

Word 2003

for Windows XP

Headers & Footers

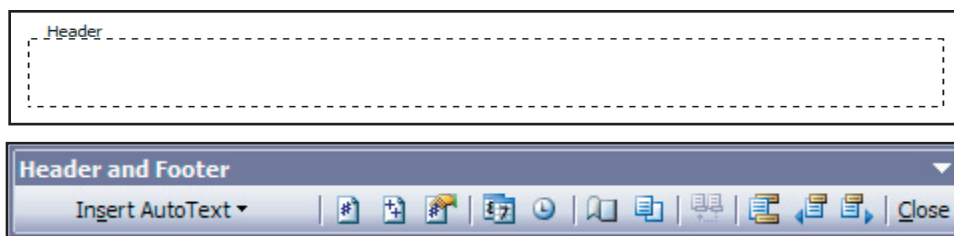


Headers and footers contain text that repeats on every page of your document. By default, the same header and footer appears on each page, but, by using sections, you can set up different headers and footers for different parts of your document.

Creating a Header or Footer

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

- Choose View > Header and Footer

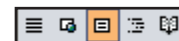


The insertion point appears in the Header pane on the first page of your document. Below is the Header and Footer toolbar.

The buttons on the Header and Footer toolbar help you create headers and footers. The five tools beginning at the left of the toolbar help you insert commonly used header and footer text, such as page numbers, date and time. The four tools to the left of the **Close** button 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 Link to Previous, Show Previous, and Show Next buttons become useful when you create different headers and footers for various portions of your document.

- Type some text for a header
- Click the **Close** button
- Click the **Print Layout View** button if you are not currently in that view; third 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.

With different sections, 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 Header and Footer toolbar becomes available.

- Click the **Link to Previous button**
- Change the header text for the second section
- Click the **Close** button
- If you are in Normal View, click the **Print Layout View** button to check the headers



To create separate headers for odd and even pages:

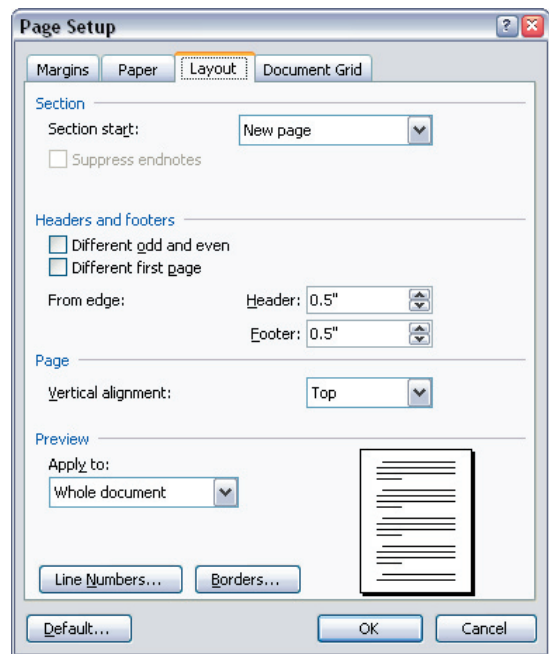
- Choose View > Header and Footer
- Use the **Show Next** button to navigate to the section for which you want a different header; e.g., page 2 for even pages

- Click the **Page Setup** button



The Page Setup dialog box appears.

- Click the **Layout** tab
- Click in the "Different odd and even" check box
- Click the **OK** button



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 place no header on page one but a header on subsequent pages. Follow the same steps to create a different first page header or footer as you did to create different odd and even page headers and footers. The only difference than in the previous example, is that you click in the "Different first page" check box in the Layout tab of the Page Setup (Document) dialog box.

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

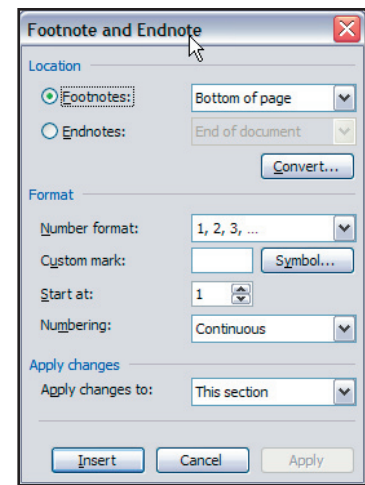
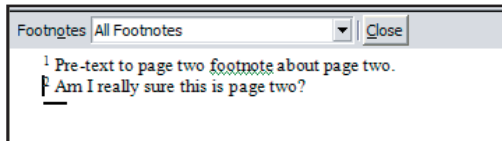
To delete a header or footer:

- Delete the text
- 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 Reference> Footnote from the Insert menu. The Footnote and Endnote dialog box opens. Make sure Footnotes is selected and click the **Insert** 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.

In Normal View, Word displays the Footnote pane, where you can type your footnote. If the Footnote pane does not appear, display it by choosing View> Footnotes.



In Print Layout View, there is no separate Footnote pane. You simply edit the footnote wherever it's located on the page - typically 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 an endnote in your document and (in Normal View) opens the Endnote pane, where you can type your endnote. By default, Word uses the sequence i, ii, iii, and so on for endnotes.

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 in Normal View

The footnote or endnote pane opens, displaying the text.

In Normal View, you can also view the footnote pane by choosing View> Footnotes. If you have both footnotes and endnotes, a dialog box will prompt you to choose.

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> Reference> Footnote
- Choose Footnote or Endnote to specify which kind of note you're creating
- Click in the "Custom mark" text field and enter the character(s) you want to use in your reference mark

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

- Use the **Symbol** button for suggestions
- Click the **Insert** 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.

