

Microsoft Word 2010: Add or remove Headers, Footers, and Page Numbers

Add page numbers and headers and footers by using the gallery, or create a custom page number, header, or footer.

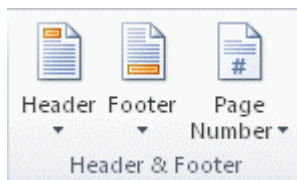
For best results, decide first whether you want only a page number or whether you want information plus a page number in the header or footer. If you want a page number and no other information, add a page number. If you want a page number plus other information, or if you just want the other information, add a header or footer.

Add a page number without any other information

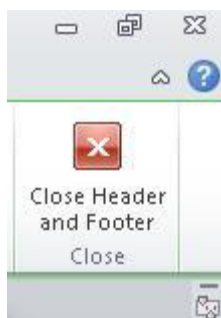
If you want a page number on each page, and you don't want to include any other information, such as the document title or the location of the file, you can quickly add a page number from the gallery, or you can create a custom page number or a custom page number that includes the total number of pages (page X of Y pages).

ADD A PAGE NUMBER FROM THE GALLERY

1. On the **Insert** tab, in the **Header & Footer** group, click **Page Number**.



2. Click the page number location that you want.
3. In the gallery, scroll through the options, and then click the page number format that you want.
4. To return to the body of your document, click **Close Header and Footer** on the **Design** tab (under **Header & Footer Tools**).



NOTE The Page Number gallery includes page X of Y pages formats, in which Y is the total number of pages in your document.

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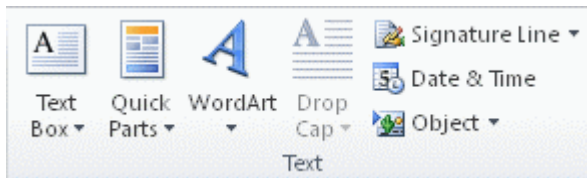
Add or remove Headers, Footers, and Page Numbers

ADD A CUSTOM PAGE NUMBER

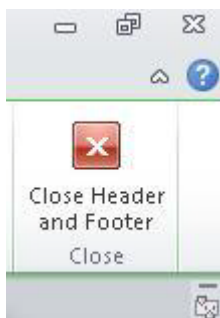
1. Double-click in the header area or the footer area (near the top of the page or near the bottom of the page).

This opens the **Design** tab under **Header & Footer Tools**.

2. To place your page number in the center or on the right side of the page, do the following:
 - To place your page number in the center, click **Insert Alignment Tab** in the **Position** group of the **Design** tab, click **Center**, and then click **OK**.
 - To place your page number on the right side of the page, click **Insert Alignment Tab** in the **Position** group of the **Design** tab, click **Right**, and then click **OK**.
3. On the **Insert** tab, in the **Text** group, click **Quick Parts**, and then click **Field**.



4. In the **Field names** list, click **Page**, and then click **OK**.
5. To change the numbering format, click **Page Number** in the **Header & Footer** group, and then click **Format Page Numbers**.
6. To return to the body of your document, click **Close Header and Footer** on the **Design** tab (under **Header & Footer Tools**).



ADD A CUSTOM PAGE NUMBER THAT INCLUDES THE TOTAL NUMBER OF PAGES

The gallery includes some page numbers that include the total page numbers (page X of Y pages). However, if you want to create a custom page number, do the following:

1. Double-click in the header area or the footer area (near the top of the page or near the bottom of the page).

This opens the **Design** tab under **Header & Footer Tools**.

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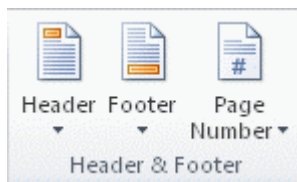
Add a header or footer that includes a page number

If you want to add a graphic or text at the top or the bottom of your document, you need to add a header or a footer. You can quickly add a header or a footer from the galleries, or you can add a custom header or footer.

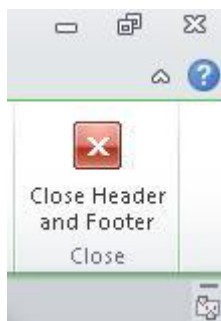
You can use these same steps to add a header or footer without page numbers.

ADD A HEADER OR FOOTER FROM THE GALLERY

1. On the **Insert** tab, in the **Header & Footer** group, click **Header** or **Footer**.



2. Click the header or footer that you want to add to your document.
3. To return to the body of your document, click **Close Header and Footer** on the **Design** tab (under **Header & Footer Tools**).



ADD A CUSTOM HEADER OR FOOTER

1. Double-click in the header area or the footer area (near the top of the page or near the bottom of the page).

This opens the **Design** tab under **Header & Footer Tools**.

2. To place information in the center or on the right side of the page, do any of the following:
 - To place information in the center, click **Insert Alignment Tab** in the **Position** group of the **Design** tab, click **Center**, and then click **OK**.
 - To place information on the right side of the page, click **Insert Alignment Tab** in the **Position** group of the **Design** tab, click **Right**, and then click **OK**.
3. Do one of the following:

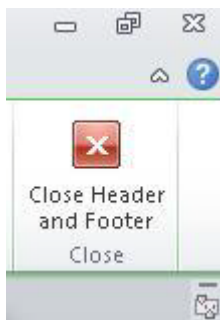
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- Type the information that you want in your header.
- Add a field code by clicking the **Insert** tab, clicking **Quick Parts**, clicking **Field**, and then clicking the field you want in the **Field names** list.

Examples of information that you can add by using fields include Page (for page number), NumPages (for the total number of pages in your document), and FileName (you can include the file path).

4. If you add a Page field, you can change the numbering format by clicking **Page Number** in the **Header & Footer** group, and then clicking **Format Page Numbers**.
5. To return to the body of your document, click **Close Header and Footer** on the **Design** tab (under **Header & Footer Tools**).



Start numbering with 1 on a different page

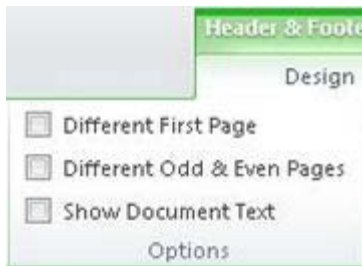
You can start numbering on the second page of your document, or you can start numbering on a different page.

START NUMBERING ON THE SECOND PAGE

1. Double-click the page number.

This opens the **Design** tab under **Header & Footer Tools**.

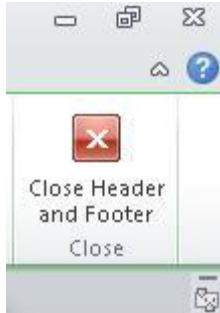
2. On the **Design** tab, in the **Options** group, select the **Different First Page** check box.



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3. To start numbering with 1, click **Page Number** in the **Header & Footer** group, then click **Format Page Numbers**, and then click **Start at** and enter **1**.
4. To return to the body of your document, click **Close Header and Footer** on the **Design** tab (under **Header & Footer Tools**).



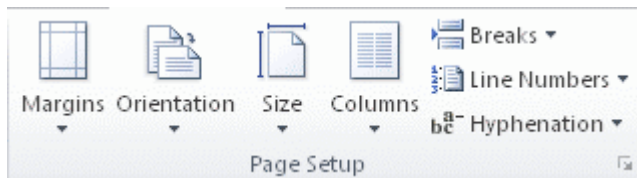
START NUMBERING ON A DIFFERENT PAGE

To start numbering on a different page, instead of on the first page of the document, you need to add a section break before the page where you want to begin numbering.

1. Click at the beginning of the page where you want to begin numbering.

You can press HOME to make sure that you're at the start of the page.

2. On the **Page Layout** tab, in the **Page Setup** group, click **Breaks**.



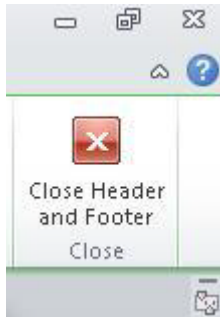
3. Under **Section Breaks**, click **Next Page**.
4. Double-click in the header area or the footer area (near the top of the page or near the bottom of the page).

This opens the **Header & Footer Tools** tab.

5. On the **Header & Footer Tools**, in the **Navigation** group, click **Link to Previous** to turn it off.
6. Follow the instructions for adding a page number or for adding a header and footer with a page number.
7. To start numbering with 1, click **Page Number** in the **Header & Footer** group, then click **Format Page Numbers**, and then click **Start at** and enter **1**.
8. To return to the body of your document, click **Close Header and Footer** on the **Design** tab (under **Header & Footer Tools**).

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Add or remove Headers, Footers, and Page Numbers



Add different headers and footers or page numbers in different parts of the document

You can add page numbers to only part of your document. You can also use different numbering formats in different parts of your document.

For example, maybe you want i, ii, iii numbering for the table of contents and introduction, and you want 1, 2, 3 numbering for the rest of the document, and then no page numbers for the index.

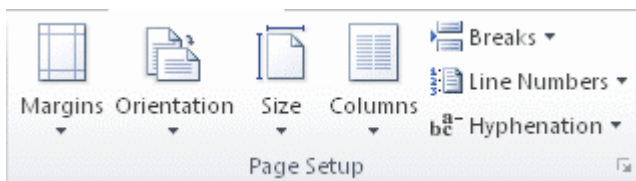
You can also have different headers or footers on odd and even pages.

ADD DIFFERENT HEADERS AND FOOTERS OR PAGE NUMBERS IN DIFFERENT PARTS

1. Click at the beginning of the page where you want to start, stop, or change the header, footer, or page numbering.

You can press HOME to make sure that you're at the start of the page.

2. On the **Page Layout** tab, in the **Page Setup** group, click **Breaks**.



3. Under **Section Breaks**, click **Next Page**.
4. Double-click in the header area or the footer area (near the top of the page or near the bottom of the page).

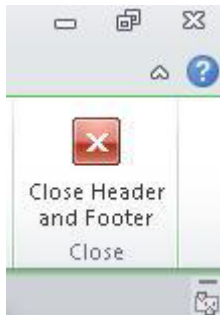
This opens the **Design** tab under **Header & Footer Tools**.

5. On the **Design**, in the **Navigation** group, click **Link to Previous** to turn it off.
6. Do one of the following:

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- Follow the instructions for adding a page number or for adding a header and footer with a page number.
 - Select the header or footer and press DELETE.
7. To choose a numbering format or the starting number, click **Page Number** in the **Header & Footer** group, click **Format Page Numbers**, click the format that you want and the **Start at** number that you want to use, and then click **OK**.
 8. To return to the body of your document, click **Close Header and Footer** on the **Design** tab (under **Header & Footer Tools**).

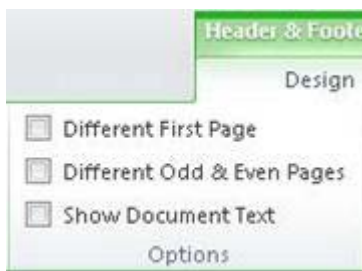


ADD DIFFERENT HEADERS AND FOOTERS OR PAGE NUMBERS ON ODD AND EVEN PAGES

1. Double-click in the header area or the footer area (near the top of the page or near the bottom of the page).

This opens the **Header & Footer Tools** tab.

2. On the **Header & Footer Tools** tab, in the **Options** group, select the **Different Odd & Even Pages** check box.



3. On one of the odd pages, add the header, footer, or page numbering that you want on odd pages.
4. On one of the even pages, add the header, footer, or page number that you want on even pages.

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Remove page numbers, headers, and footers

1. Double-click the header, footer, or page number.
2. Select the header, footer, or page number.
3. Press DELETE.
4. Repeat steps 1-3 in each section that has a different header, footer, or page number.