page numbers

- Do **not** press the buttons on your mouse
- Move the cursor over the icons on the Header and Footer toolbar to see what the icons do.
- Move the cursor to the Insert Page Numbers icon and click the mouse button
- An automatic page number will be inserted after the word, Page



The header is now complete

- Click the Close icon on the Header and Footer toolbar to return to your main document



Your header will now show as a light box at the top of each page in your document. Pages will be numbered automatically.



Good job!