Headers, Footers and Footnotes

In this chapter you will learn how to format multiple pages in more detail. This includes adding Headers and Footers, Title Pages and Footnotes.

Headers and Footers

Document pages provide space at the top and bottom for HEADERS and FOOTERS. Anything placed in a HEADER or FOOTER is usually printed on each page of a document. HEADERS and FOOTERS are very useful for adding a standard heading, page numbers, an author's name, the date and so on, to a document.

A   Loading the Prepared Document

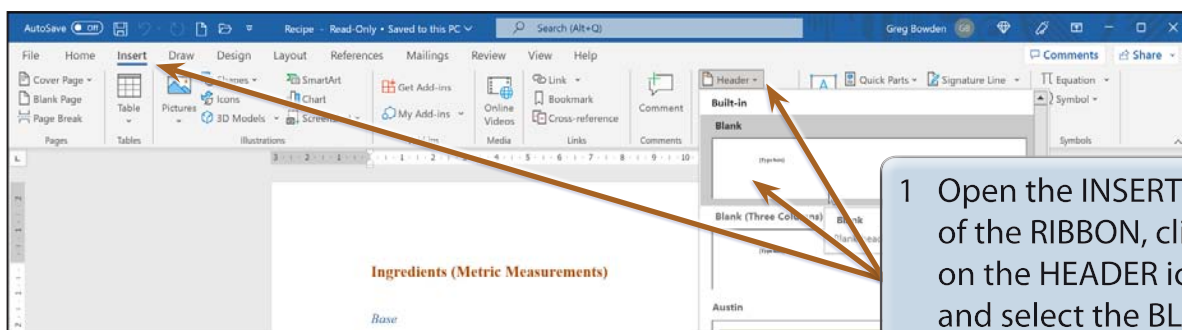A sample document about a cooking recipe has been prepared for you and will need to be loaded from the WORD 2023 SUPPORT FILES.

1   Load Microsoft Word and click on OPEN or close the current file, click on the FILE tab and select OPEN.

2   Browse to the WORD 2023 SUPPORT FILES, open the CHAPTER 8 folder and load the RECIPE file, selecting YES to open the file as a READ ONLY document.

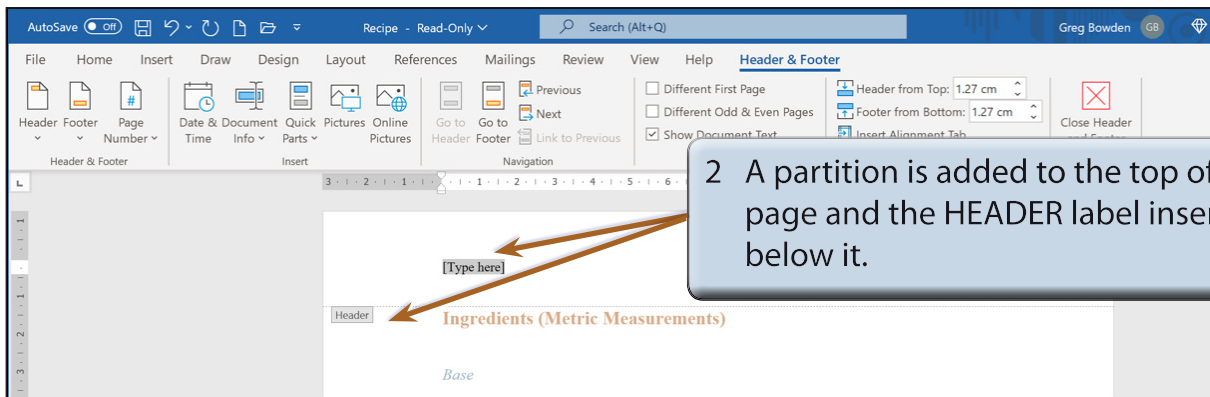3   Click on the FILE tab, select the SAVE AS option, access your WORD PROCESSING folder and save the document as:

Recipe

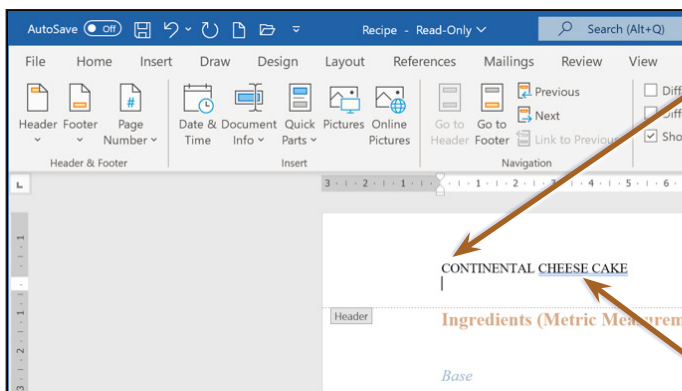### B   Inserting a Header

Let's place a page title as a HEADER.

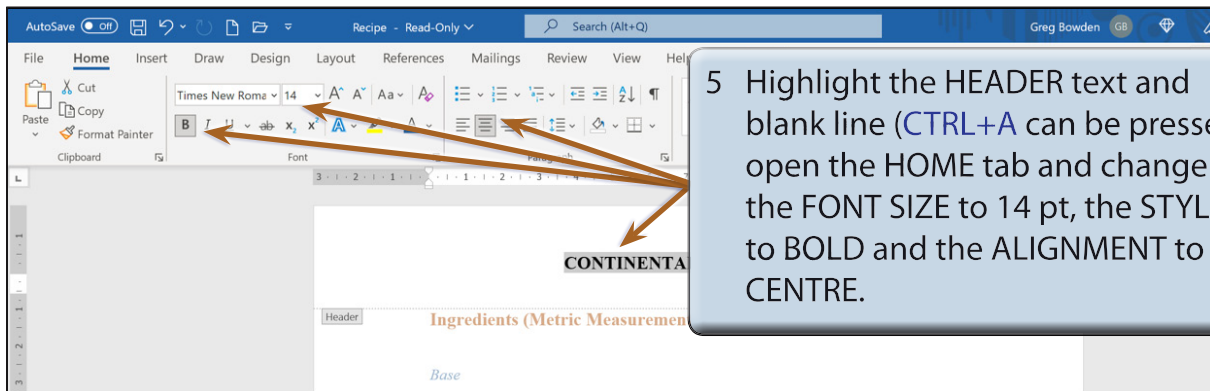1   Open the INSERT tab of the RIBBON, click on the HEADER icon and select the BLANK HEADER style.

2 A partition is added to the top of the page and the HEADER label inserted below it.

NOTE: The HEADER & FOOTER tab containing all the header and footer commands is added to the RIBBON.

3 In the HEADER frame enter:

CONTINENTAL CHEESE CAKE

and press the <enter> key.

4 If a grammar query about CHEESE CAKE displays, you can RIGHT+CLICK on the grammar highlight and select IGNORE ONCE to remove it.
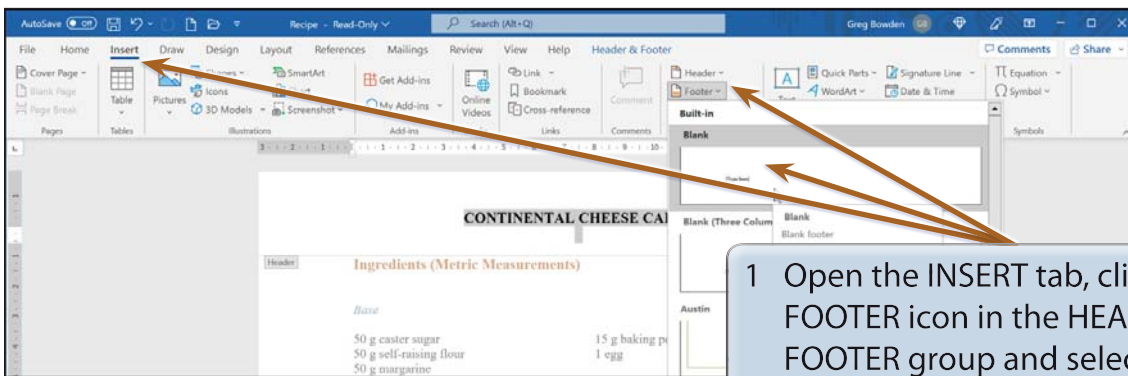

5 Highlight the HEADER text and blank line (CTRL+A can be pressed), open the HOME tab and change the FONT SIZE to 14 pt, the STYLE to BOLD and the ALIGNMENT to CENTRE.
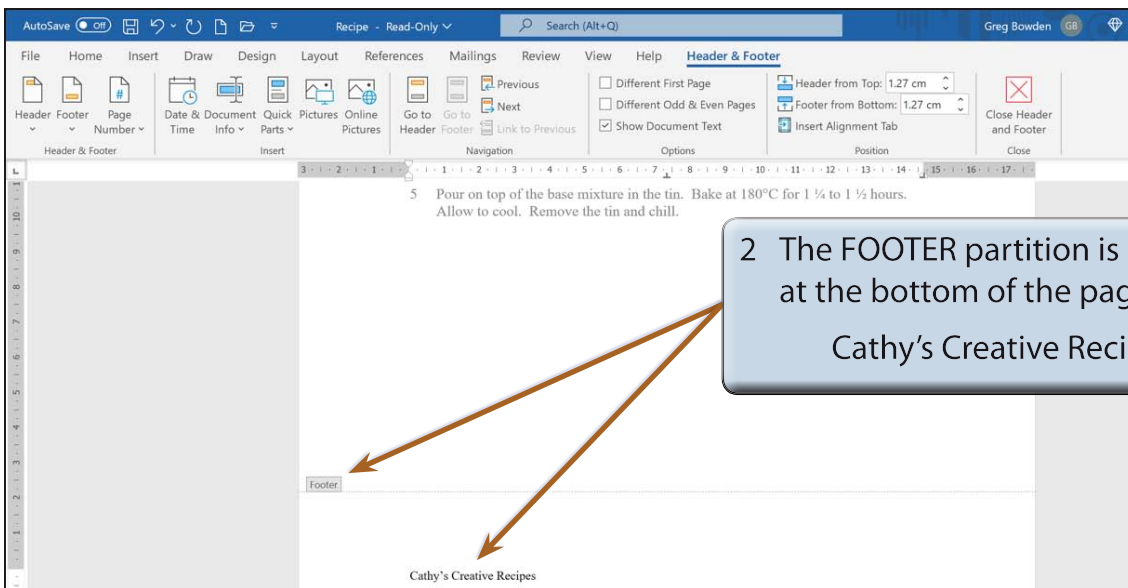
> **NOTE:** i The HEADER and FOOTER frames have preset tabs stops inserted. A CENTRE JUSTIFIED TAB STOP is at the centre of the left and right margins, in this case at 7.3 cm and a RIGHT JUSTIFIED TAB STOP is at the right margin, in this case at 14.6 cm.
>
> ii The HEADER frame increases in size as you enter more lines of text or press the <enter> key.

C   Inserting a Footer

A partition is available at the bottom of each page. This is called the FOOTER and it prints on each page. Let's place the title of the recipe book at the left of the FOOTER and the page number at the right.

1   Open the INSERT tab, click on the FOOTER icon in the HEADER AND FOOTER group and select the BLANK footer style.

2   The FOOTER partition is opened at the bottom of the page, enter:

Cathy's Creative Recipes

3   Press the TAB key twice to move the cursor to the RIGHT JUSTIFIED TAB STOP, enter the word:

Page

and press the SPACE BAR.

4   Click on the PAGE NUMBER icon in the HEADER & FOOTER tab. Highlight CURRENT POSITION and select the PLAIN NUMBER style to insert the current page number.

5   Highlight all of the FOOTER text and set the FONT SIZE to 11 pt and the STYLE to ITALIC.