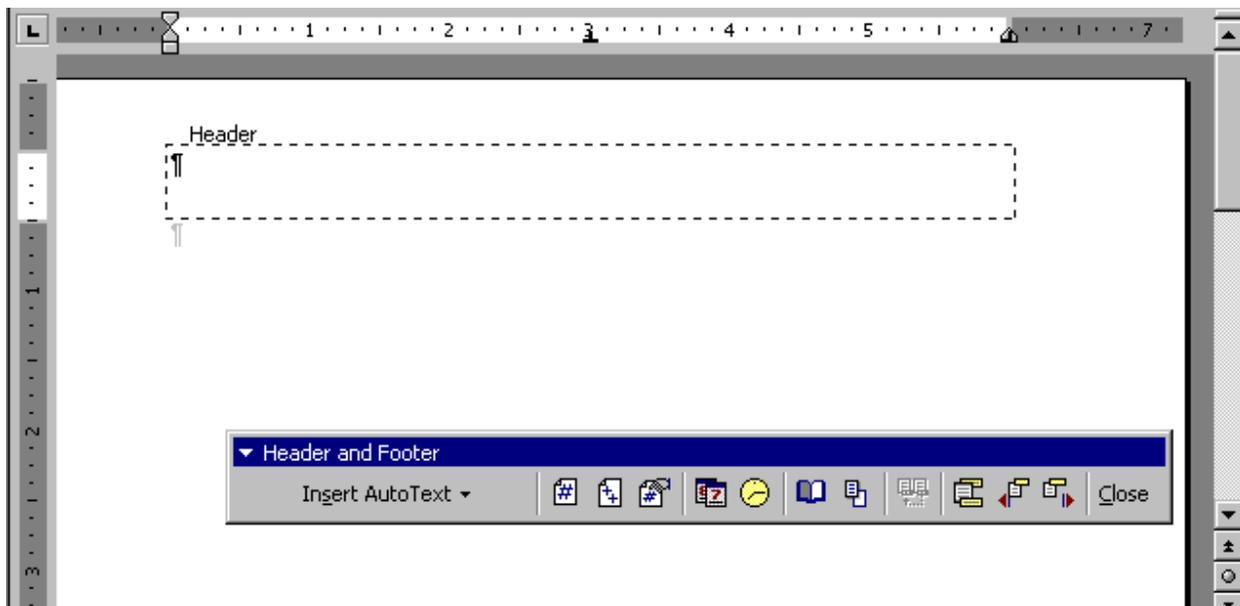


Introduction

Before reading this Tip Sheet, be sure you have read and understand all of the information about sections and section breaks in the Tip Sheet entitled, "Section Formatting in Word 2000."

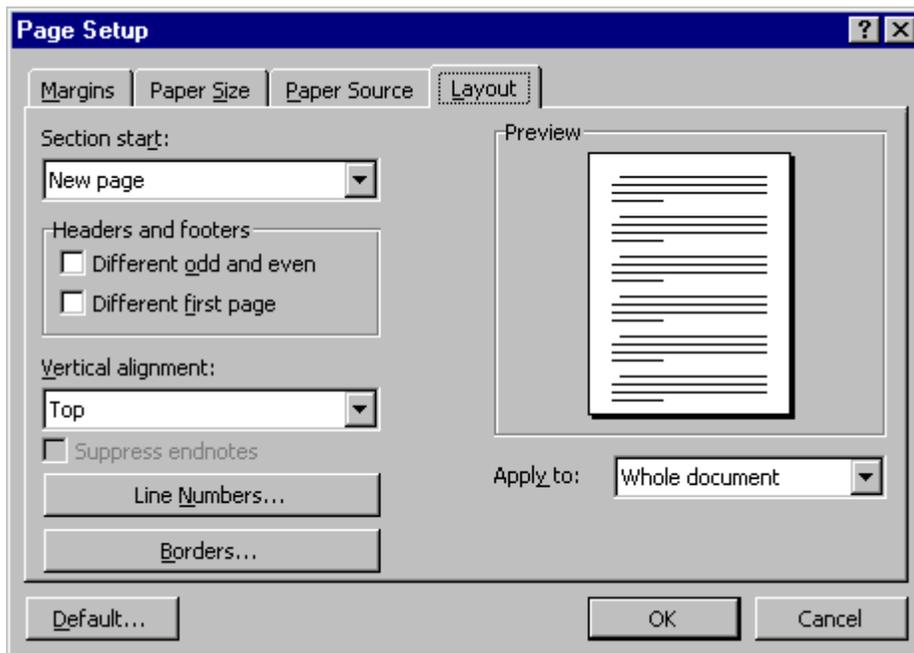
Each section of a document may have a single Header and Footer. To access the header or footer in a particular section, select **View, Header and Footer**. The header will appear something like this:



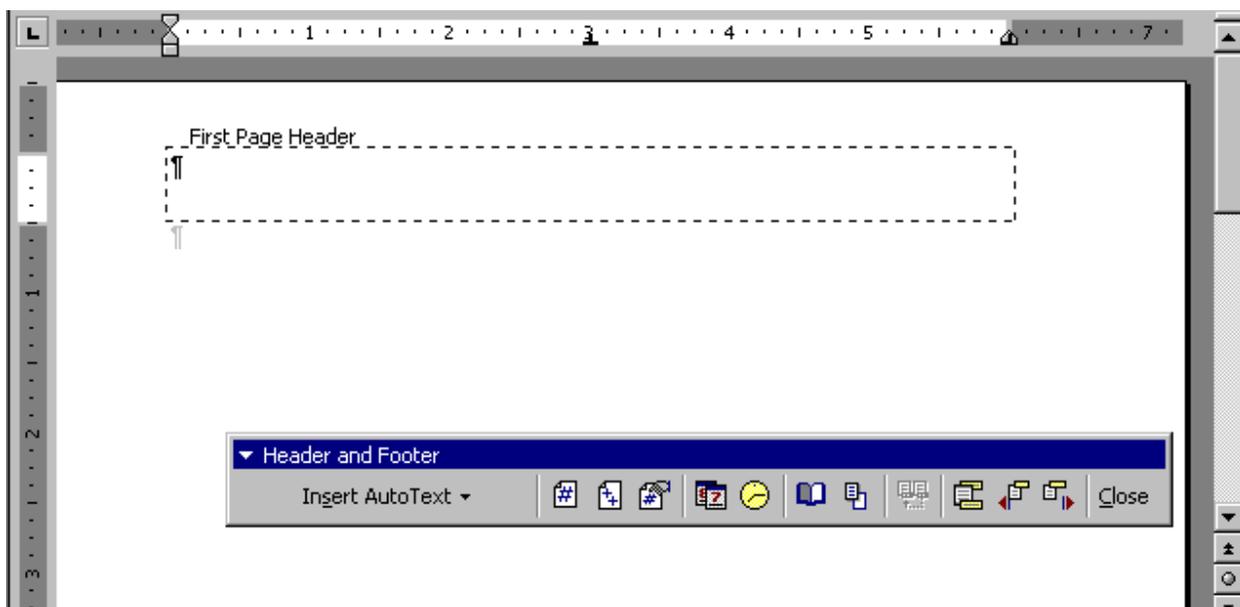
Once this screen appears, you may insert text into the header. Use the buttons in the "Header and Footer" toolbar to control its contents and placement. The first several buttons allow you to insert and format a page number, and to insert the date and/or time. The remaining buttons control the placement of the header or footer and allow you to navigate among the headers and footers in your document. To exit the header or footer, click the "Close" button.

Different First Page Headers and Footers

You may wish to insert a different header or footer on the first page of a section than on the pages that follow. This is especially useful in letters, which typically display a header containing the name of the addressee on all but the first page. In that case, you would leave the first page header empty. To set up a "Different first page" header and footer, click the "Page Setup" button (looks like an open book) in the "Header and Footer" toolbar. The following dialog box appears:



Select the "Different first page" option, then click OK. The Header now will appear like this:

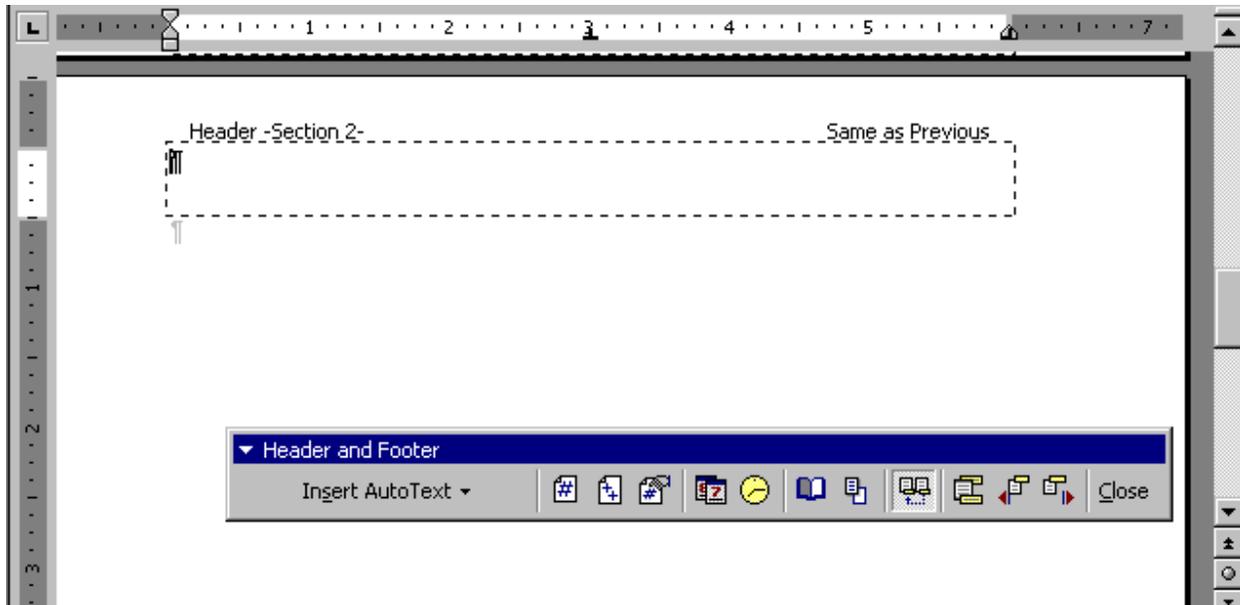


Note the words, "First page header," just above the header. Here, you may insert text that you want to appear only at the top of the first page. To view the header that will appear on all subsequent pages, click the "Show next" button (next to last button) in the toolbar. The text above the header now just will say "Header."

Headers and Footers in Different Sections

When you insert a section break into a document, the new section will use the same header and footer as the preceding section. When you view the header or footer within the new

section, the message "Same as Previous" appears just above the outline of the header or footer:



If the header or footer in the new section is to be different than in the preceding section, before you make any changes to the header or footer, click the "Same as Previous" button in the toolbar. Make sure the words "Same as Previous" no longer appear. Then go ahead and insert the text for the new header or footer.

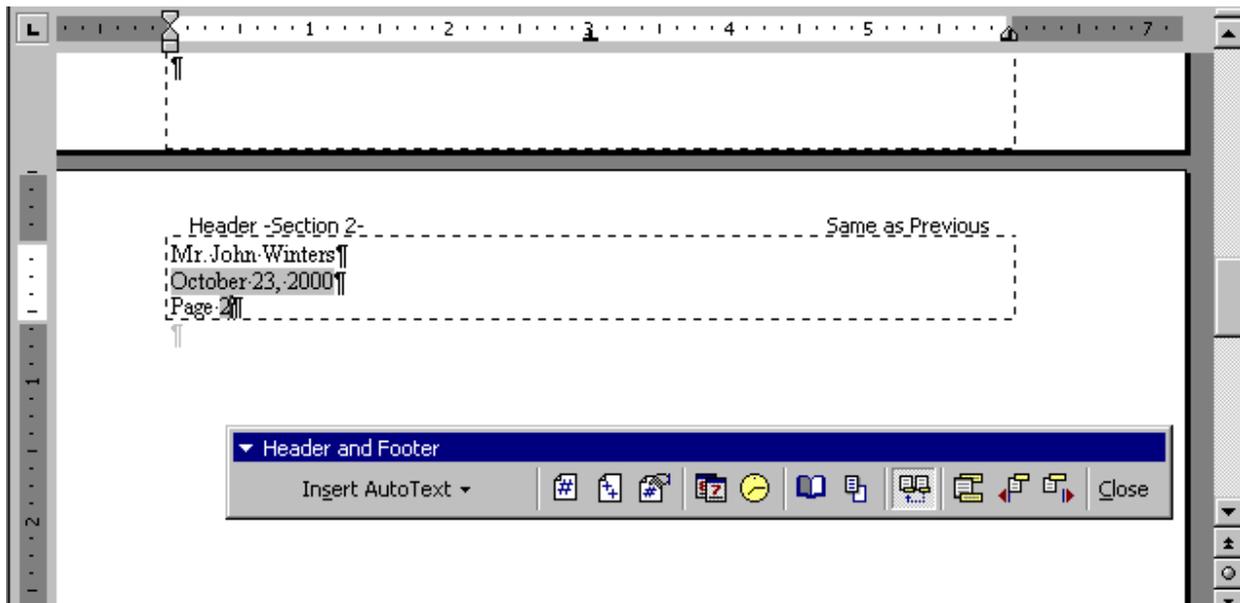
Warning: *If you modify the contents of a header or footer that is "Same as Previous" before removing this setting, you will have modified the header or footer in the previous section.*

Page Numbering

Page numbering may be inserted into the header or footer in a document in one of two ways:

- By clicking the "Insert page number" button in the "Header and Footer" toolbar.
- By selecting Insert, Page Numbers in the main menu.

If you use the button in the "Header and Footer" toolbar, the page number will appear at the insertion point. This is useful in letters, where the page number appears within the left side of the header, as in the following example:



If instead you turn on page numbering by selecting Insert, Page Numbers, you will see this dialog box:

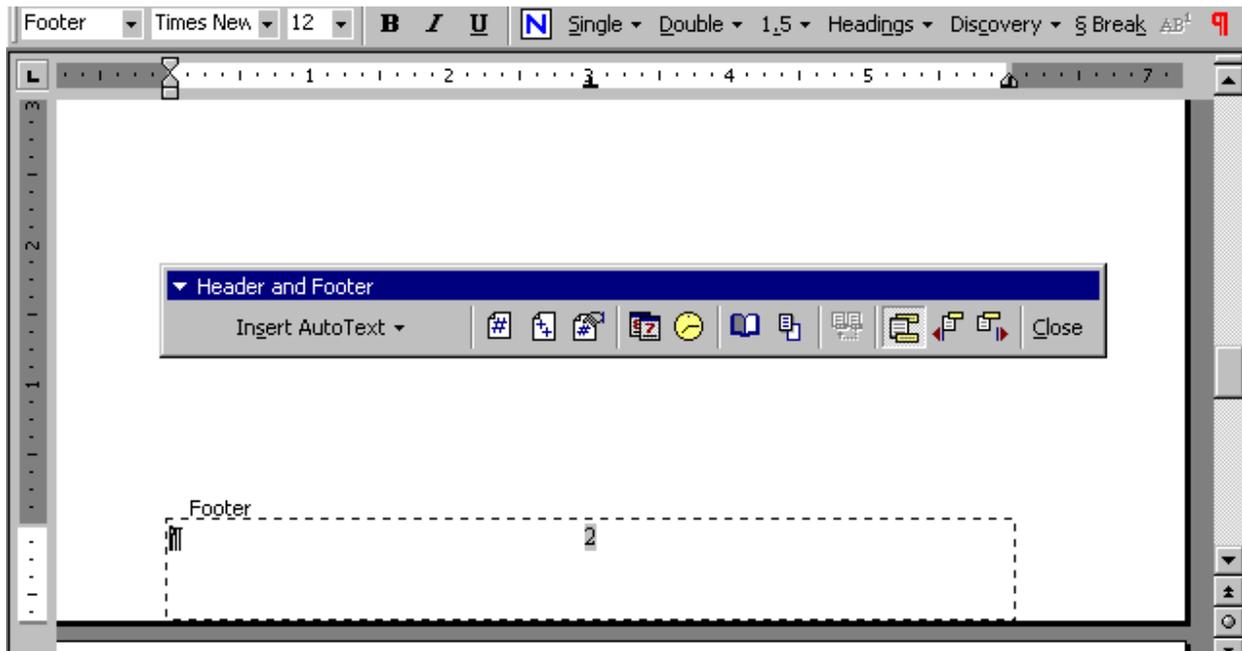


In this case, the page number will appear in the position and with the alignment you specify in this dialog box, independently of any other text that may appear within the header or footer.

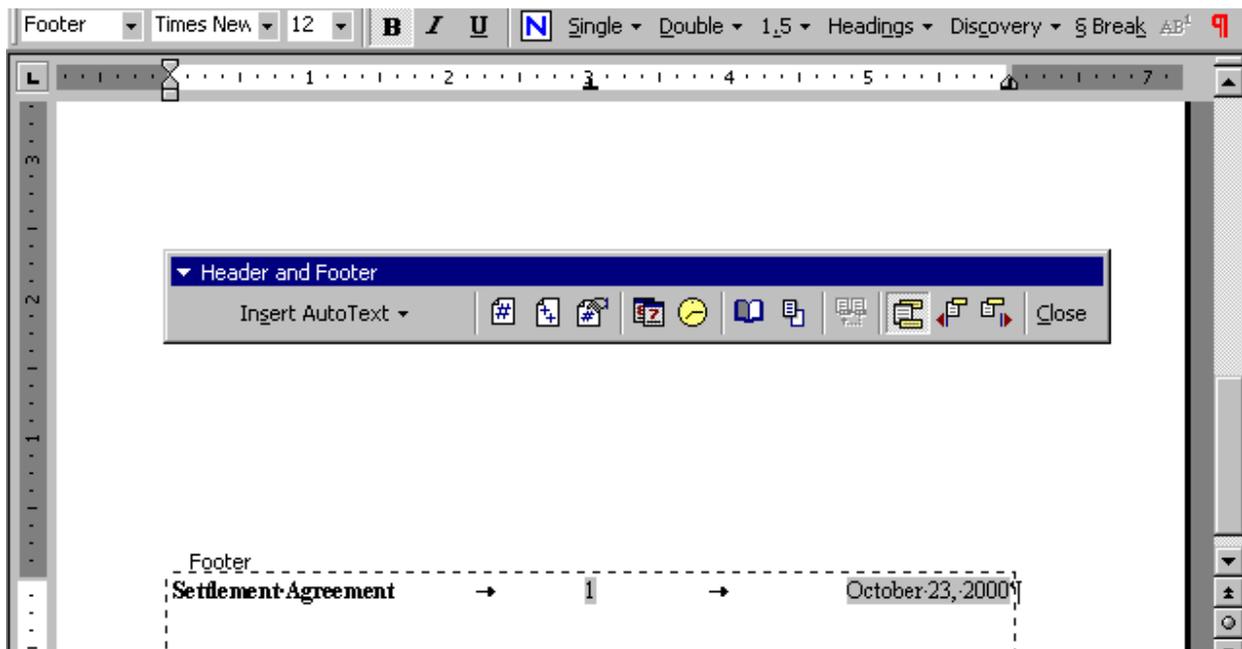
Please note that if you do **not** select the "Show number on first page" option, Word will create a "Different first page" header and footer in your document. This makes it possible to leave the page number off the first page. However, this also means that any text that appeared in the header or footer of your document no longer will appear on the first page, as it will be bumped to the regular "Header" and "Footer" on subsequent pages. In this case, you will have to copy the contents of the regular "Header" and "Footer" into the "First page header" and "First page footer," so that it may appear on all pages.

Centering and Right-Aligning Text in Headers and Footers

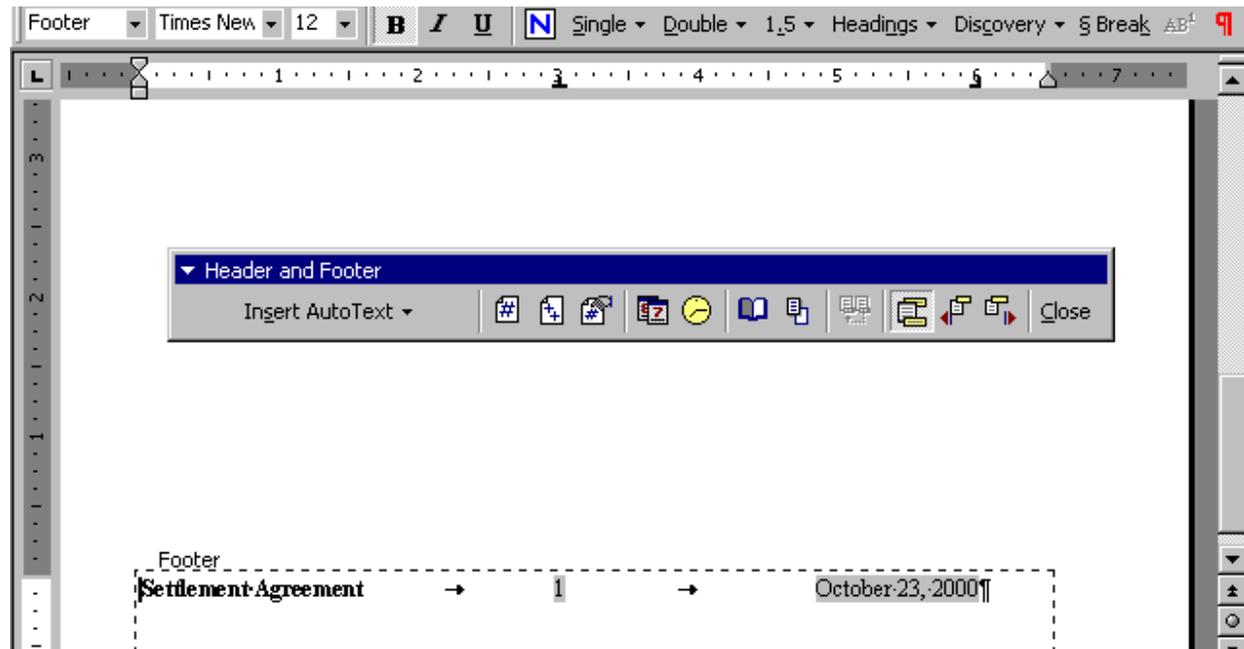
Word inserts two tab stops into the headers and footers in your document. The first is a Center tab that is supposed to appear at the center of the margins. The second is a Right tab that is supposed to appear at the right margin. The following example illustrates these tab stops:



Notice the center tab stop (the inverted black T) in the ruler bar at the 3" mark, and the right tab stop at the 6" mark. When inserting text into the header or footer, you may press the Tab key to tab over to the Center tab for centered text, and you may tab over a second time to align text on the right. This is useful when combining left-aligned text with center- or right-aligned text on the same line, as in this example:



These default tab stops at 3" and 6" are suitable if your document adopts Word's default left and right margins of 1.25". However, many documents are formatted with left and right margins of 1" and might look more like this:



Notice that Word places the tab stops in the same 3" and 6" positions. The Center tab should appear 3.25" from the left margin, and the right tab stop should appear 6.5" from the left margin. Since Word does not make this adjustment automatically, if you choose to use these tab stops to center or right-align text inside the header or footer, you will have to set the tab stops to those positions.

If you are using a custom style library, be sure to apply styles based on that library in the headers and footers of your document. In the system provided by Crowther Consulting, the Header and Footer styles created by Word are based on the custom @Normal base style. If you create a new custom header or footer style to apply your own formatting – such as new tab stops – be sure to base these styles on @Normal.

Tip Sheet

Headers and Footers in Word 2000

CROWTHER CONSULTING CORPORATION

10573 W. PICO BLVD. #245
LOS ANGELES, CALIFORNIA 90064
TEL. (310) 390-9650
FAX (310) 390-8442
WWW.LEGALMACROS.COM