



IT Support User Guides

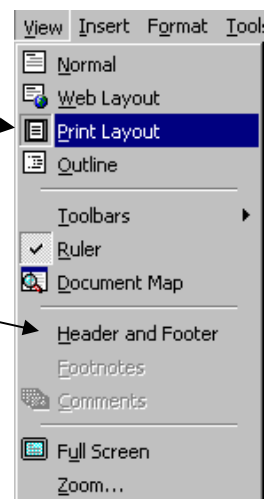
Help and advice with using computers and our network

Word: Using Headers and Footers

- **Select the View menu and choose Print Layout**

This enables you to see your header and footer while you are working on the document

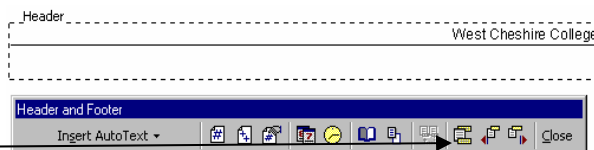
- **Select the View menu and choose Header and Footer**
- **Type** in the text you want in your header



This may be the name of the document

To move between the header and footer:

- **Select** this icon from the tool bar



- **Type** in the text you want in your footer

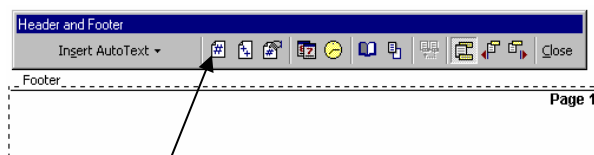
This may be the page number

To automatically insert page numbers in your footer:

- **Type** Page and **select** this icon



from the tool bar



- When you have finished select **Close**

As you are in the page layout view you can see the header and footer in pale grey at the top and bottom of the page

You can change the header or footer at any time by selecting Header and Footer from the View menu

Page Numbering

To change the page numbering format from numbers to letters or Roman numerals:



- **Select** this icon from the **Header and Footer Tool Bar** while you are in the footer

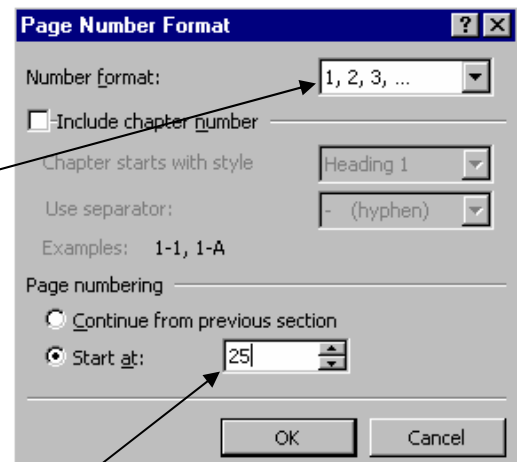
This box will appear:

Selecting **Number Format** will bring up several options for the numbering of your document

Eg. **i, ii, iii, ... a, b, c, ... A, B, C,...**

If you want to start your document from a particular page, for example, page 25:

- **Select Start at:** and enter the number of the page you are starting from, eg. 25 and select **OK**



The first page of your document will now be Page 25

Auto text

There are several Auto Text options you can use. To insert the filename into your footer:

- **Select** the **View** menu and choose **Header and Footer**
- **Switch** to **Footer**
- **Click** on Insert Autotext
- **Click** on **Filename**

