Notes, Word, HEADERS AND FOOTERS

To Create A Header

1. Click on View, Headers and Footers
2. The Header and Footer toolbar appears.
3. The Header section also appears.
4. Type the desired text in this box.
5. When you are done keying in your text, click the Close button.
6. If you wish to create a footer instead, click the Switch Between Header and Footer Icon on the Header and footer Toolbar.

7. The Footer area will appear.

8. Type whatever text you want in this text box and then click Close of the Header and Footer toolbar.

To Create a Different Header or Footer

If you would like to create a different header or footer for the first page of a document (as you would do on most documents) follow these steps.

1. Click the Page Setup icon on the Header and Footer toolbar.
3. Choose Different First Page and then click OK.
4. A new header or footer appears now. It says First Page Header (or footer) instead of just plain header or footer.
5. Now use the left and right red arrow on the previous and next icons on the Header and Footer toolbar to switch back and forth between the first page header or footer and the regular header or footer. The first page header or footer will appear on only the first page. The regular header or footer will appear on every page except the first.