Creating Document Headers and Footers

Headers and footers contain information repeated at the top or bottom of the pages within a document. The standard header for PTT document development contains a title and maybe a module or section subtitle. And, the footer contains our formal name, the file path and name, and the date the file was saved or printed Headers and footers are formatted like any other part of the document, but they are positioned within a page's top and bottom margins.

Word gives you the option of having different headers or footers throughout the document. Each section of a document – a module, for example – can have its own headers and footers.

When you add headers and footers, Word opens an editing area where you can create your header/footer, displays the Header/Footer toolbar, and dims the text of your main document so that you can't edit it. You create your header or footer inside the header or footer editing area.

The simplest way to open the header and footer editing area is to double click in the existing header or footer area.

> **NOTE**: The PTT Style Guides for PG's and TN's each establish how headers and footers should be formatted in that document.

Buttons on the toolbar aid you in creating your header or footer.
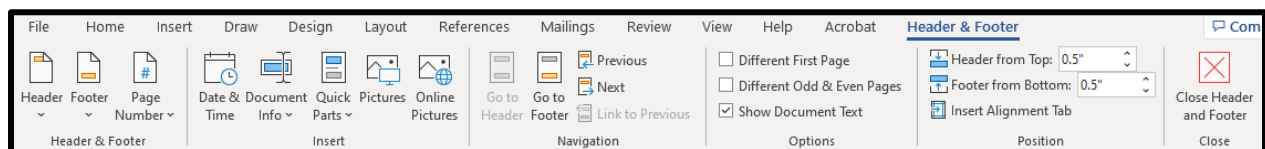
When you first create a header and footer, Word applies them to all pages in your document. That way, all the headers and footers in the document are the same. Similarly, if you divide a document into sections with existing headers and footers, the headers and footers are the same in all sections.

> **Tip:**   You will typically have at least two sections in all curriculum documents – A title page section with no headers and footers displayed, and a second section with the header and footer for the rest of your document.

If you want different headers and footers in the sections of your document, you must first create section breaks to divide the document into sections. See the Technology Tip, "*Page Breaks and Section Breaks*".You must also unlink each section header and footer from the previous one. Once done, you can change the header or footer in each section. To do this, follow these steps:

1. Double click into the header or footer of the document to display the Header/Footer pane.
2. Locate the section where you want to change the header or footer.
3. Unlink the header or footer. Click the highlighted "Link to Previous" button. The 'Same as Previous' indicator disappears from the right margin of the header/footer editing pane.
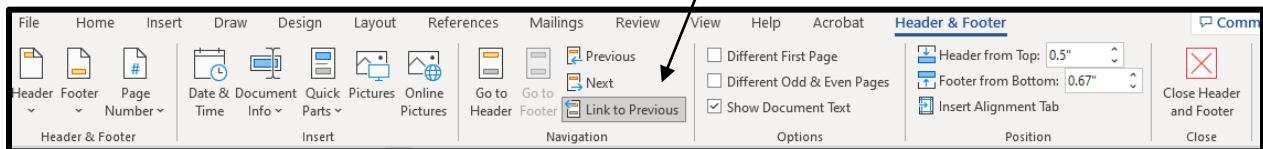
4. Edit the text to create a new header or footer.
5. Choose the Close Header and Footer button on the Toolbar or double click into the main document content.