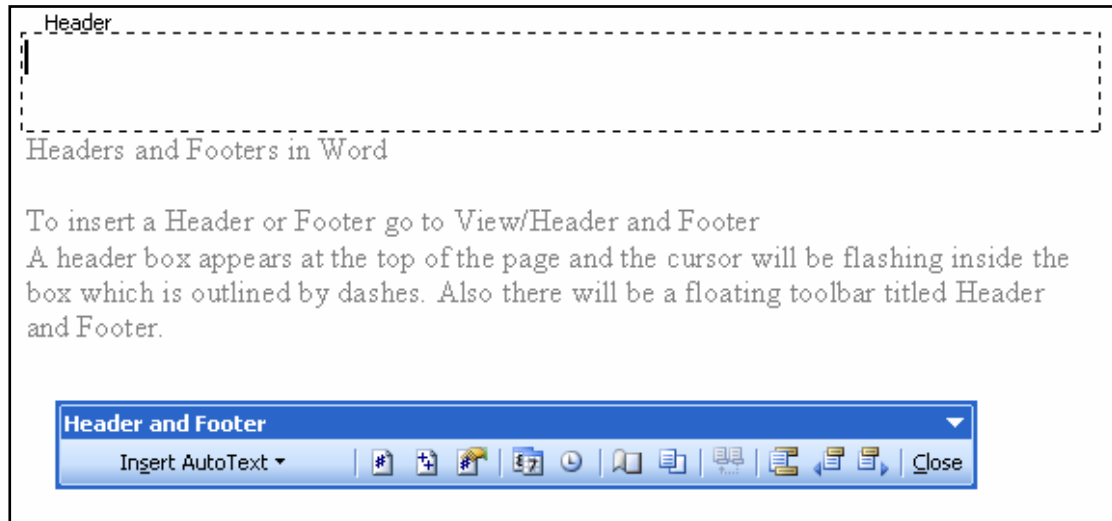


Headers and Footers in Word

To insert a Header or Footer go to **View/Header and Footer**.

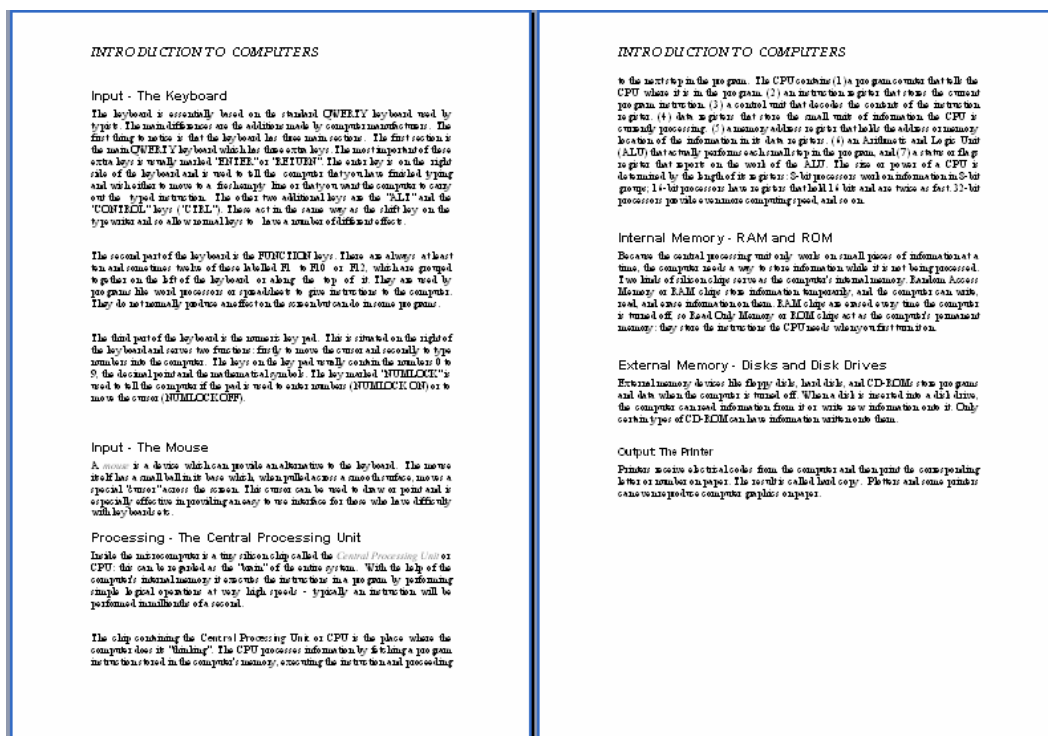
A header box appears at the top of the page and the cursor will be flashing inside the box which is outlined by dashes. Also there will be a floating toolbar titled **Header and Footer**.




A page or document title could be added into the header and formatted in the normal way. A photo or clip art can also be put into the header or footer.

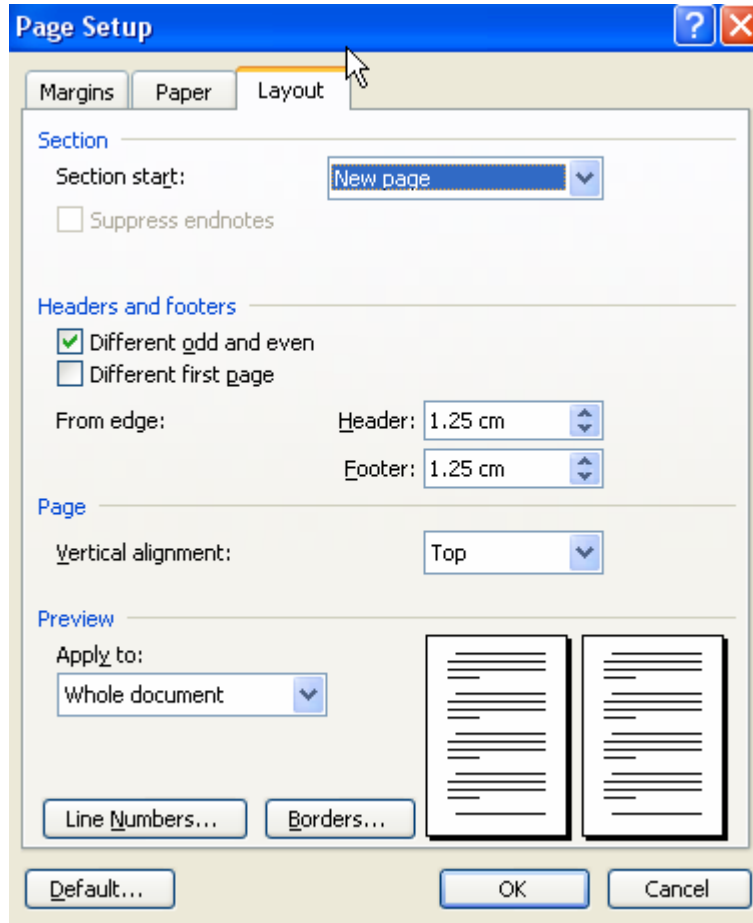
Close the Header and Footer toolbar and click on the Print Preview button. 

A heading, left aligned, has been added to the document and the Print Preview shows two pages

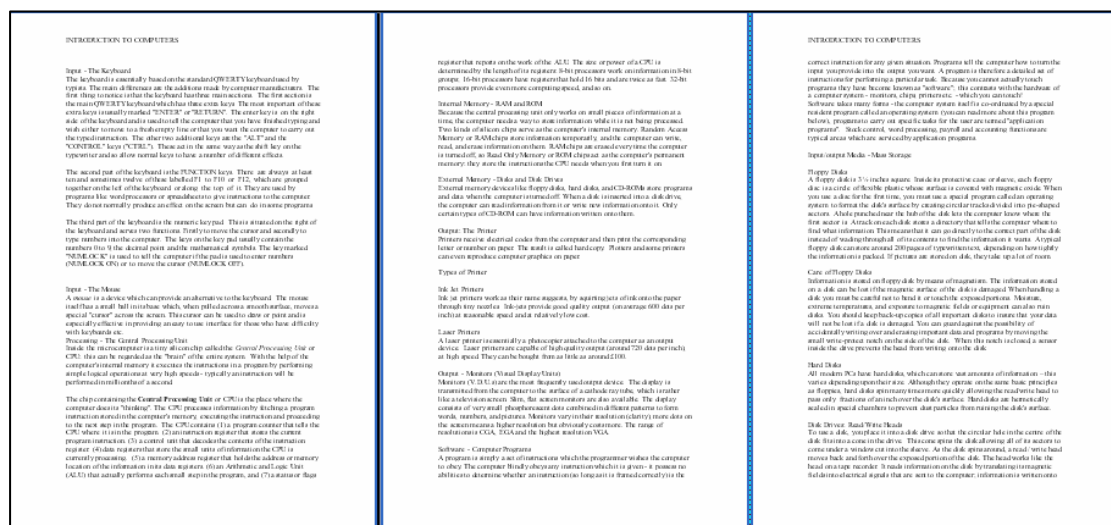


Close the **Print Preview** window and go back to **Header and Footer View** and click on the **Page Setup** Icon in the  middle of the toolbar.

The **Page Set Up** box appears. Click on the **Layout** tab and then tick the box under **Headers and footers** – **Different odd and even**



The print preview now shows the **Header** on only the odd pages as below. It is aligned to the left. To align it to the right, place your cursor anywhere in the



and Footer Toolbar. Also use the Insert Auto Text button which has various useful options particularly file name and path or Author,Page and Date

