

HEADERS AND FOOTERS IN WORD

To create a Header or Footer in Word:

1. Click on "View" on the menu bar.
2. Click on "Header and Footer".
3. A box opens that shows icons representing the various things that can be added to a header or footer. One of the icons allows you to choose between "header," and "footer". This icon is the third item from the right and looks like a sheet of paper with yellow notes at the top and bottom. Hold your mouse pointer over the icon and the text "Switch between header and footer" appears.
4. At the same time the box of icons appear, your document will fade out and the header will appear within a dotted line box. You can start typing within this box at any time. You can also edit text.
5. Once you've created the header, double click on the main body of your document to get out of the header and go back to your document. The header will fade out and the main document will be bright again.
6. If you need to edit the header after you've already left it, just double click inside the header. The main document will fade out and the text in the header will reappear.

TO CREATE A FOOTER

1. Follow all the same instructions for creating a header up through #3. In the box of Icons, hold your mouse pointer over the third icon from the right...the one that looks like a sheet of paper with yellow notes at the top and bottom. Click on this icon. You will be switched to the Footer area of your page. You can now type, or insert or edit within the Footer area.
2. To exit the Footer and go back to your document just double click on the main body of the document. The Footer will fade out and the main body will become bright.
3. To edit a Footer, double click on the Footer area. It will become bright and the document will fade.

TO MAKE THE FIRST PAGE WITHOUT HEADER AND FOLLOWING PAGES WITH A HEADER:

1. Click on View then Header and Footer.
2. The icon box opens. Hold your mouse pointer over the icon that is 6th from the right (looks like an open book). Text appears that says "Page Setup".
3. Click on the Page Setup icon. A box opens. Choose the "Layout" tab and on that page click on "Different First Page".
4. On the same page, on the bottom right, click on the drop down box and choose either "whole document" or select your choice of instructions.
5. Click OK.

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