



## Introduction

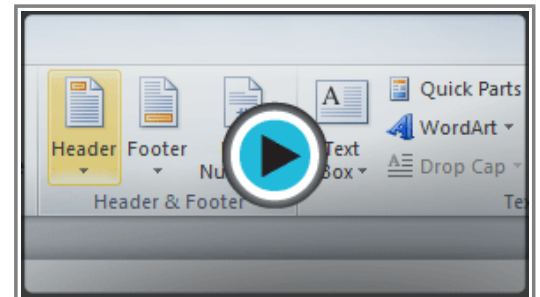


You can make your document look **professional and polished** by utilizing the header and footer sections. The **header** is a section of the document that appears in the **top margin**, while the **footer** is a section of the document that appears in the **bottom margin**. Headers and footers generally contain information such as page number, date, document name, etc.

In this lesson, you will learn how to **insert and edit headers and footers**.

## Headers and Footers

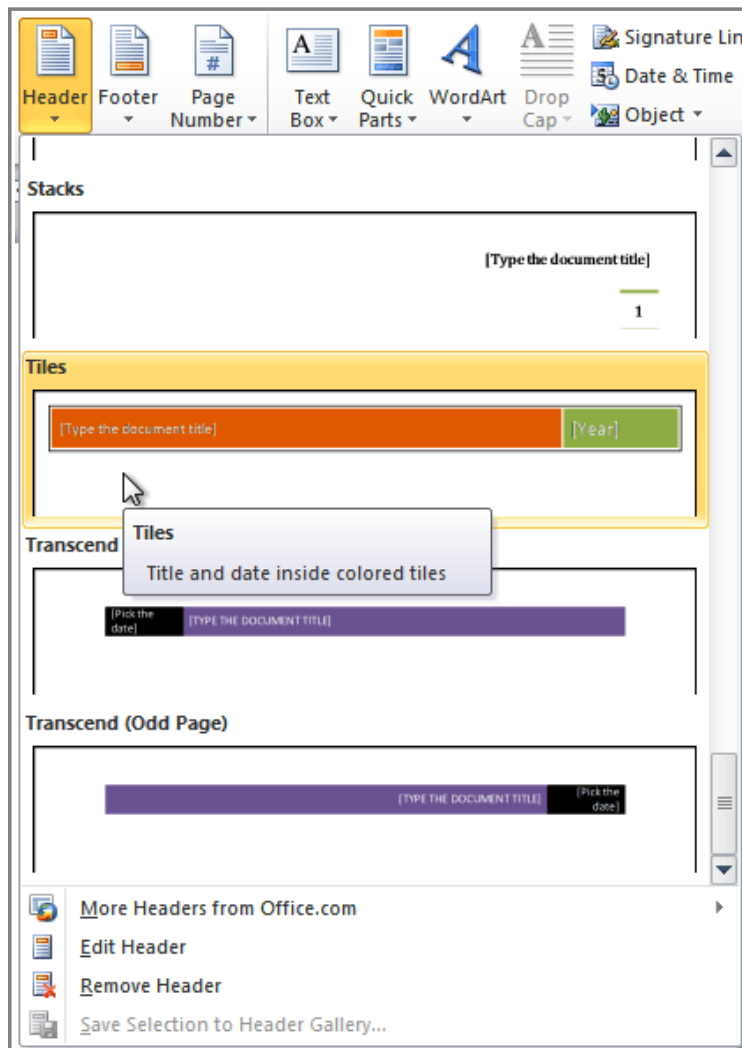
▶▶▶ Watch the video to learn about using headers and footers.



*Watch the video (3:13). [Need help?](#)*

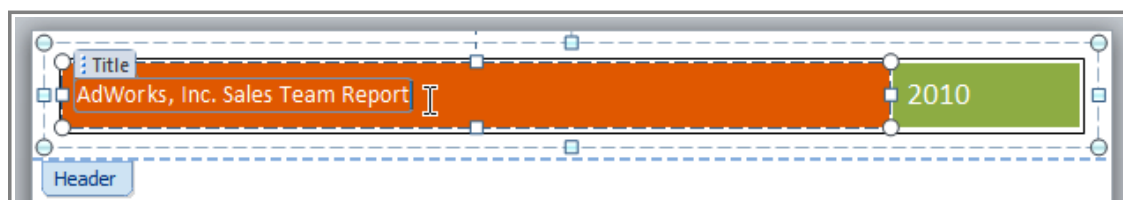
### To Insert a Header or Footer:

1. Select the **Insert** tab.
2. Click either the **Header** or **Footer** command. A drop-down menu will appear.
3. From the drop-down menu, select **Blank** to insert a blank header or footer, or choose one of the **built-in options**.



**Inserting a header**

4. The **Design** tab will appear on the Ribbon, and the header or footer will appear in the document.
5. Type the desired information into the header or footer.

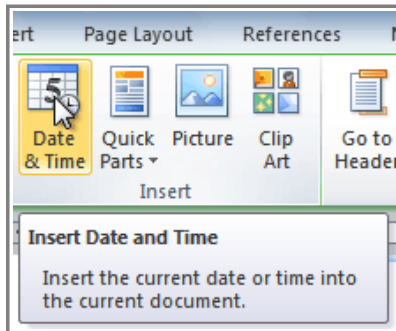


**Typing text into a header**

6. When you're finished, click **Close Header and Footer** in the **Design** tab, or hit the **Esc** key. After you close the header or footer, it will still be visible, but it will be **locked**. To edit it again, just double-click anywhere on the header or footer, and it will become unlocked

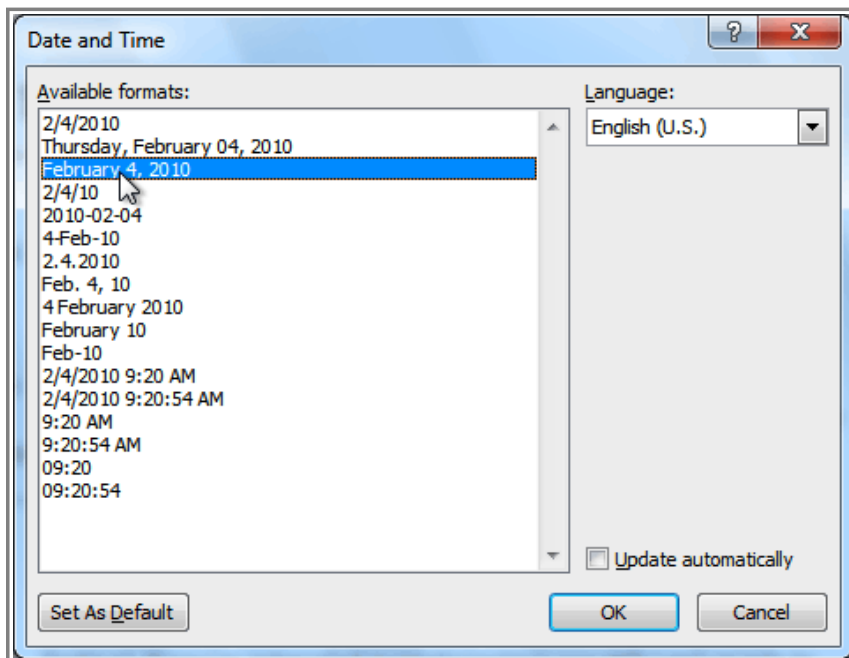
## To Insert the Date or Time into a Header or Footer:

1. **Double-click** anywhere on the header or footer to **unlock** it. The **Design** tab will appear.
2. From the **Design** tab, click the **Date & Time** command.



*The Date & Time command*

3. Select a **date format** in the dialog box that appears.

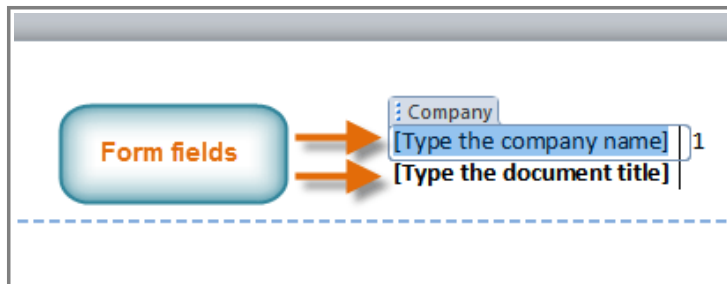


*Selecting a date format*

4. Place a checkmark in the **Update Automatically** box if you would like it to always reflect the current date. Otherwise, it will not change when the document is opened at a later date.
5. Click **OK**. The date/time now appears in the document.

## To Remove Content Controls:

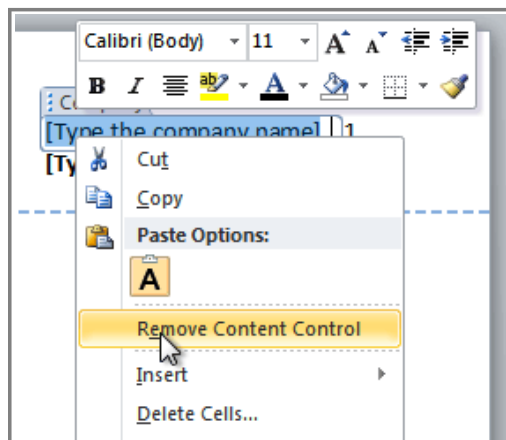
By default, some of the built-in headers and footers have snippets of text that are called **Content Controls**. Content Controls can contain information such as the **document title** or **company name**, and they allow you to enter that information into a **form field**.



*Form fields*

However, you'll often just want to type a "normal" header, without any Content Controls. To do this, you'll need to remove any Content Control fields from the header or footer.

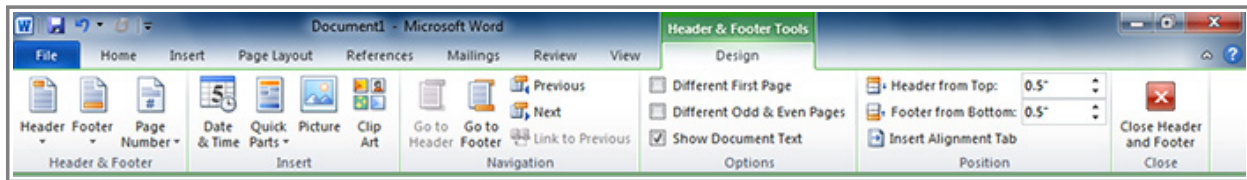
1. With the header or footer section active, right-click the **Content Control** field you wish to remove. A drop-down menu will appear.
2. Click **Remove Content Control**. The Content Control field will disappear.



*Removing Content Control*

## Other Header and Footer Options

There are many other **header and footer options** that you can use to design these sections of your document. You can review the Header and Footer Tools **Design** tab, to view and explore the design options.



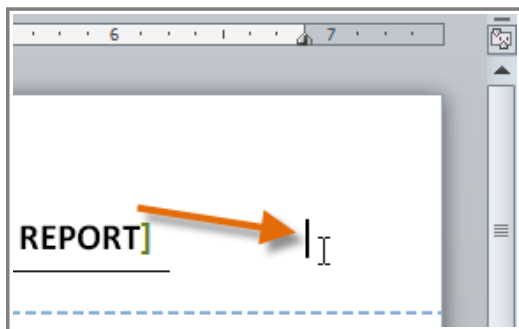
*The Design Tab*

## Adding Page Numbers

Word can automatically label each page with a page number and place it in a **header**, a **footer** or in the **side margin**. You can add page numbers to an **existing header or footer**, or you can insert page numbers into a **new header or footer**.

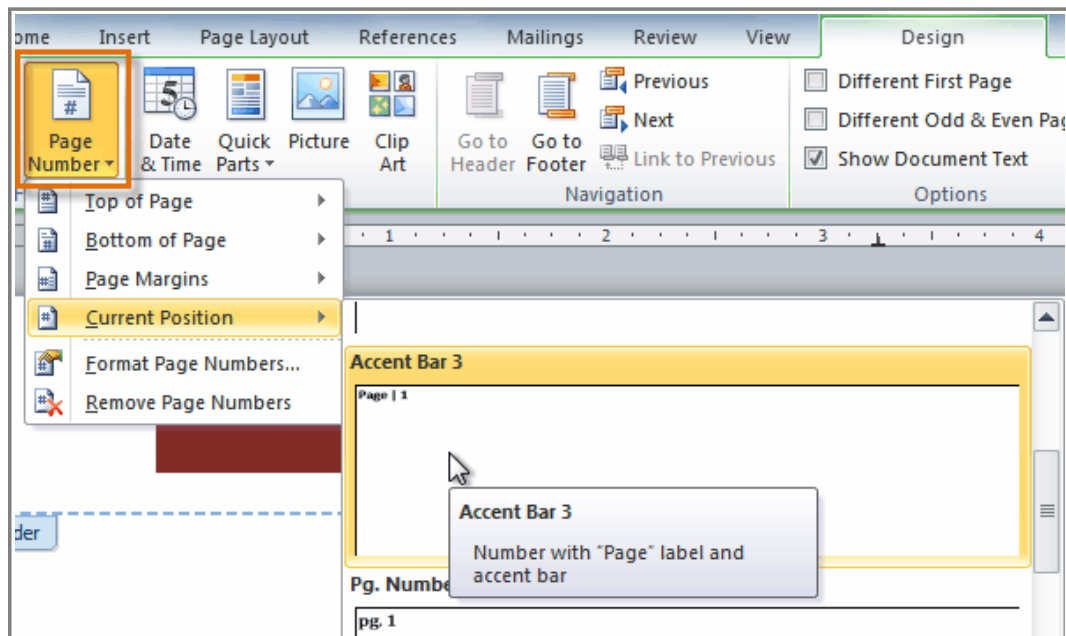
### To Add Page Numbers to an Existing Header or Footer:

1. Select the **header** or **footer**. The **Design** tab will appear.
2. Place the **insertion point** where you want the page number to be. You can place it anywhere **except** inside a **Content Control field**.




*The Insertion point*

3. From the Design tab, select the **Page Number** command.
4. Click **Current Position** and select the desired style. The page number will appear in the document.

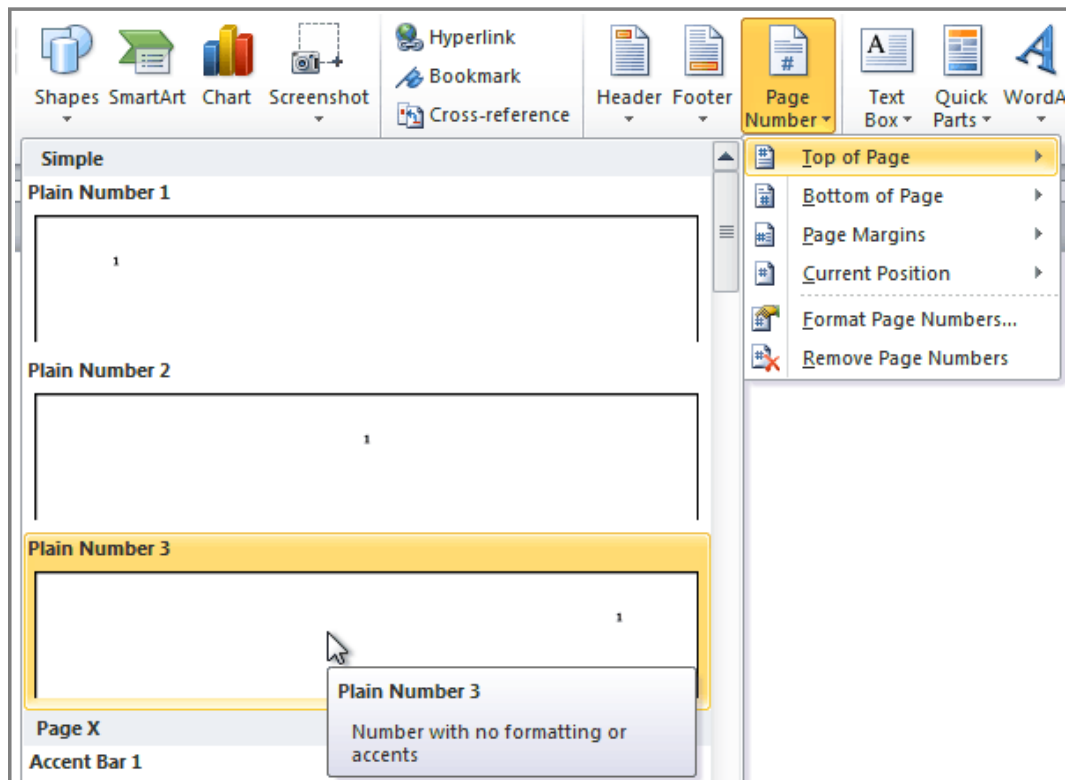


*Selecting a page number*

 If you've already typed information into your header or footer, it's important to place the page number at the **Current Position** to avoid losing anything. If you select a page number from **Top of Page** or **Bottom of Page**, it will **delete anything that you have already added** to the header or footer.

## To Insert Page Numbers into a New Header or Footer:

1. From the **Insert** tab, click **Page Number**. A drop-down menu will appear.
2. Select the desired **page number style**, and it will appear in your document.

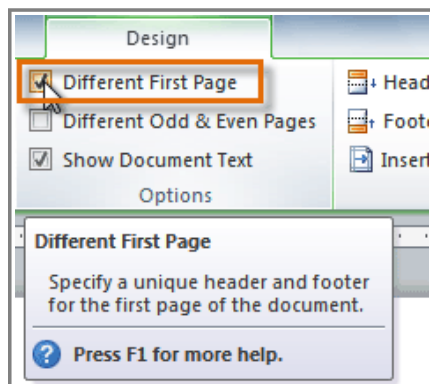


*Inserting a page number at the top of the page*

## To Hide the Page Number on the First Page:

In some documents, you may not want the first page to show the page number. You can **hide the first page number** without affecting the rest of the pages.

1. Select the **header** or **footer** that contains the page number.
2. From the **Design** tab, place a checkmark next to **Different First Page**. The header and footer will disappear from the first page. If you want, you can **type something new** in the header or footer, and it will only affect the **first page**.



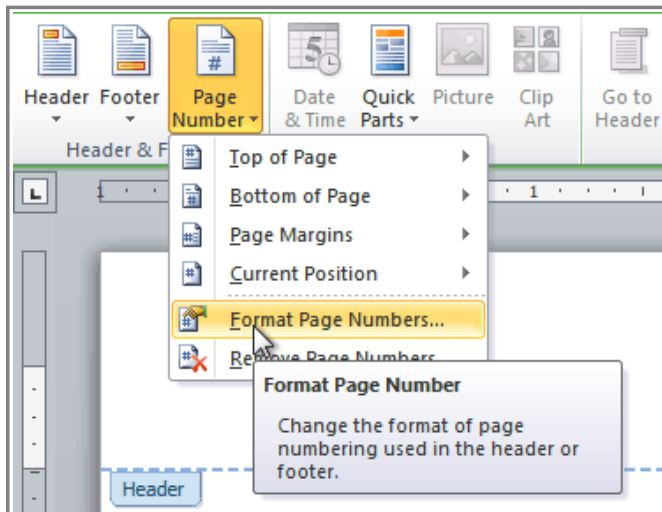
*Hiding the page number on the first page*

If you're unable to select **Different First Page**, it may be because an object within the header or footer is

selected. Click in an **empty area** within the header or footer to make sure nothing is selected.

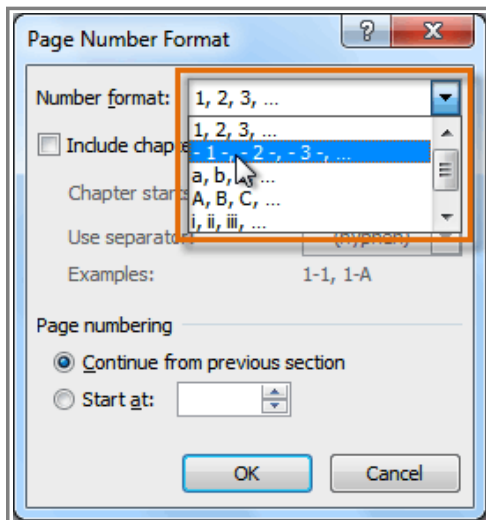
## To Format the Page Numbers:

1. Select the **header** or **footer** that contains the page number.
2. From the **Design** tab, select the Page Number command.
3. Click **Format Page Numbers**.



*Clicking Format Page Numbers*

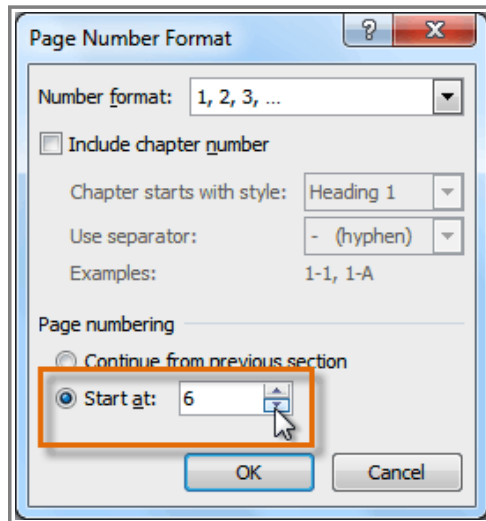
4. From the dialog box, Select the desired **Number format**.



*Selecting a number format*

5. Next to **Start at**, enter the number that you want the page numbers to start with.





*Selecting a starting page number*

If you've created a page number in the **side margin**, it's still considered part of the header or footer. You won't be able to select the page number unless the **header or footer is selected**.

## Challenge!



1. Create a **new** Word document.
2. Create a blank **header**.
3. Add your name in the **header** of a document.
4. **Right-align** the text in the header.
5. Select a **built-in footer**.