Lesson 12 Headers and Footers

Headers and Footers

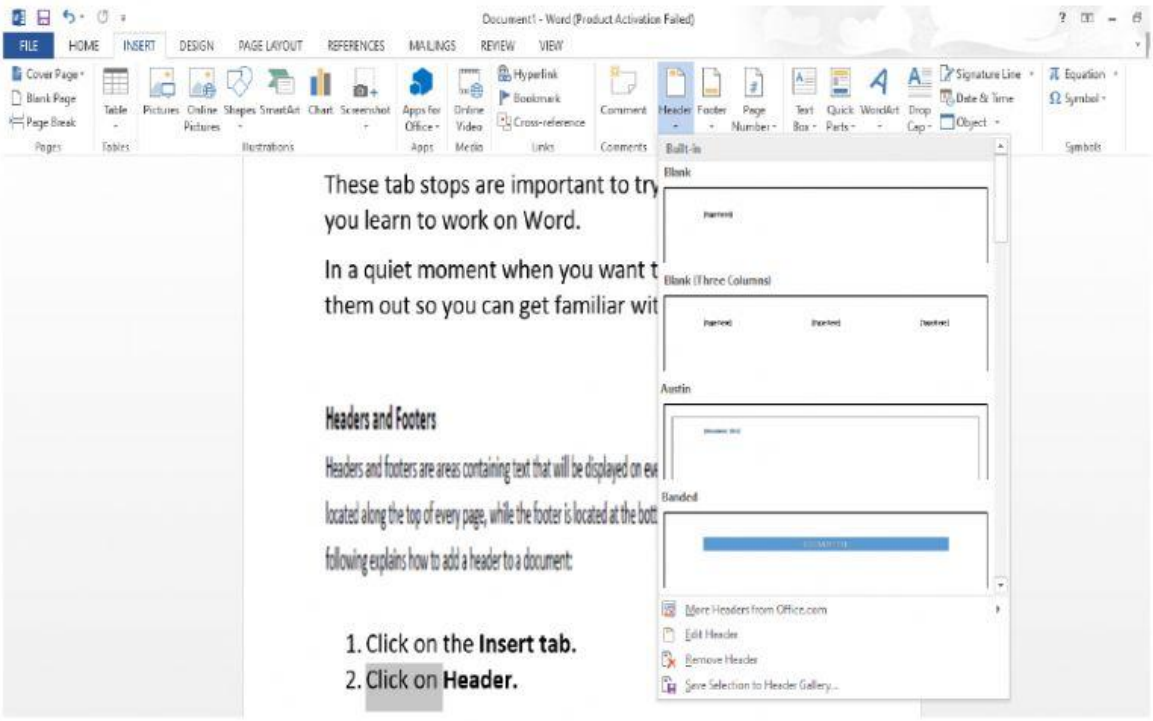
Headers and footers are areas containing text that will be displayed on every page. The header is located along the top of every page, while the footer is located at the bottom of every page. The following explains how to add a header to a document:

1. Click on the **Insert tab.**
2. Click on **Header.**



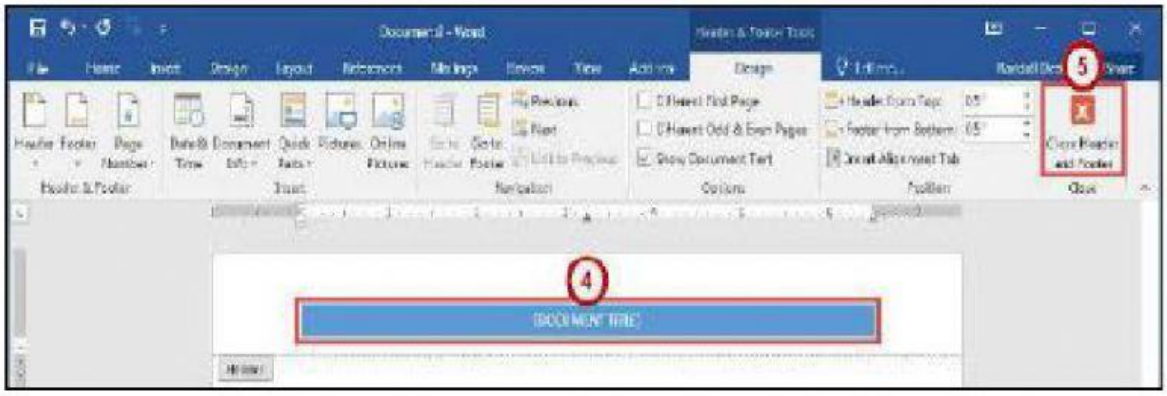
3. In the *Header Gallery* drop-down menu, click on a **header design**

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4. To edit the header, **type** the text that you want to appear in the indicated areas

5. When you are finished, click **Close Header and Footer** in the *Header & Footer Design Tools Design* tab



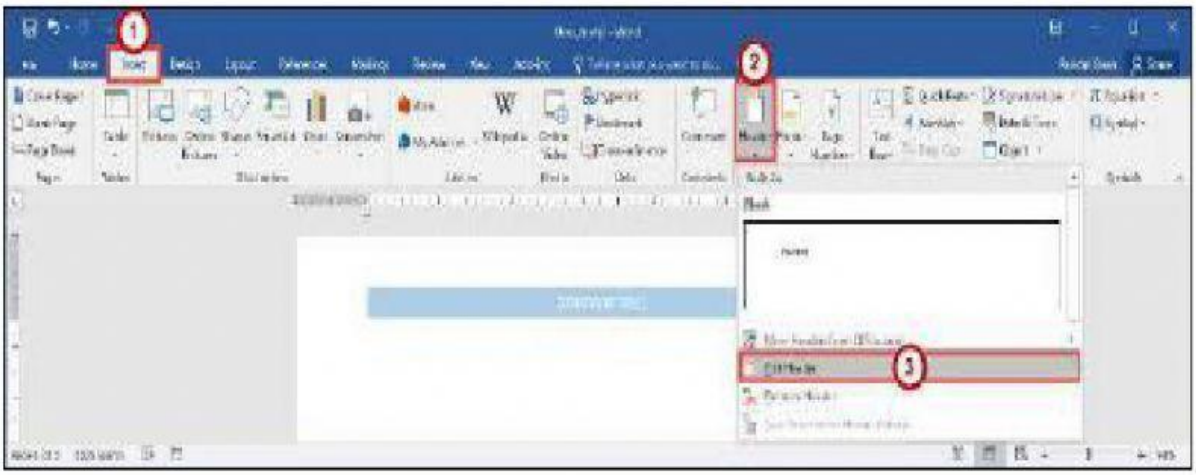
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Editing Headers & Footers

1. Click the **Insert** tab.
2. Click the **Header.**
3. In the **Header Gallery** drop-down menu, click **Edit Header.**

4. **The Header & Footer Tools** - **Design** tab will open. You will be able to make

your edits to the header and/or footer.

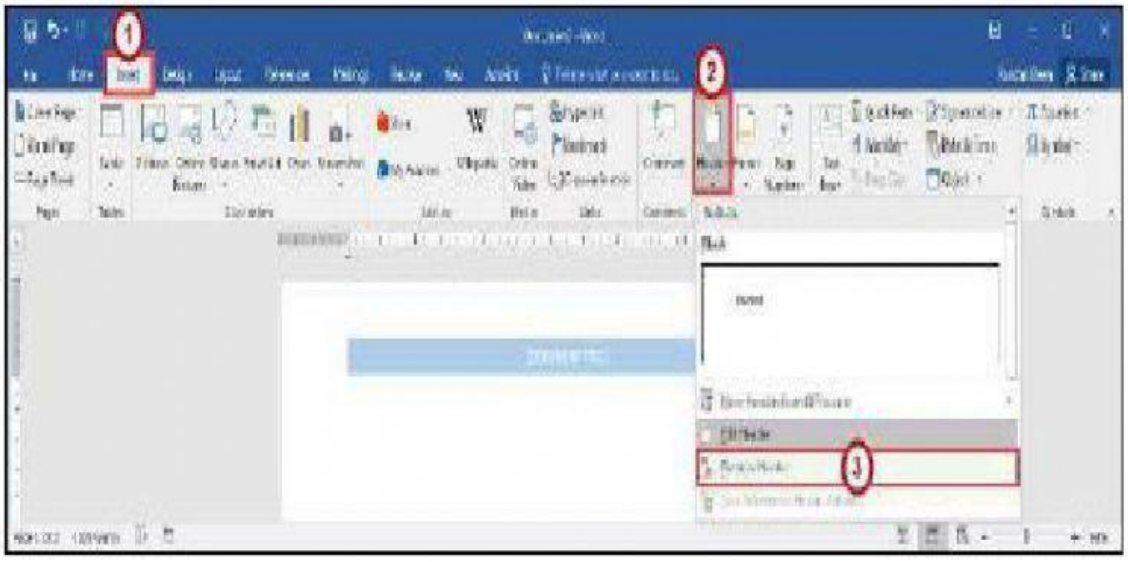


Removing Headers & Footers

1. Click the **insert** tab.
2. Click **Header.**

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3. In the **Header gallery** drop-down menu click **Remove Header.**



Questions

1. Is it important for having a header and footer on you document?

2. Describe how you set up a Header and Footer?

3. How do you edit and remove the Header or Footer?

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