

Headers and Footers

[Demo](#)

Headers and footers are areas at the top and bottom of each page in your document that can contain information that is separate from the content of your document. Typical uses for headers and footers include page numbers, publication date, author information, etc.

Click on the **Insert** tab, click on **Header** or **Footer** and a list of options opens to choose from. Click on the desired header or footer.

Document Sections

Setting Document sections allows you to have control over the headers, footers, page numbers, page setup, and margins of each page of your document. For example, it is possible to have a four-page document that has the following attributes:

Page 1: Title Page, portrait orientation, no header or footer, no page number, margins set to 2.0 inches.

Page 2: Introduction to the document, portrait orientation, header with page number, footer with document title, and author information, margins set to 1.0 inches.

Page 3: Graph or chart outlining information, landscape orientation, header with page number, footer with document title and author information, margins set to 1.0 inches.

Page 4: Closing page, portrait orientation, header with page number, footer with document title and author information, margins set to 1.0 inches.

Note that each page has attributes that are different from the page on either side of it. To set up a document so that this is possible, a Section Break needs to be inserted at the end of each page.

To insert Section breaks:

[Demo](#)

Go to **Insert** tab; **Pages** section; **Page Break**

Once a section break has been made then the attributes for that page will remain separate from the other page in the document.