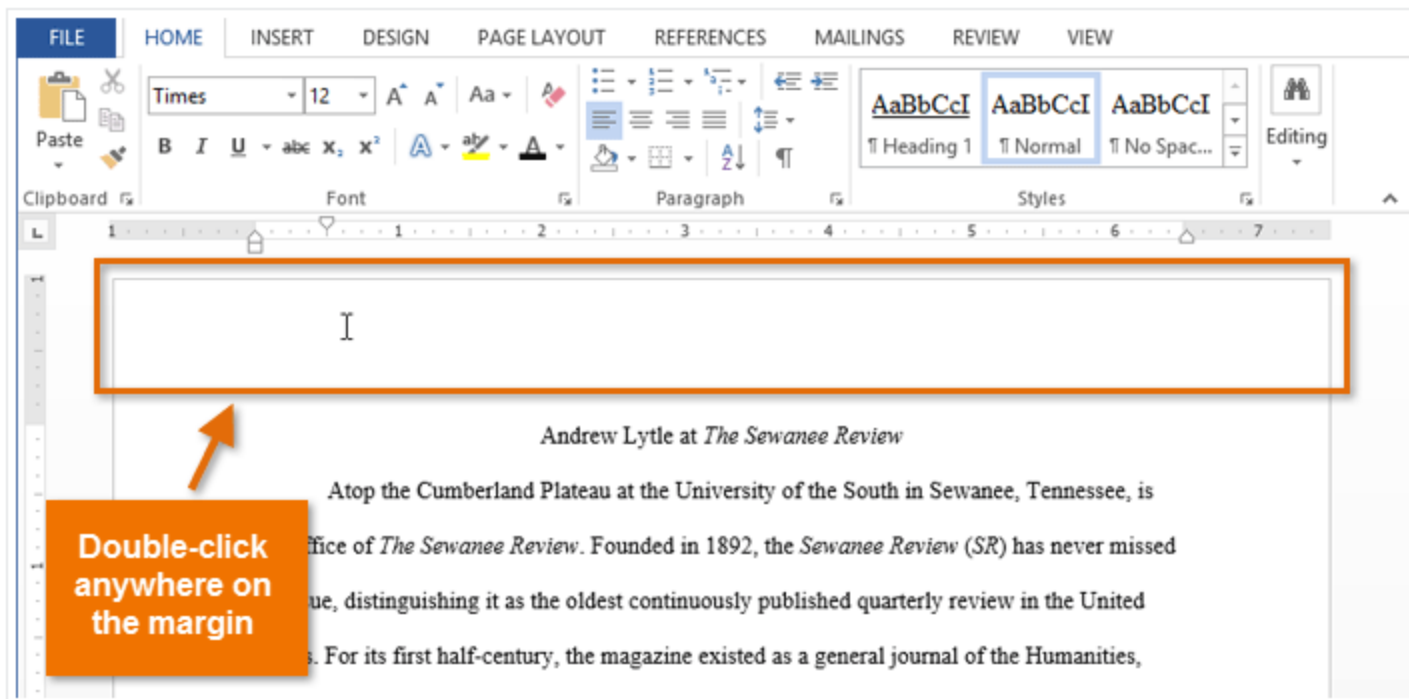# To create a header or footer:

In our example, we want to display the author's name at the top of each page, so we'll place it in the header.
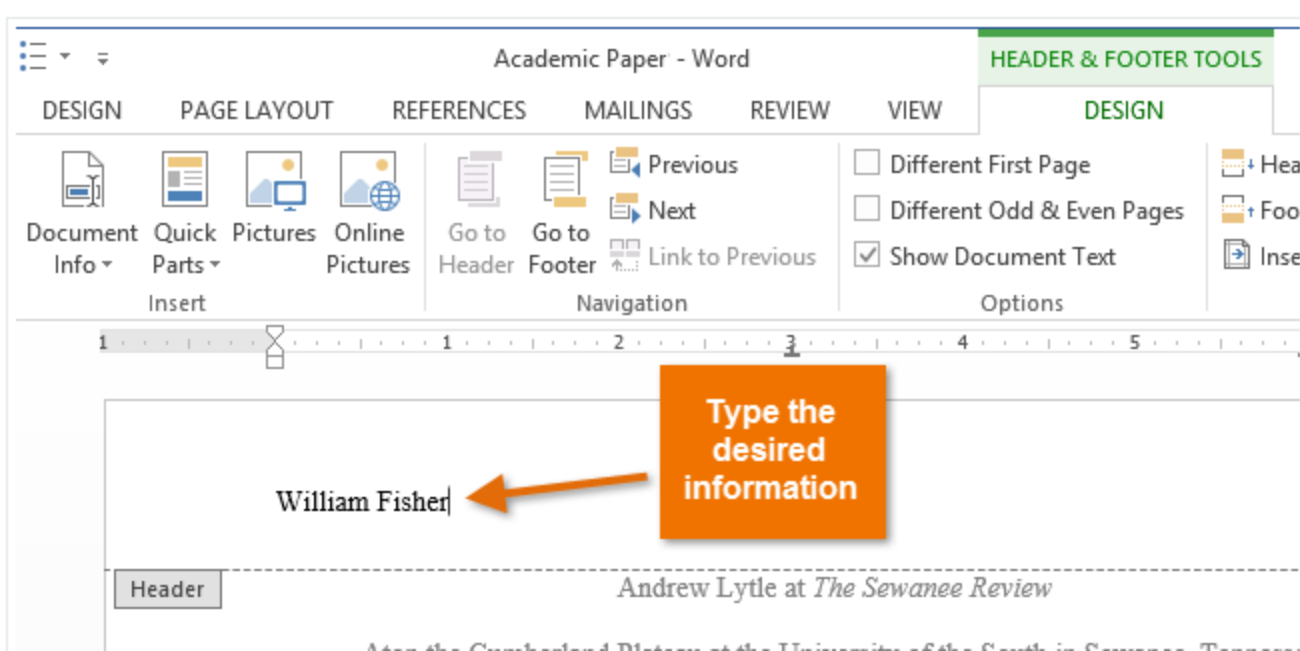
1. Double-click anywhere on the **top or bottom margin** of your document. In our example, we'll double-click the top margin.
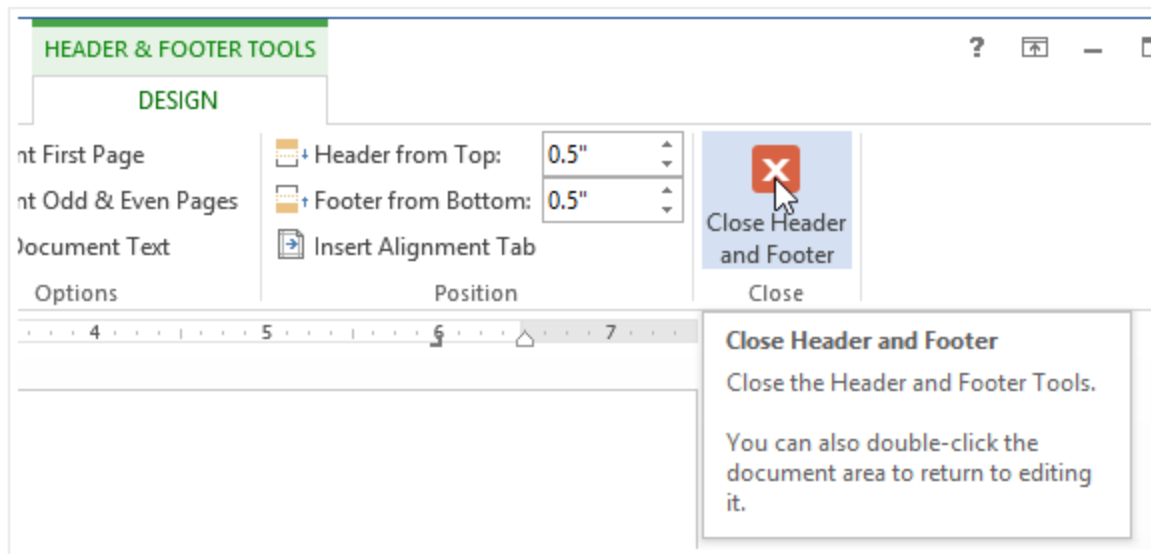

2. The header or footer will open, and a **Design** tab will appear on the right side of the **Ribbon**. The insertion point will appear in the header or footer.
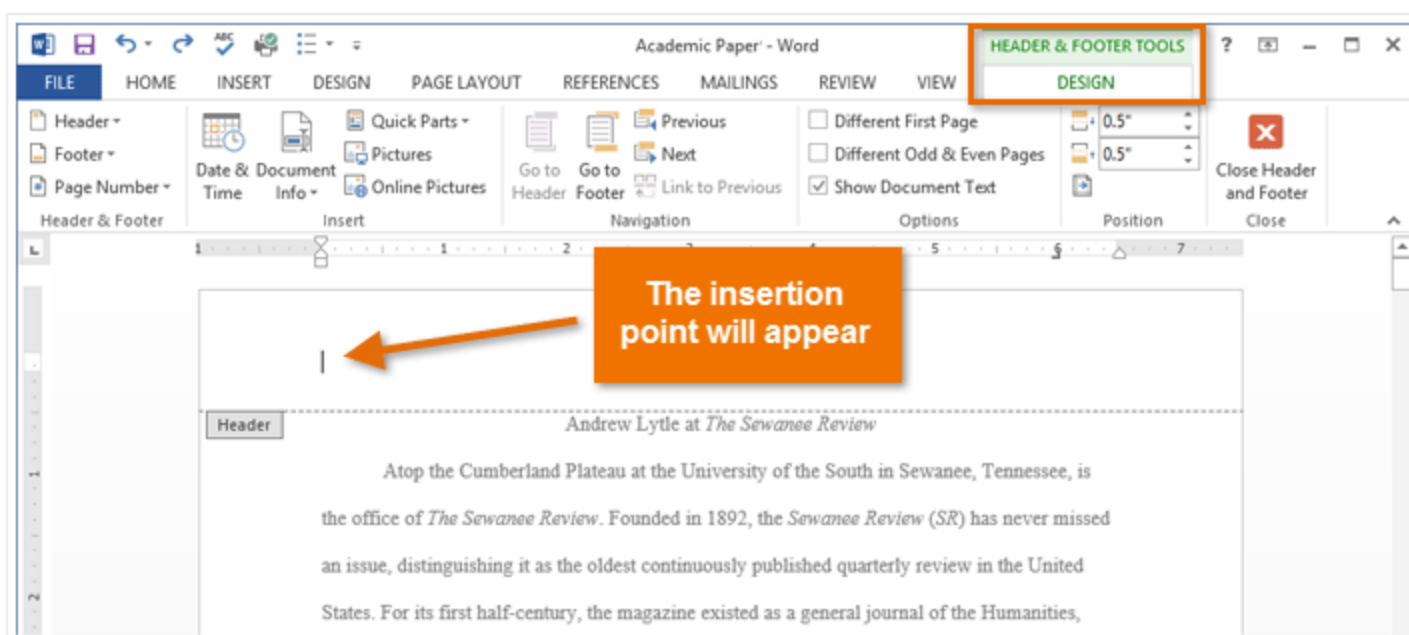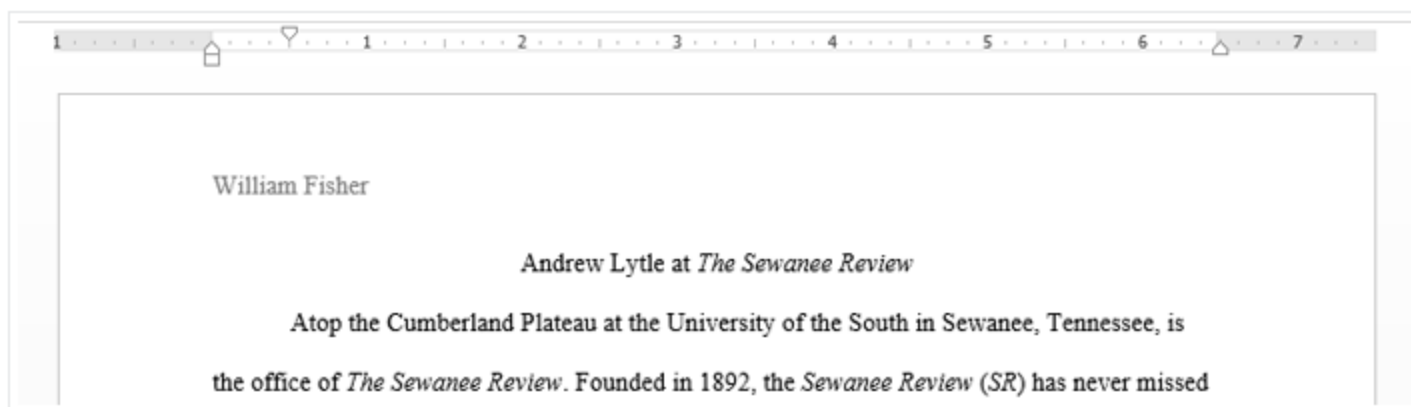

3. Type the **desired information** into the header or footer. In our example, we'll type the author's name.

4. When you're finished, click **Close Header and Footer**. Alternatively, you can press the **Esc** key.

5. The header or footer text will appear.

To insert a preset header or footer:

Word has a variety of **preset headers and footers** you can use to enhance your document's design and layout. In our example, we'll add a preset header to our document.

1. Select the **Insert** tab, then click the **Header** or **Footer** command. In our example, we'll click the **Header** command.
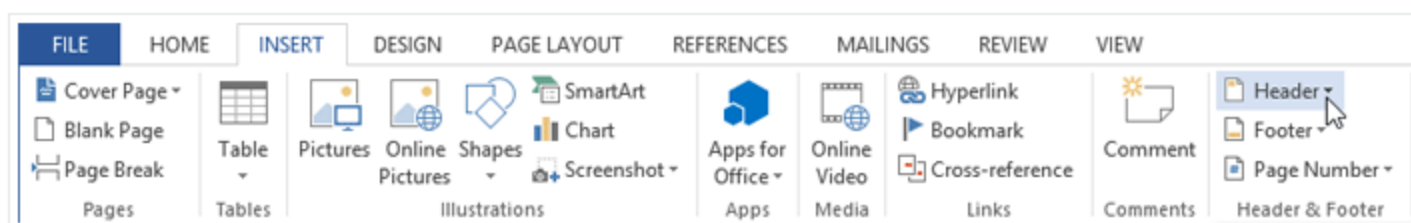
2. In the menu that appears, select the desired **preset header or footer**. In our example, we'll select a header.

Sideline

[Document title]

Whisp

[DATE]   [DOCUMENT TITLE]

Whisp
Wide header displaying the date on
the left and document title with
current section heading (based on
Heading 1 style) on right

🖼 More Headers from
📄 Edit Header
❌ Remove Header
📋 Save Selection to Header Gallery...

3. The header or footer will appear. Preset headers and footers contain placeholders for information such as the title or date; they are known as **Content Control** fields.

Content Control fields

[DATE]   [DOCUMENT TITLE]

Header   Andrew Lytle at *The Sewanee Review*

Atop the Cumberland Plateau at the University of the South in Sewanee, Tennessee, is

the office of *The Sewanee Review*. Founded in 1892, the *Sewanee Review* (*SR*) has never missed

an issue, distinguishing it as the oldest continuously published quarterly review in the United

4. To edit a Content Control field, click it and type the **desired information**.

[DATE]   ANDREW LYTLE AT THE SEWANEE REVIEW

Header   Andrew Lytle at *The Sewanee Review*

Atop the Cumberland Plateau at the University of the South in Sewanee, Tennessee, is

the office of *The Sewanee Review*. Founded in 1892, the *Sewanee Review* (*SR*) has ne

an issue, distinguishing it as the oldest continuously published quarterly review in the

States. For its first half-century, the magazine existed as a general journal of the Hum

featuring articles on literature, art, politics, and the South. In the early 1940s its focus became

Click a field to edit it

5. When you're finished, click **Close Header and Footer**. Alternatively, you can press the **Esc** key.

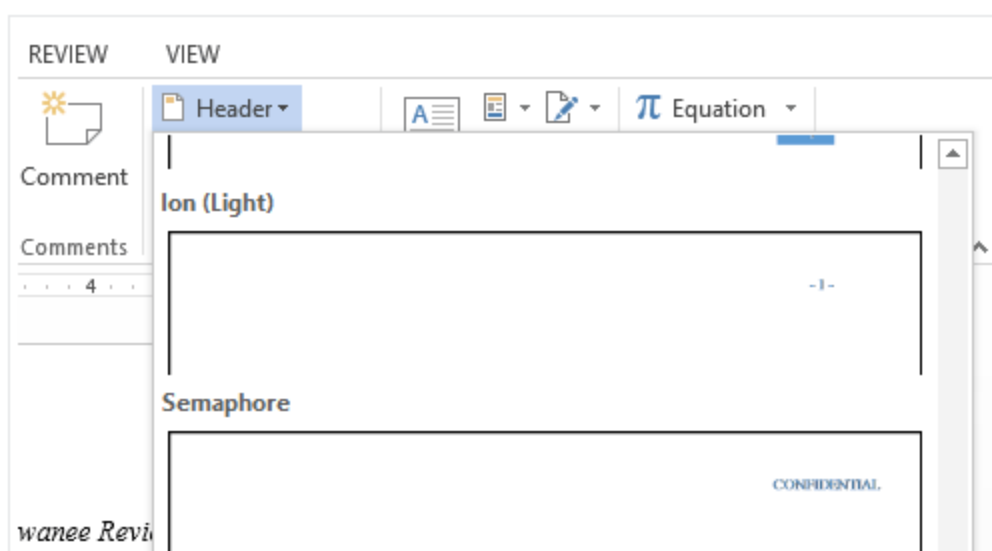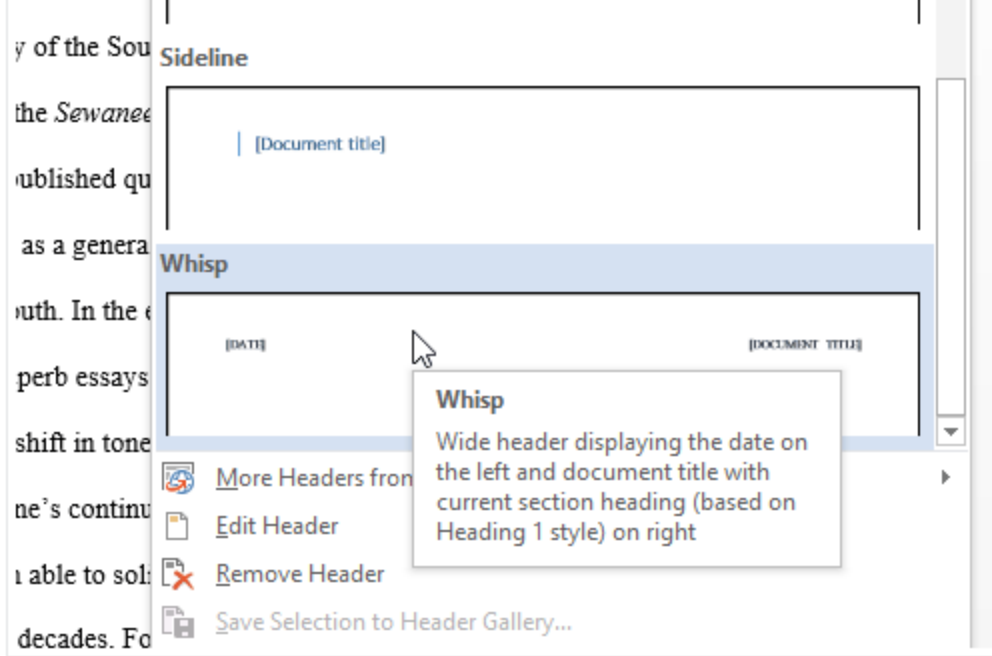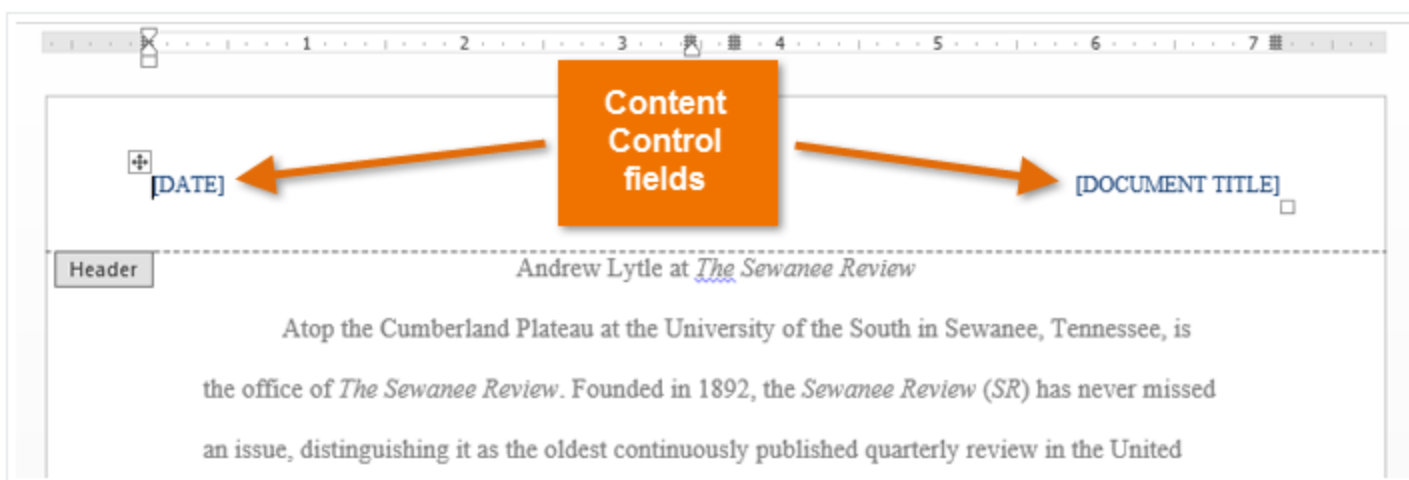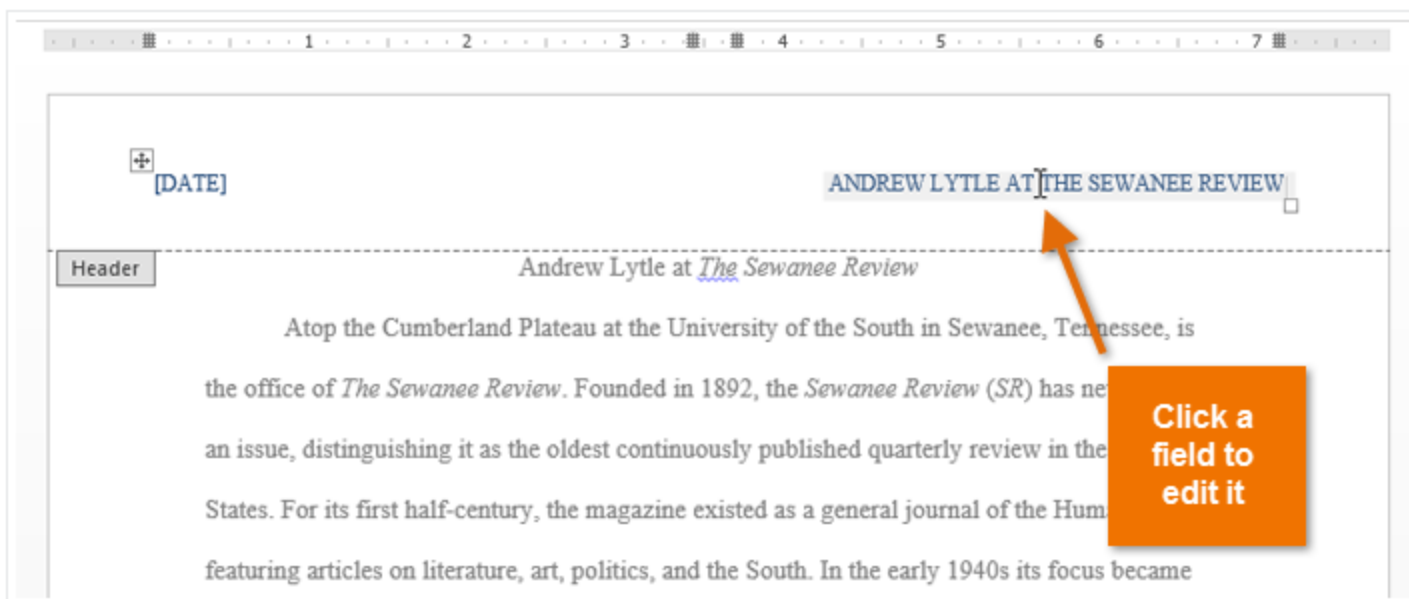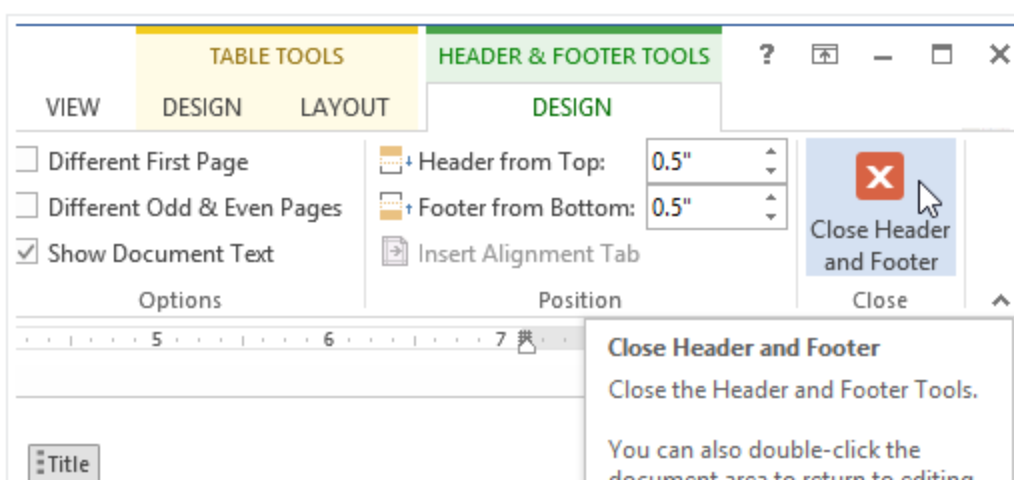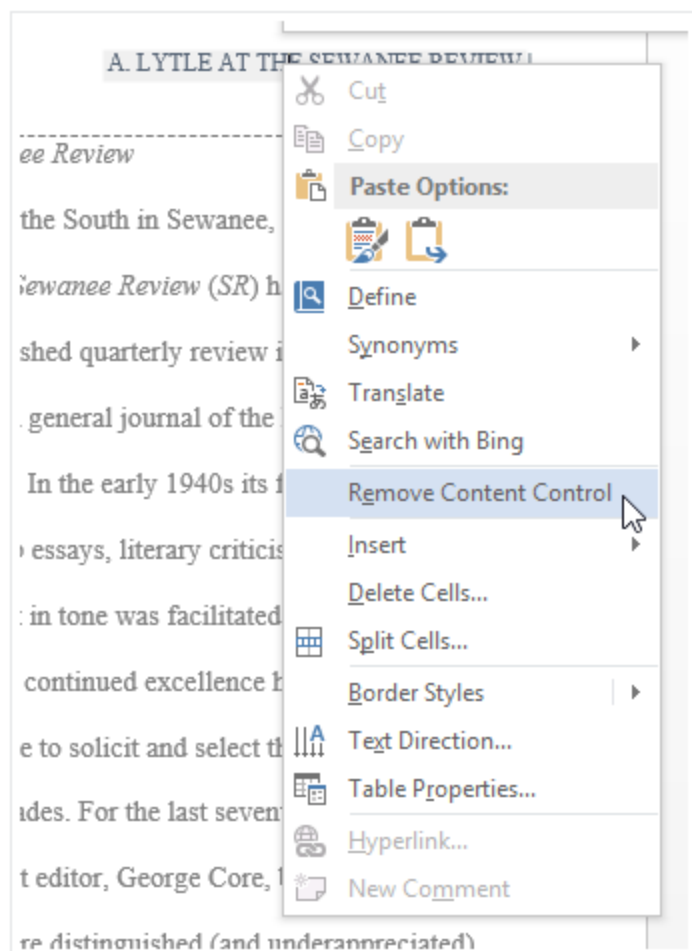TABLE TOOLS   HEADER & FOOTER TOOLS   ? ⊞ — ▢ ✕

VIEW   DESIGN   LAYOUT   DESIGN

☐ Different First Page   Header from Top: 0.5"   ✕
☐ Different Odd & Even Pages Footer from Bottom: 0.5"   Close Header
☑ Show Document Text   Insert Alignment Tab   and Footer

Options   Position   Close

5 . . . . 6 7

Close Header and Footer
Close the Header and Footer Tools.

You can also double-click the
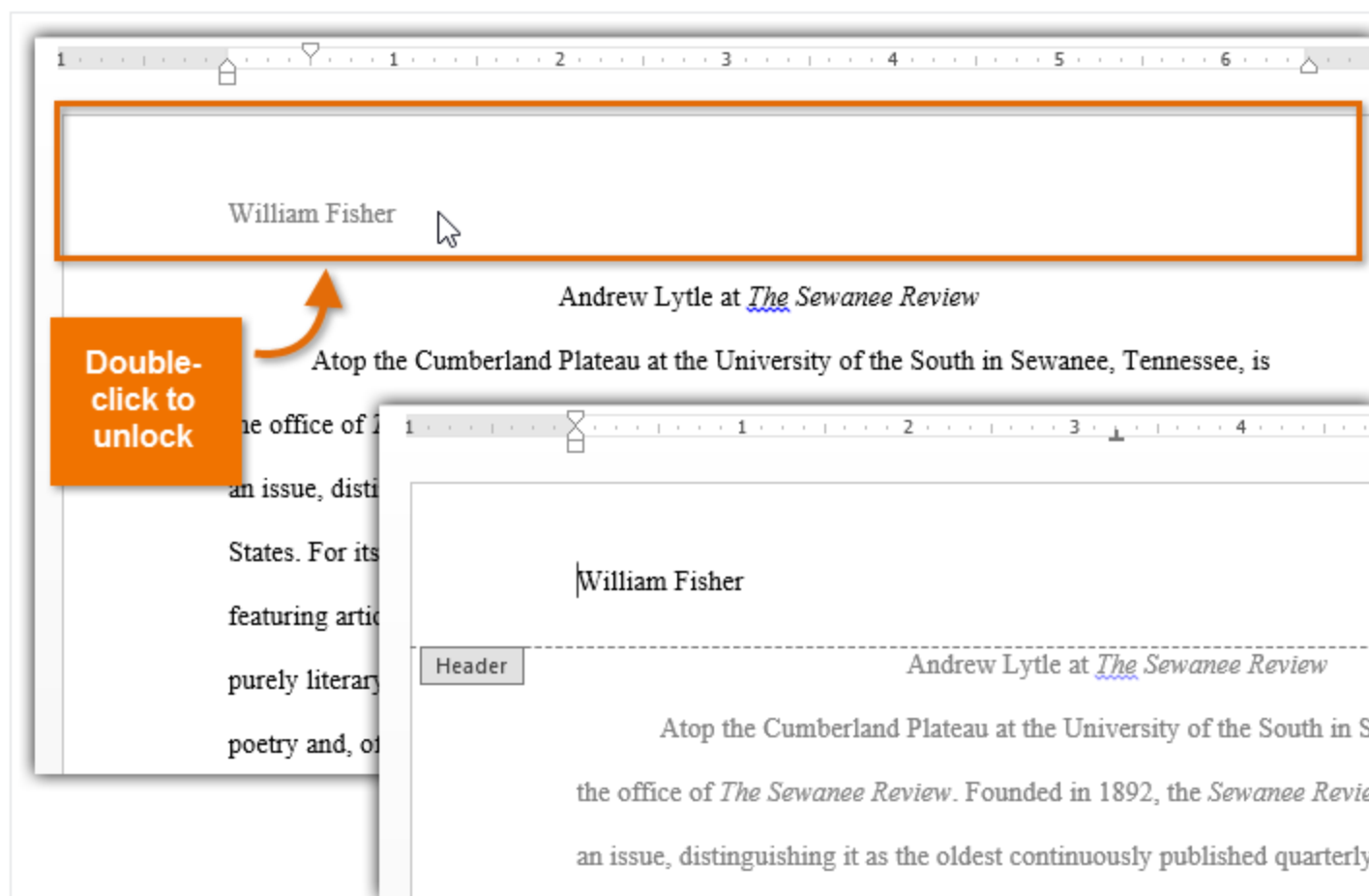document area to return to editing

Title

document area to return to editing
it.

If you want to delete a Content Control field, right-click it and select **Remove Content Control** from the menu that appears.

A. LYTLE AT THE SEWANEE REVIEW!

| Cut |
| Copy |
| Paste Options: |
| Define |
| Synonyms |
| Translate |
| Search with Bing |
| Remove Content Control |
| Insert |
| Delete Cells... |
| Split Cells... |
| Border Styles |
| Text Direction... |
| Table Properties... |
| Hyperlink... |
| New Comment |

Editing headers and footers

After you close the header or footer, it will still be visible, but it will be **locked**. Simply double-click a header or footer to **unlock** it, which will allow you to edit it.

William Fisher

Andrew Lytle at *The Sewanee Review*

Atop the Cumberland Plateau at the University of the South in Sewanee, Tennessee, is

Double-click to unlock

he office of ...

an issue, disti...

States. For its...

featuring artic...

purely literary...

poetry and, of...

William Fisher

Header

Andrew Lytle at *The Sewanee Review*

Atop the Cumberland Plateau at the University of the South in S

the office of *The Sewanee Review*. Founded in 1892, the *Sewanee Revie*

an issue, distinguishing it as the oldest continuously published quarterly

Design tab options

When your document's header and footer are unlocked, the **Design** tab will appear on the right side of the Ribbon,
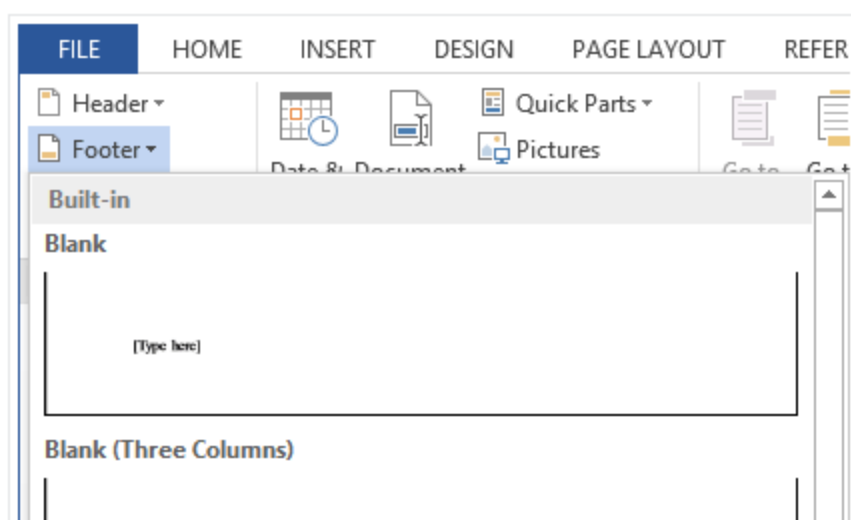
giving you various editing options:

- **Hide the first-page header and footer**: For some documents, you may not want the first page to show the header and footer, like if you have a cover page and want to start the page numbering on the second page. If you want to hide the first page header and footer, check the box next to **Different First Page**.
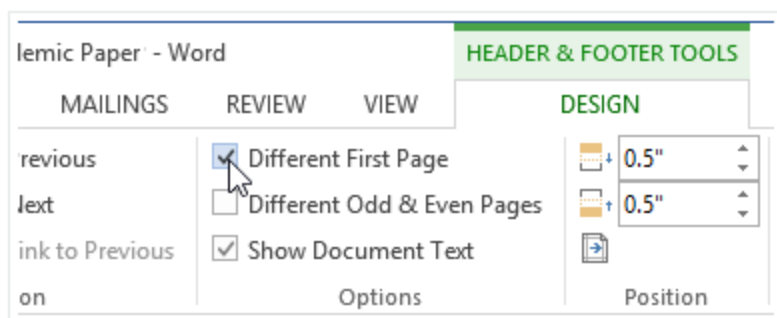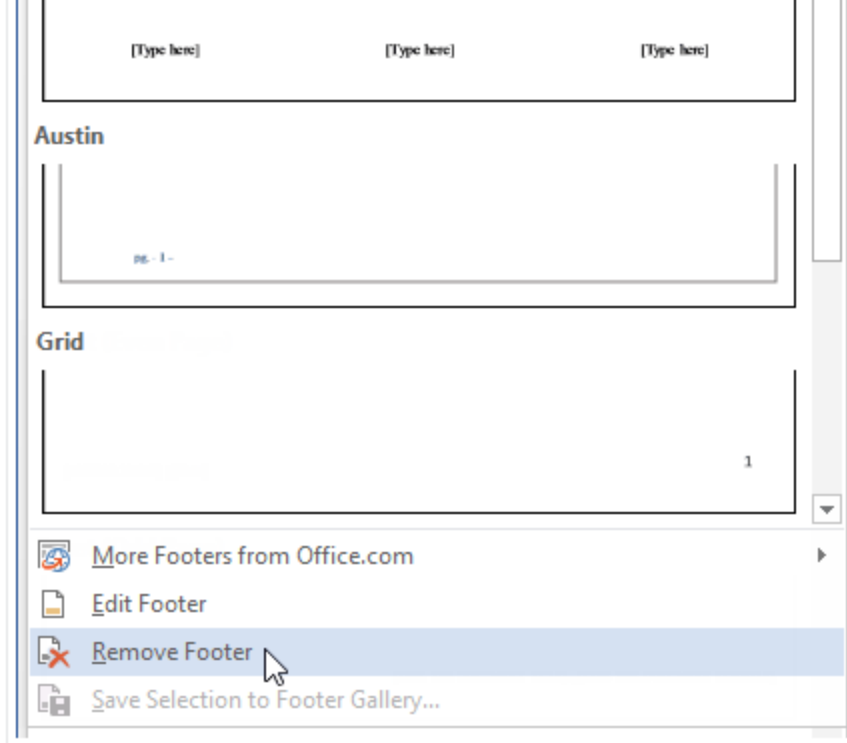

- **Remove the header**: If you want to remove all information contained in the header, click the **Header** command and select **Remove Header** from the menu that appears.
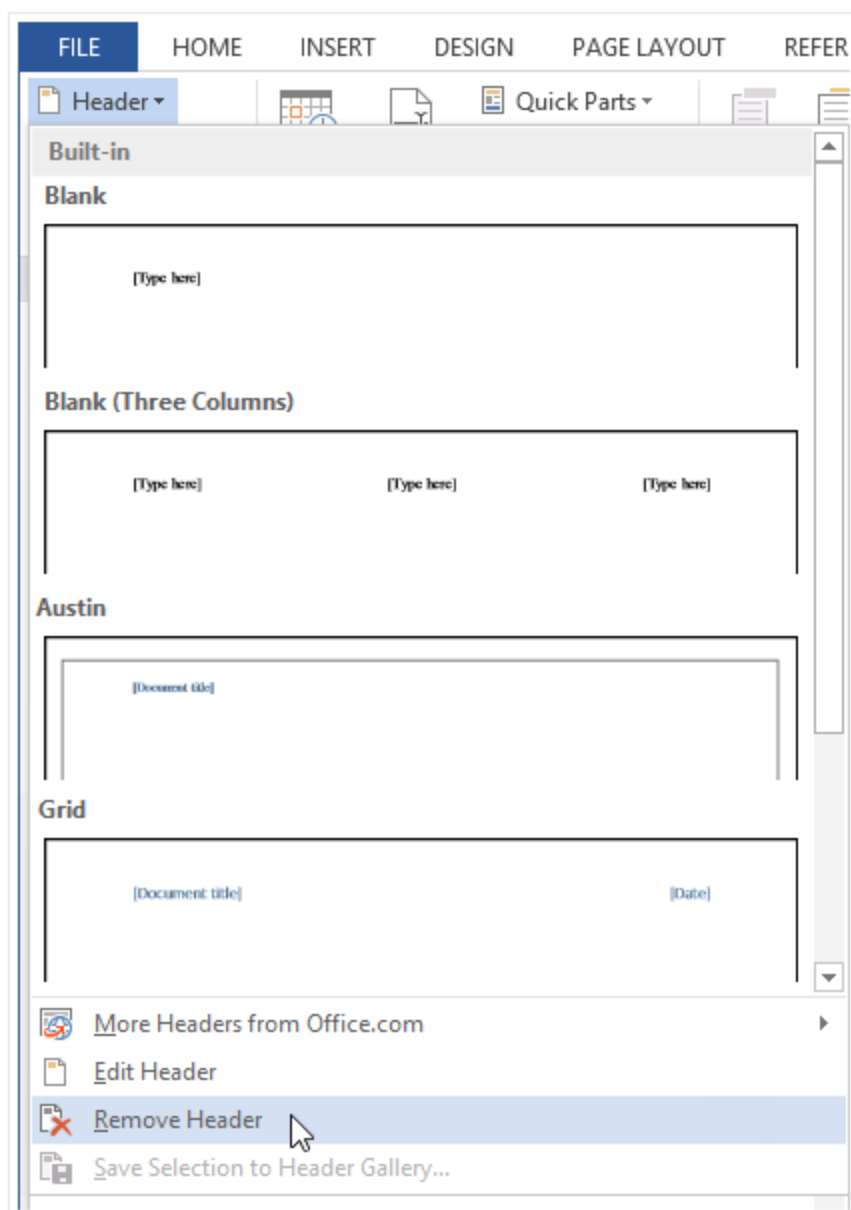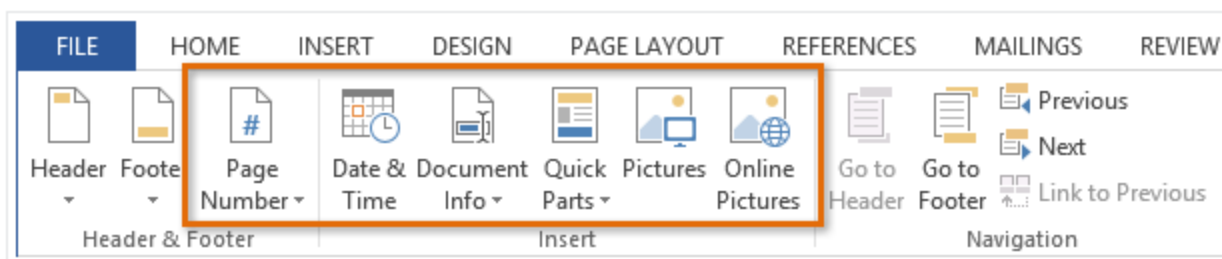

- **Remove the footer**: If you want to remove all information contained in the footer, click the **Footer** command and select **Remove Footer** from the menu that appears.

[Type here]   [Type here]   [Type here]

Austin

pg. - 1 -

Grid

1

More Footers from Office.com

Edit Footer

Remove Footer

Save Selection to Footer Gallery...

- **Additional options**: With the Page Number command and the commands available in the Insert group, you can **add page numbers**, the **date and time**, **pictures**, and more to your header or footer.
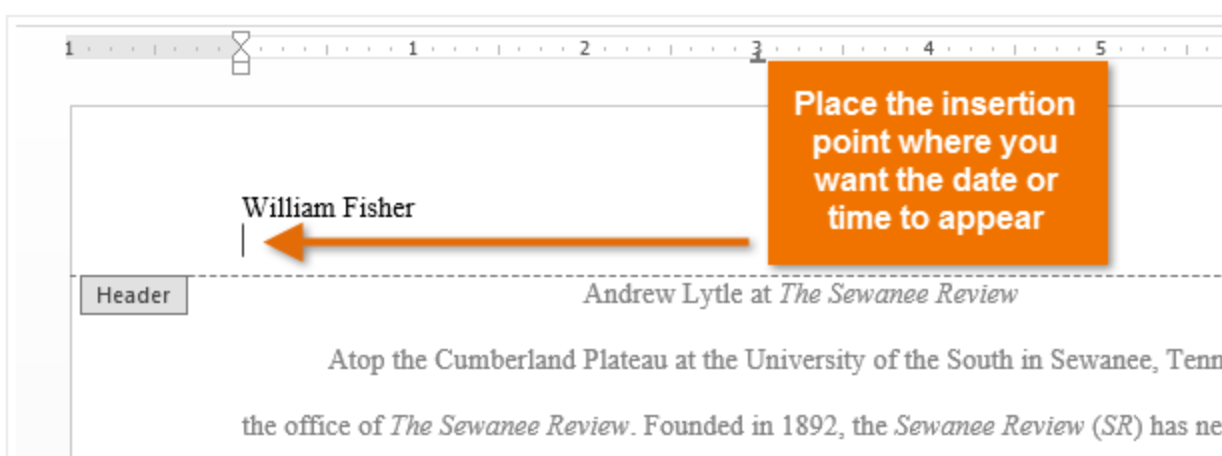
FILE HOME INSERT DESIGN PAGE LAYOUT REFERENCES MAILINGS REVIEW

Header Footer Page Number Date & Time Document Info Quick Parts Pictures Online Pictures Go to Header Go to Footer Previous Next Link to Previous

Header & Footer   Insert   Navigation

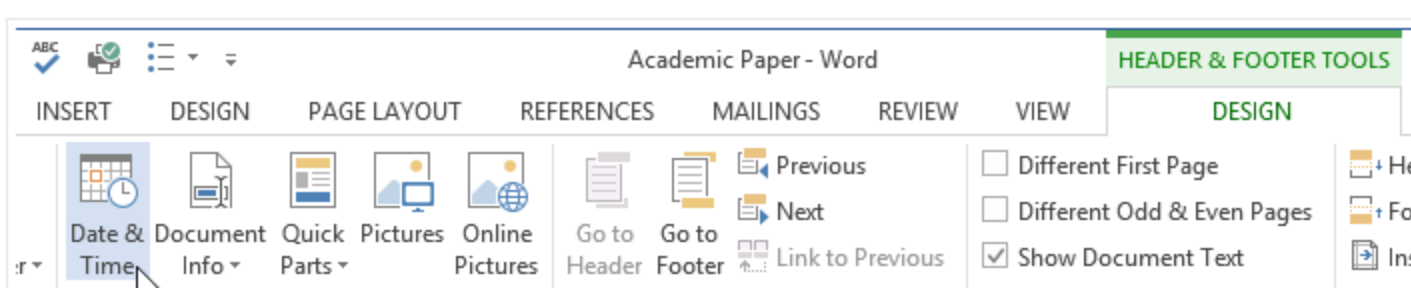## To insert the date or time into a header or footer:

Sometimes it's helpful to include the **date or time** in the header or footer. For example, you may want your document to show the **date when it was created**.
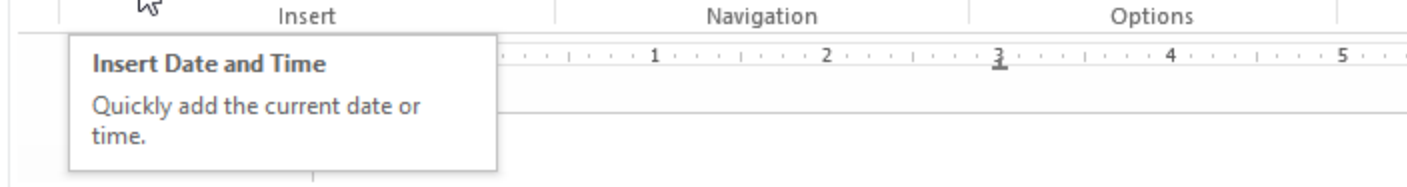
On the other hand, you may want to show the **date when it was printed**, which you can do by setting it to **update automatically**. This is useful if you frequently update and print a document because you'll always be able to tell which version is the most recent.

1. Double-click anywhere on the header or footer to **unlock** it. Place the **insertion point** where you want the date or time to appear. In our example, we'll place the insertion point on the line below the author's name.

William Fisher

Place the insertion point where you want the date or time to appear

Header

Andrew Lytle at *The Sewanee Review*

Atop the Cumberland Plateau at the University of the South in Sewanee, Tenn

the office of *The Sewanee Review*. Founded in 1892, the *Sewanee Review* (*SR*) has ne

2. The **Design** tab will appear. Click the **Date & Time** command.

Academic Paper - Word   HEADER & FOOTER TOOLS

INSERT DESIGN PAGE LAYOUT REFERENCES MAILINGS REVIEW VIEW   DESIGN

Date & Time Document Info Quick Parts Pictures Online Pictures Go to Header Go to Footer Previous Next Link to Previous Different First Page Different Odd & Even Pages Show Document Text

Insert Date and Time

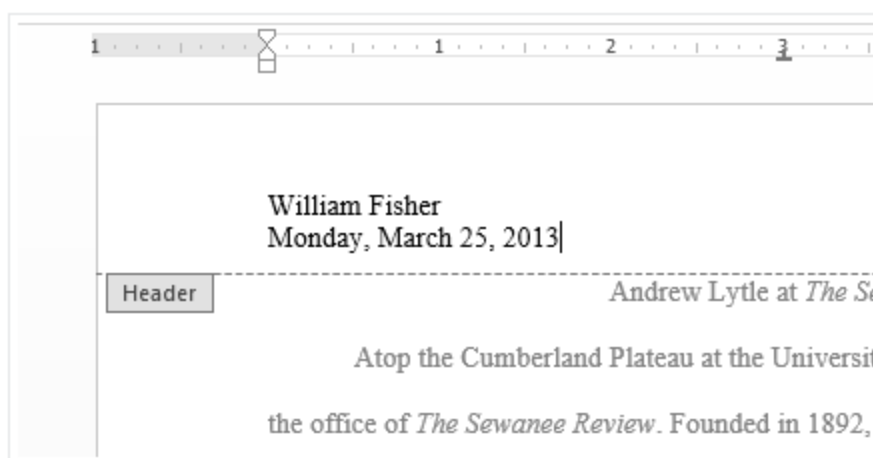Quickly add the current date or time.

3. The **Date and Time** dialog box will appear. Select the desired **date** or **time format.**

4. Check the box next to **Update Automatically** if you want the date to change every time you open the document. If you don't want the date to change, leave this option unchecked.

5. Click **OK.**
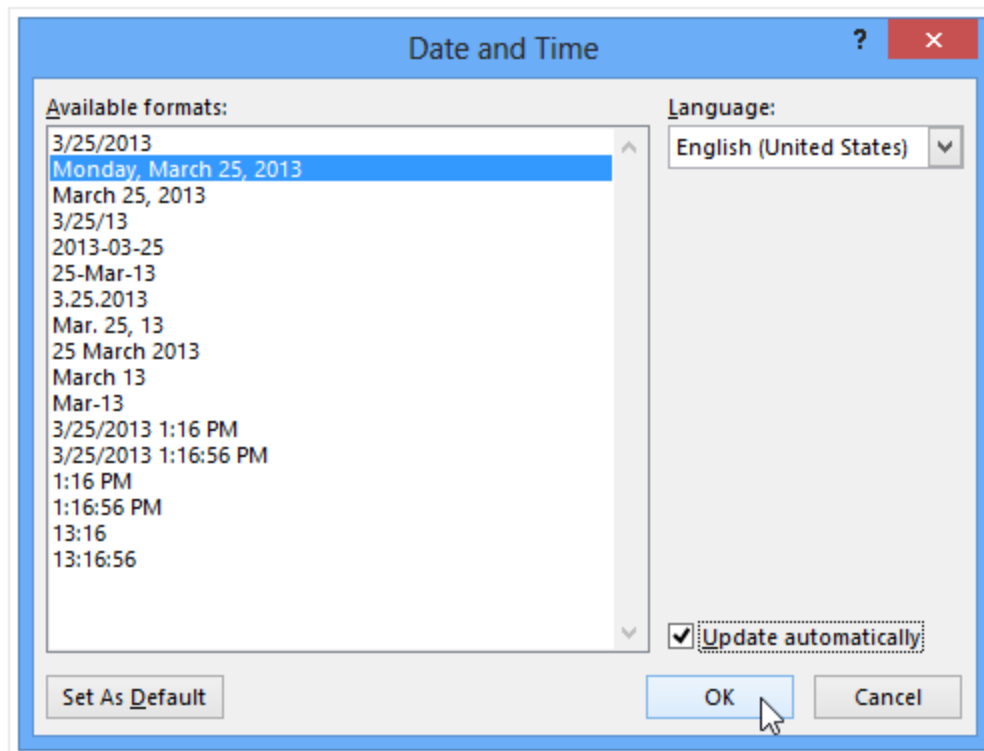

6. The date will appear in the header.

Adding page numbers

Word can automatically label each page with a page number and place it in a **header**, **footer**, or **side margin**. When you need to number some pages differently, Word allows you to **restart page numbering**.

To add page numbers to a document:

In our example, we'll add page numbering to our document's footer.

1. Double-click anywhere on the **header** or **footer** to **unlock** it. If you don't already have a header or footer, you can double-click near the **top or bottom of the page**. The **Design** tab will appear on the right side of the Ribbon.
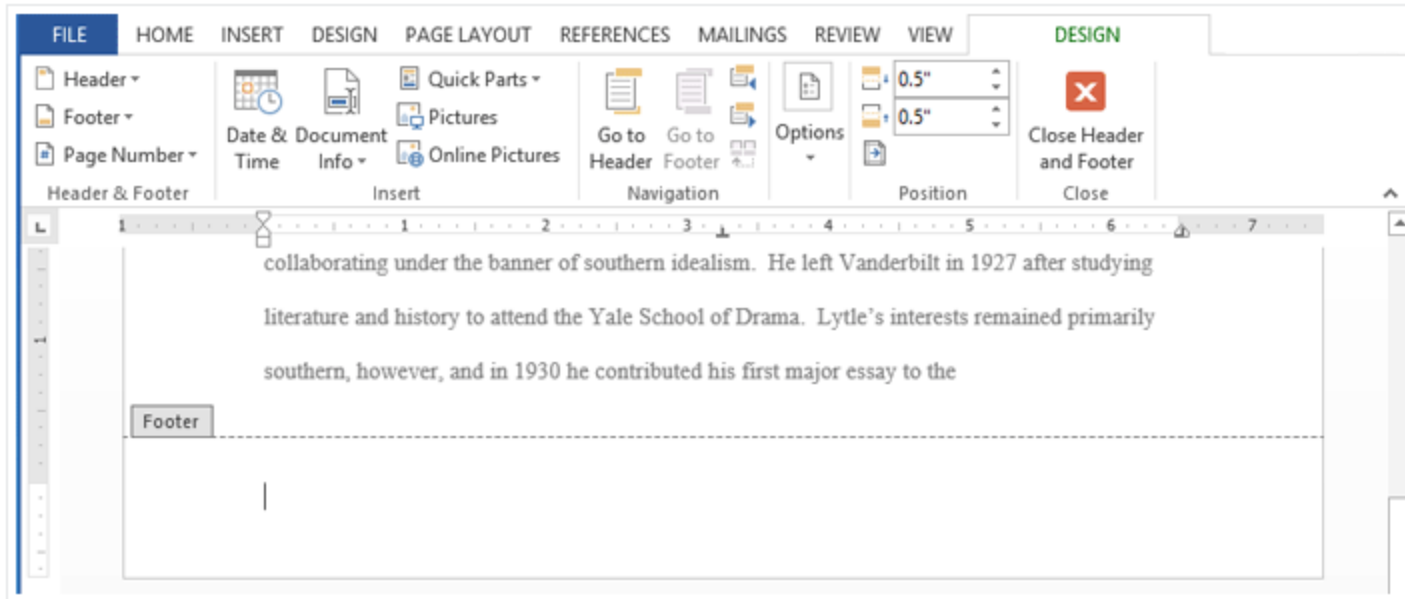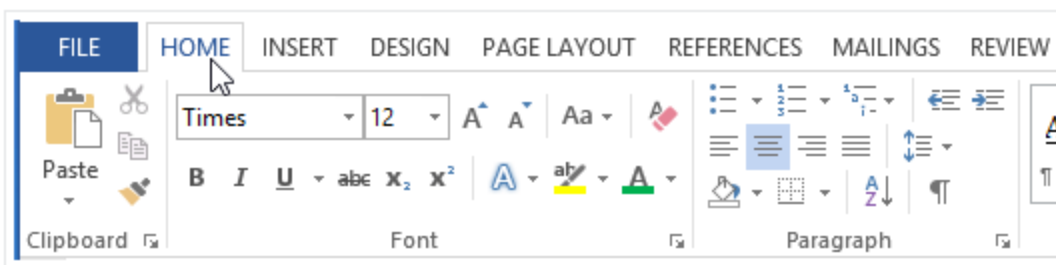
2. Click the **Page Number** command. In the menu that appears, hover the mouse over **Current Position** and select the desired **page numbering style**.
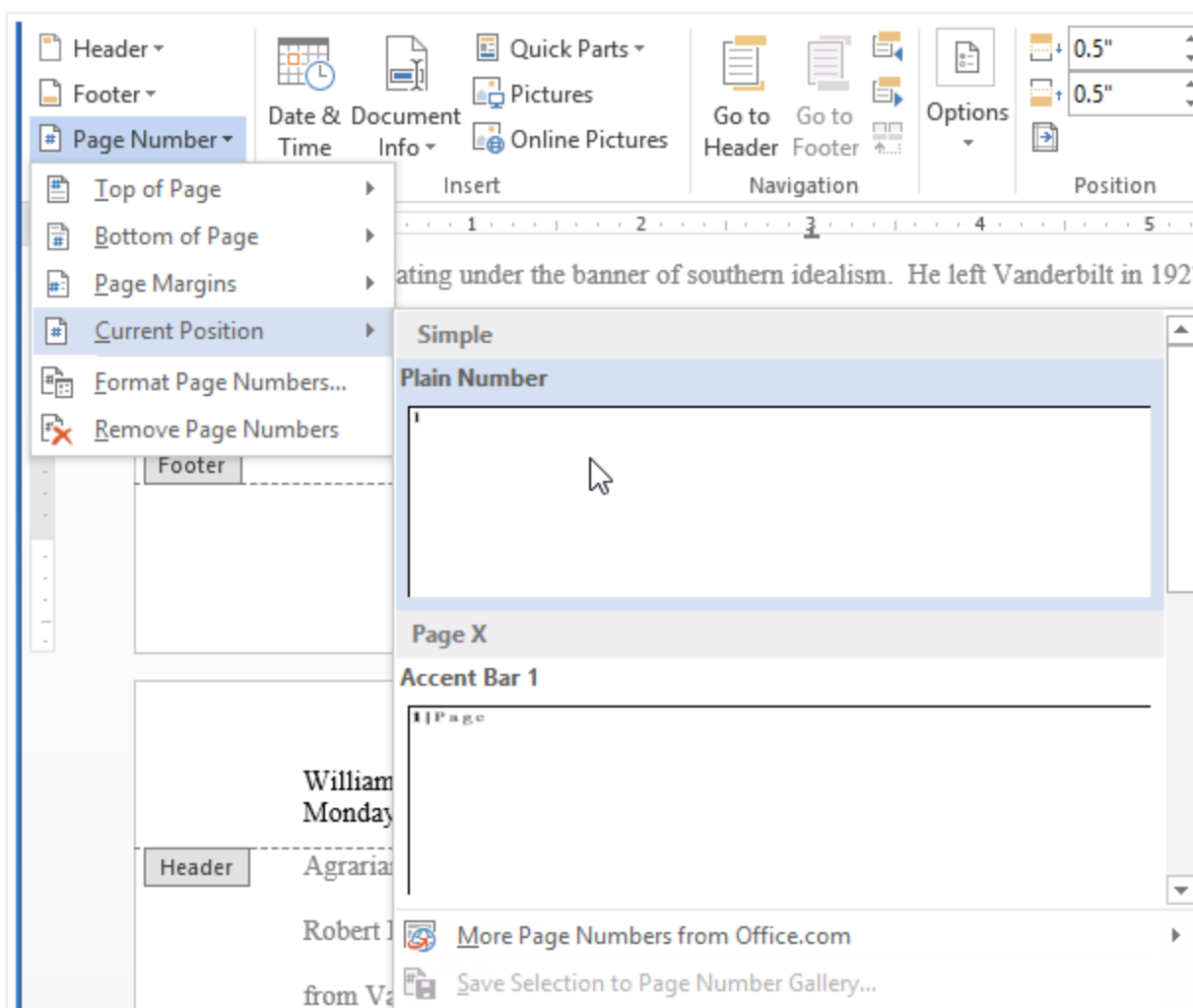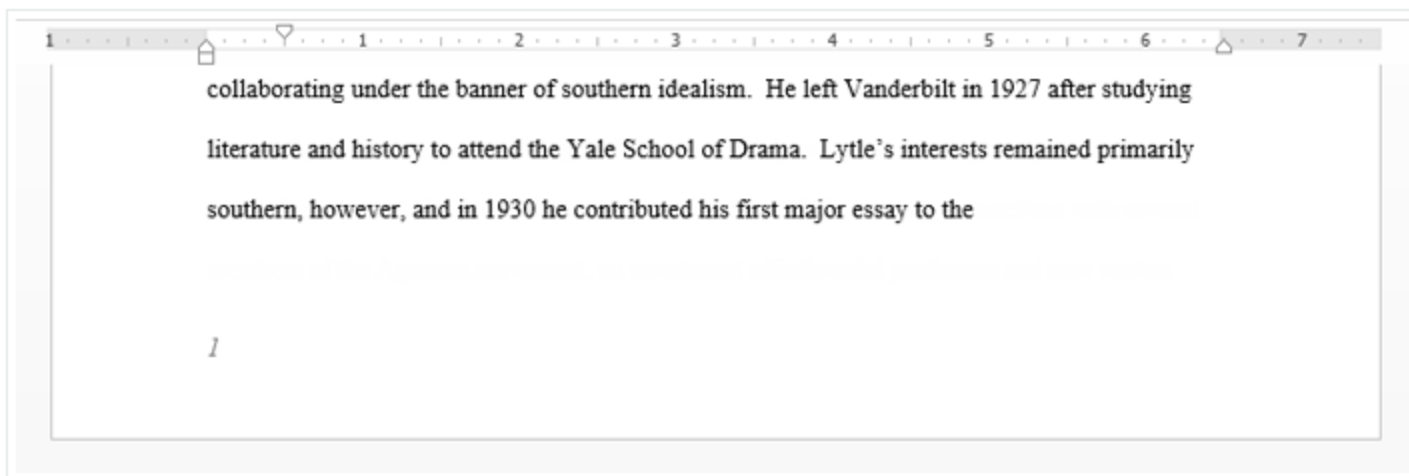

3. Page numbering will appear.
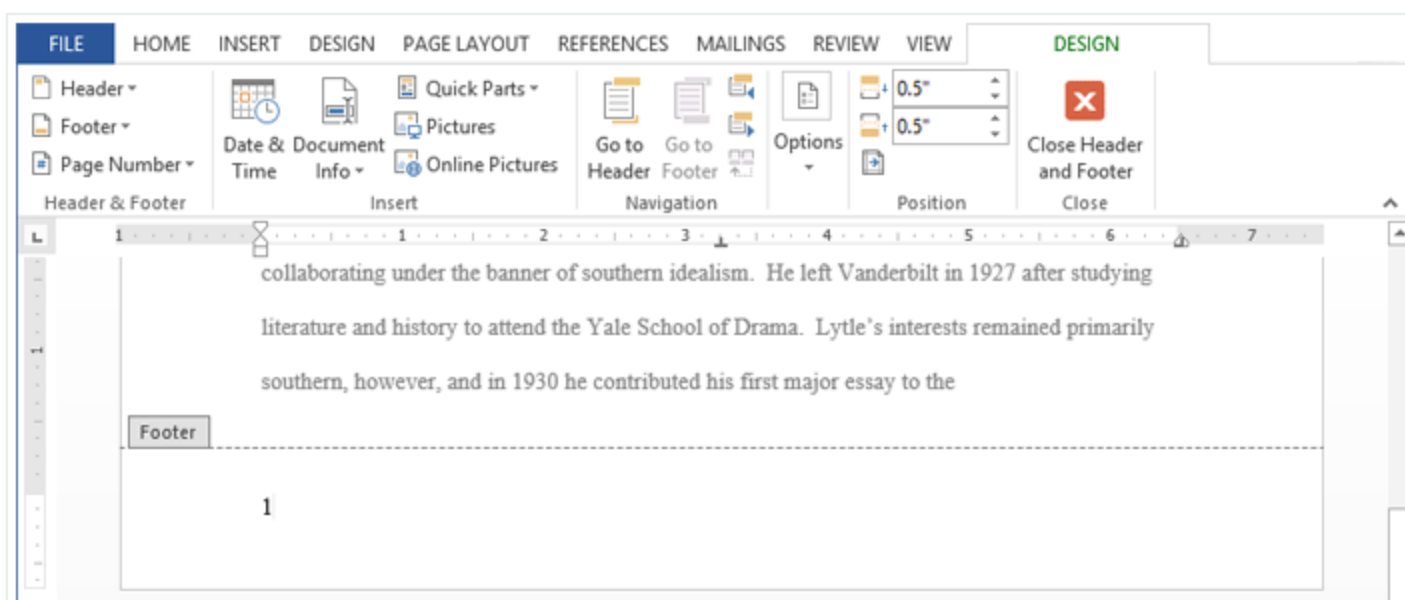
4. To edit the **font**, **font size**, and **alignment** of page numbers, select a page number and click the **Home** tab. Word's text formatting options will appear.

5. When you're finished, press the **Esc** key. The page numbering will be formatted.


collaborating under the banner of southern idealism. He left Vanderbilt in 1927 after studying

literature and history to attend the Yale School of Drama. Lytle's interests remained primarily

southern, however, and in 1930 he contributed his first major essay to the

1

✴ Alternatively, you can add page numbers to the header or footer by clicking the **Page Number** command and then selecting **Top of Page** or **Bottom of Page**. If you have an existing header or footer, it will be removed and replaced with the page number.
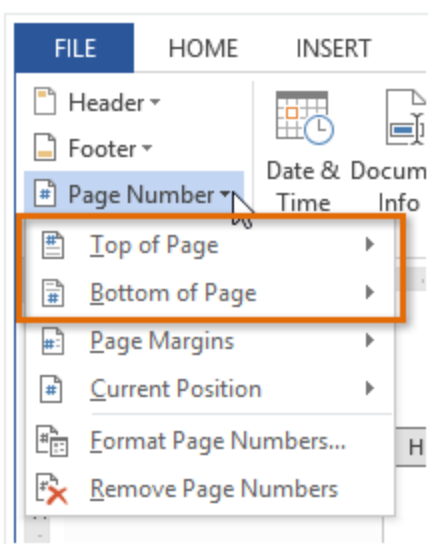
To restart page numbering:

Word allows you to restart page numbering on any page of your document. You can do this by inserting a section break and then selecting the number you want to restart the numbering with. In our example, we'll restart the page numbering for our document's **Works Cited** section.

1. Place the **insertion point** at the **top of the page** you want to restart page numbering for. If there is text on the page, place the insertion point at the **beginning of the text**.

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Place the insertion point at the top of the page

William Fisher
Monday, March 25, 2013
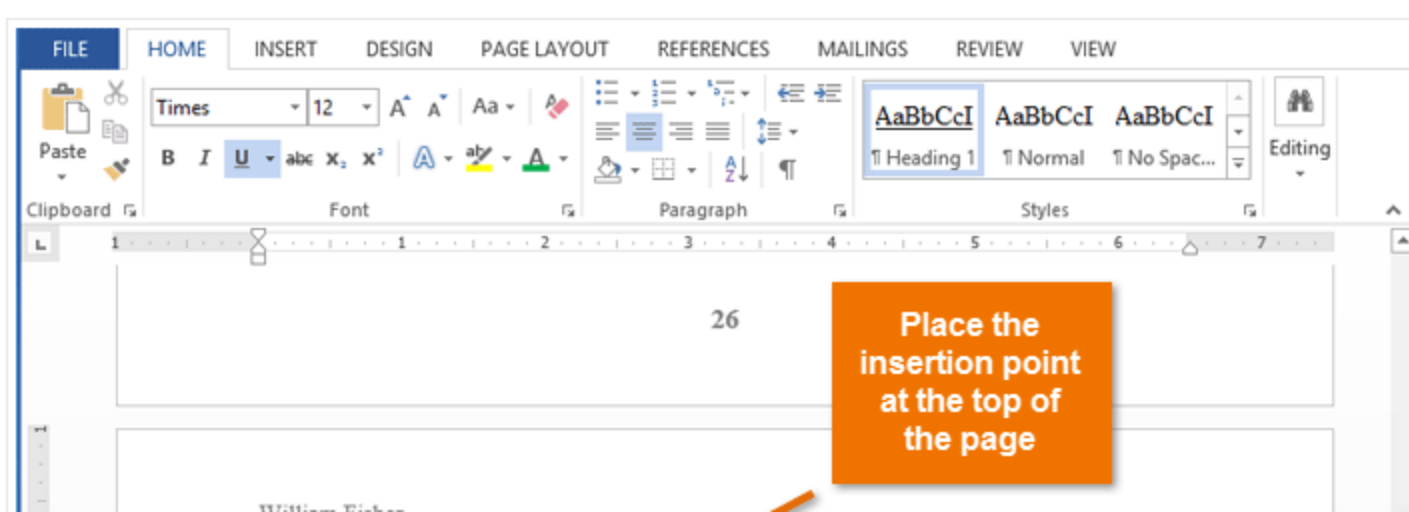
Works Cited

Beck, Charlotte. *The Fugitive Legacy: A Critical History*. Baton Rouge: LSU Press, 2001.
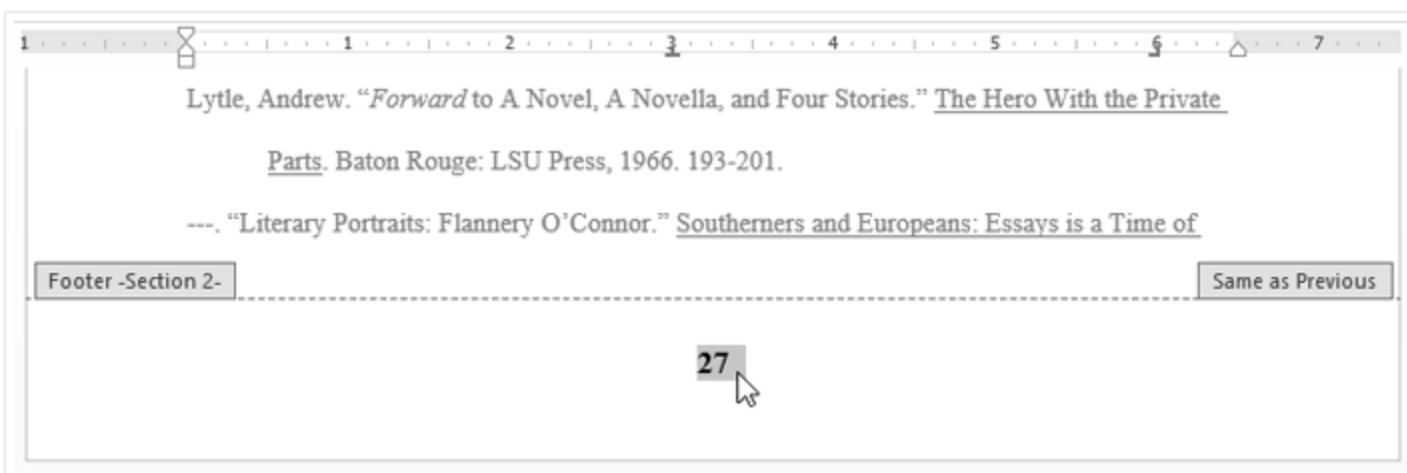
Core, George. "Remaking *The Sewanee Review*." *Chattahoochee Review* 8 (1988): 71-7.

---. "*The Sewanee Review*: A Critical and Editorial History." Sewanee: University of the South
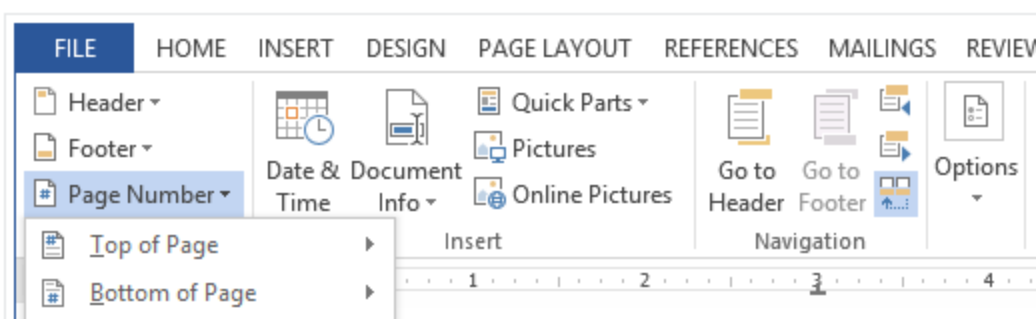
2. Select the **Page Layout** tab, then click the **Breaks** command. Select **Next Page** from the drop-down menu that appears.
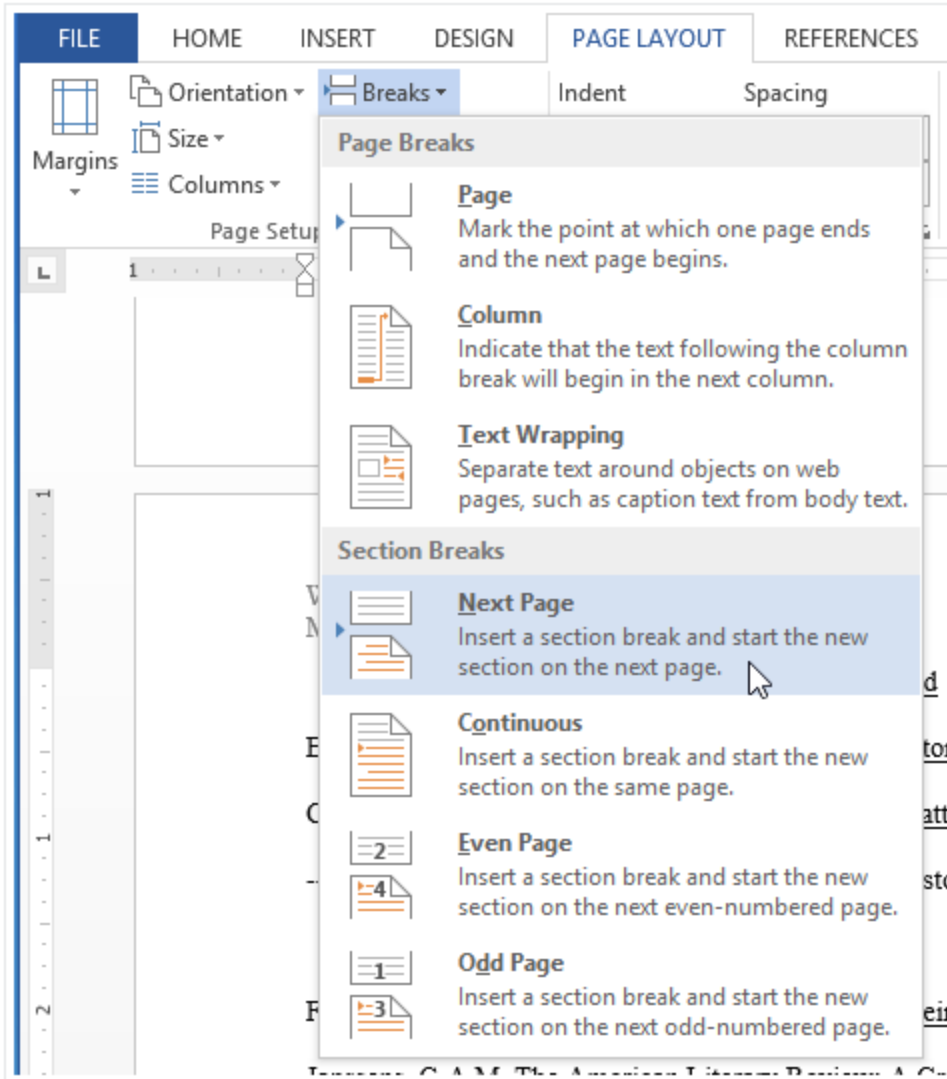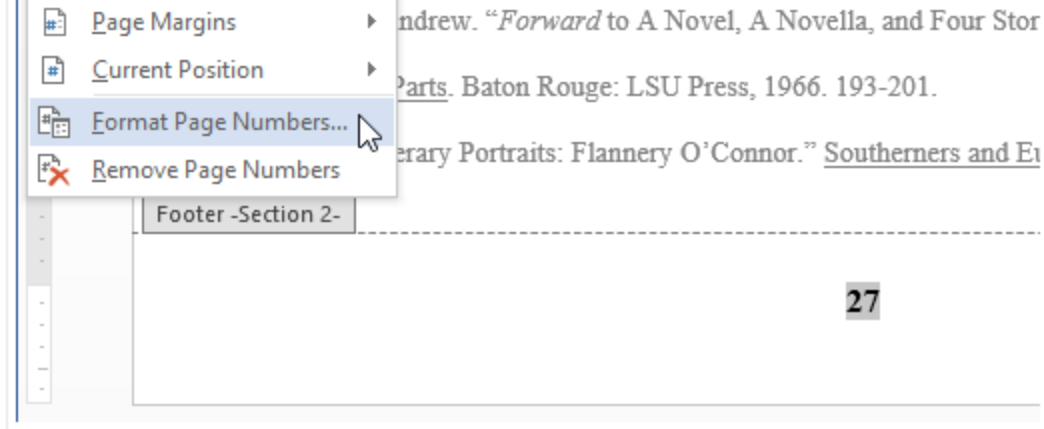

3. A section break will be added to the document.

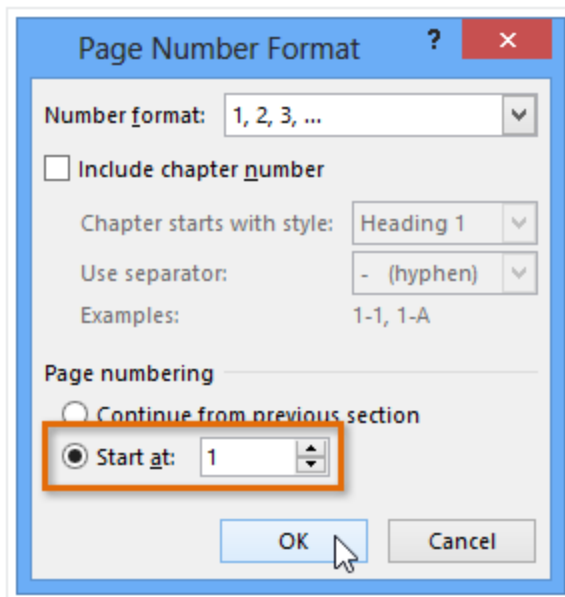4. Double-click the **header or footer** that contains the page number you want to restart.

5. Click the **Page Number** command. In the menu that appears, select **Format Page Numbers**.

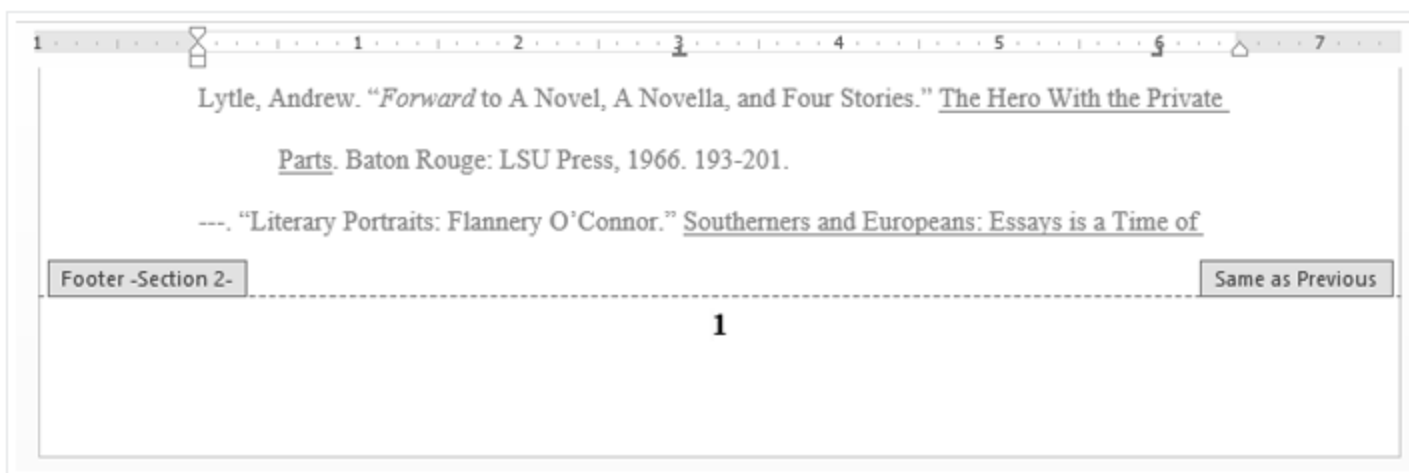|	Page Margins	▶	ndrew. "*Forward* to A Novel, A Novella, and Four Stor
	Current Position	▶	Parts. Baton Rouge: LSU Press, 1966. 193-201.
	Format Page Numbers...		erary Portraits: Flannery O'Connor." Southerners and En
	Remove Page Numbers		

Footer -Section 2-

27

6. A dialog box will appear. Click the **Start at:** button. By default, it will start at **1**. If you want, you can change the number.
7. Click **OK**.

Page Number Format ? ✕

Number format: 1, 2, 3, ...

☐ Include chapter number

Chapter starts with style: Heading 1

Use separator: - (hyphen)

Examples: 1-1, 1-A

Page numbering
○ Continue from previous section
● Start at: 1

OK   Cancel

8. The page numbering will restart.

Lytle, Andrew. "*Forward* to A Novel, A Novella, and Four Stories." The Hero With the Private

Parts. Baton Rouge: LSU Press, 1966. 193-201.

---. "Literary Portraits: Flannery O'Connor." Southerners and Europeans: Essays is a Time of

Footer -Section 2-   Same as Previous

1

✳ To learn more about adding section breaks to your document, visit our lesson on **Breaks**.

Challenge!

1. Create a **new** Word document. If you want, you can use our **practice document**.
2. Create a blank **header**. If you're using the example, **unlock** the header.
3. Add a name to the **header**. If you're using the example, type the name **Tom Shelby** after **Professor**.
4. Try inserting a **preset header or footer**.
5. Add today's date to the **header**. If you're using the example, add today's date below **Professor Tom Shelby**.
6. Try adding a page number to the **footer**. If you're using the example, add a page number to the **bottom of the page**.
7. Try restarting the **page numbering**.

7. Try restarting the **page numbering**.