

Answerpoint Example Document For “CREATING DIFFERENT HEADERS and FOOTERS”

Overview

This document will show you:

- How to create different headers and footers in a document.
- How next page section break allow changes in formatting.
- How to use the different first page option in page setup.
- How to use the same as previous button.

Step by step different first page example

There is an option you can choose under the file menu in the “page setup” dialog box (See Figure 1) that will allow your document to have a different or no header or footer on the first page . Choosing this option does not require manually adding section breaks to your document. After you select “different first page” going to view header footer will show “First Page Header”. This header will be only on the first page the rest of the documents pages will show just “Header”.

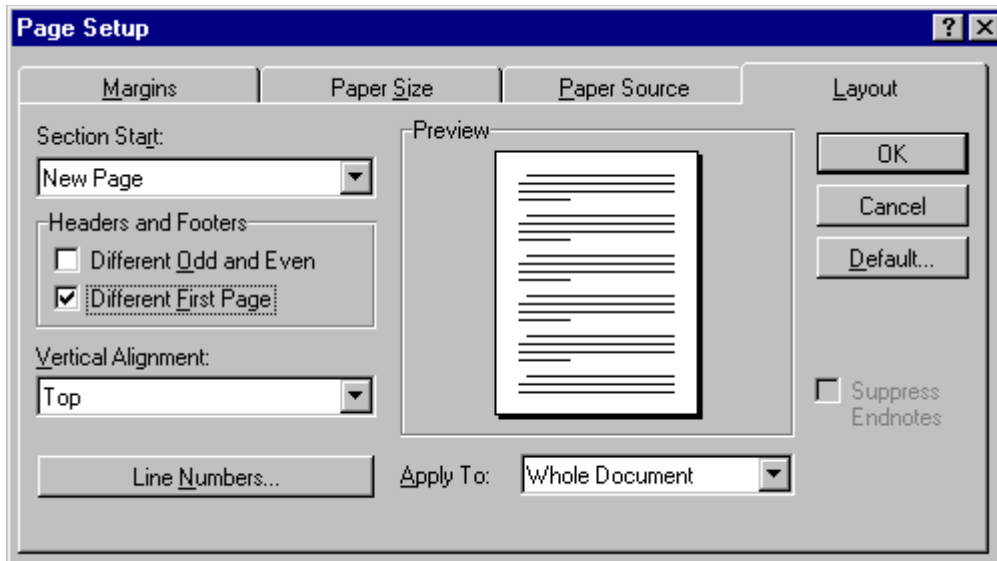


Figure 1 File Menu Page Setup

Some common occurrences when you might want to use “different first page” might be:

- You don't want page number on first page
- You don't want any header or footer on first page

- You want different information displayed in the first header or footer.

Step by step different header/footer example

Often times in a document you will want to change the header or footer. This may include changing information or page numbering schemes.

The way to get a different header or footer is to choose the insert menu and “Break”. Select “next page” section break. When you look at the header after this you will see “Header - Section 2” on the left hand side and “Same as Previous” on the right side. The “Same as previous” option keeps the same header as the previous section. To turn this option off so that you can have a different header click on the Header/Footer Toolbar button for “Same as Previous” to toggle off this option (see Figure 2).

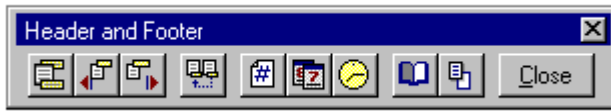
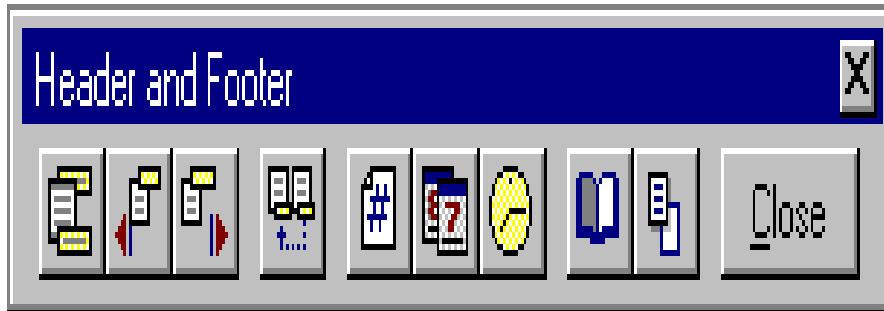


Figure 2

— Show Next

Step by step different odd and even pages example

To have different headers and footers on different odd and even page in a document choose the file menu and the “page setup” option. In the dialog box below (Figure 3), there is a check mark in the “different odd and even” box already.



Previous Button

Figure 3

After you choose this option the if you choose the view menu and “Header and Footer” it will show “Odd Page Header” and then click on the Show Next (See Figure 2) button it will show “Even Page Header”.

References

In Online Help See:

Word7 “Headers and Footers” and “Header and Footer toolbar”

Word6 “Headers” and “Footers”

In Word6 “*User’s Guide*” pages 234-242