

# Word 2008

for Macintosh OS X

## Headers & Footers Footnotes & Endnotes



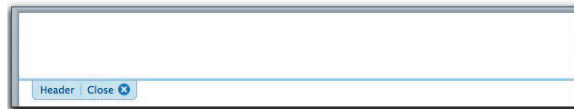
Headers and footers contain text that repeats on every page of your document. By default, the same header and footer appears on each page, but, by using sections, you can set up different headers and footers for different parts of your document.

### Creating a Header or Footer

Headers and footers are visible in Print Layout View or Print Preview. To create a header or footer:

- Choose View > Header and Footer

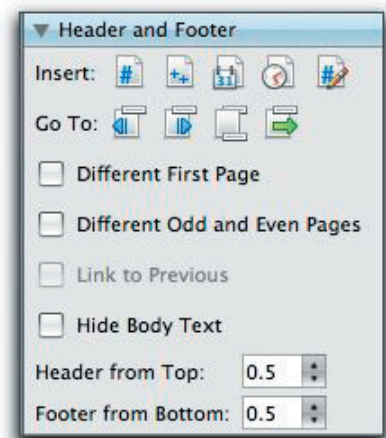
The insertion point appears in the Header pane on the first page of your document.



The Formatting Palette displays a Header and Footer window containing the buttons that help you create headers and footers.

The five tools listed after “Insert” help you insert commonly used header and footer text, such as page numbers, date and time. The four tools listed after “Go To” help you navigate between headers and footers in your document. For example, if you are viewing the header pane and you click the “Switch Between Header and Footer” button, you’ll view the footer pane. The Show Previous, Show Next, and Goto buttons become useful when you create different headers and footers for various portions of your document.

- Type some text for a header
- Double click the **Close** button
- If you are not in the Print Layout View click the **Print Layout View** button (fourth from left in lower left hand corner)



Notice the text for the header will be dim and will appear on every page.

### Creating Different Headers and Footers in the Same Document

By default, headers and footers that you create are the same on each page of your document. If you create sections in your document, however, you can create a variety of different headers and footers.

For each section, you can create:

- A different header and footer for each section.
- One header and footer for even pages and another header and footer for odd pages.
- One header for the first page and another for subsequent pages.
- Using the Break command under the Insert menu, create a document with several section breaks
- Choose View > Header and Footer

Notice the Header label includes the section number.

- Create a header
- Use the **Show Next** button to navigate to the section for which you want a different header



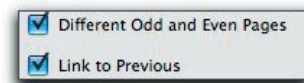
The header pane for the next section appears with the label “Same as Previous.” The **Link to Previous** button on the Formatting Palette becomes available.

- Check the box next to “**Link to Previous**”
- Change the header text for the second section
- Double click the **Close** button
  
- If you are not in **Page Layout View**, click the button to view the headers

To create separate headers for odd and even pages:

- Choose View > Header and Footer
- Use the **Show Next** or **Show Previous** button to navigate to the section for which you want a different header; e.g., page 2 for even pages
- Click in the “Different odd and even” check box on the Formatting Palette

Word redisplay your document and the Header pane title changes to either “Even Page Header - Section n” or “Odd Page Header - Section n”



Type the text you want to appear in the Even Header pane and then click the **Show Next** and **Show Previous** buttons to find the Odd Header pane and complete it.

To create a different header for the first page:

Using a different header for page one is a perfect way to leave the first page of a document blank while having headers on subsequent pages. Check the box next to “Different First Page.” Navigate to the first page and type in the desired header.

## Editing or Deleting a Header or Footer

To make changes to a header or footer:

- Choose View > Header and Footer
- Choose the appropriate header or footer option and make the changes

To delete a header or footer:

- Delete the text
- Double click the **Close** button

## Creating Footnotes and Endnotes

To insert a standard footnote, place your insertion point where you want the footnote to appear, and select Footnote from the Insert menu. The Footnote and Endnote dialog box opens. Make sure Footnote is selected and click the **OK** button. Word inserts a reference number at the end of the text you are footnoting. If this is the first footnote in your document, the number is 1; if you have already inserted footnotes, Word uses the next number after your last footnote.

<sup>1</sup> Wolf, Alexander T. The True Story of the Three Little Pigs! New York: Penguin Books, 1989]

Create the footnote at the bottom of the page beneath a footnote separator line that stretches about one-third of the way across the page.

If you prefer to create an endnote, select Endnote in the Footnote and Endnote dialog box. Word inserts the endnote reference at the end of the document. By default, Word uses the sequence i, ii, iii, and so on for endnotes. Type your endnote.

A screenshot of a text box containing a footnote reference: "Wolf, Alexander. The True Story of the Three Little Pigs! New York: Penguin Books, 1989|". The text is in a serif font and is enclosed in a rectangular box with a thin border and a slight shadow.

Placing the mouse pointer over the footnote or endnote reference number will display the text in a box.

## Editing Footnotes and Endnotes

Within the Footnote or Endnote pane, you can edit or format text in most of the ways with which you're accustomed. You can even add images or tables. A few of Word's features are off-limits, but not many. For example, you can't use Word's drawing tools, or insert comments or captions.

If you are working in your document and you want to edit the text associated with a note:

- Double click the footnote or endnote reference mark

The cursor moves to the appropriate footnote or endnote.

## Customizing Your Footnotes and Endnotes

Word gives you total control over the appearance, sequence, and location of footnotes and endnotes.

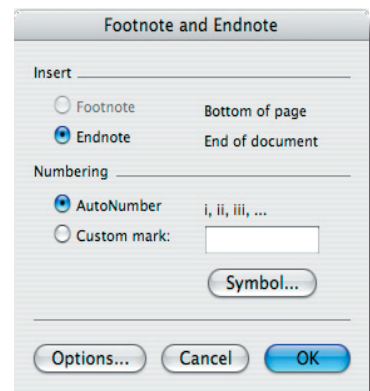
In documents where you only have a few footnotes or endnotes, you may want to use a custom mark - a special character that appears in place of the number or letter Word would normally use as its reference mark.

To insert a Custom Mark:

- Place your insertion point where you want the footnote or endnote
- Choose Insert > Footnote
- Choose Footnote or Endnote to specify which kind of note you're creating
- Click in the "Custom mark" radio button and in the text field enter the character(s) you want to use for your reference mark

You can insert up to ten characters for the reference mark.

- Use the **Symbol** button for suggestions
- Click the **OK** button



## Working with Footnotes and Endnotes

The reference mark in your document and the text of your footnote or endnote are connected. Whenever the reference mark moves in your document, the footnote/endnote text moves with it. This means you can:

- Duplicate a footnote by selecting, copying and pasting the reference mark.
- Move a footnote by cutting and pasting (or dragging and dropping) the reference mark.
- Delete a footnote by deleting the reference mark.

You don't have to cut, copy, paste or delete only the reference mark; chances are you'll also be editing related surrounding text at the same time. The reference mark moves with the surrounding text. Whenever you move, copy or delete a reference mark, Word automatically updates the numbering of all the footnotes or endnotes in your document.

