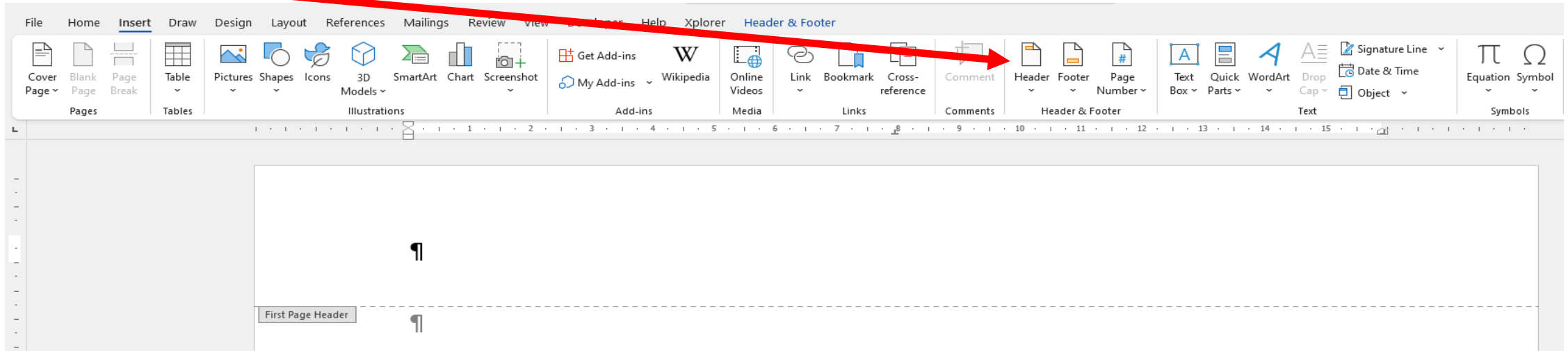# MORE WORD

Headers, Footers & Page Numbering

HEADERS:

To insert a Header you should click on the *Insert* tab and then click on *Header & Footer* to open a new window. Select *Header*:


This will open a new window from which You can select the type of header. It is probably easy to choose blank until you are more confident at using headers.

Click on *Edit Header* and decide what size you want the margins. The default measurements are too large, in my opinion but you can decide for yourself. This also where you can customise the alignment.
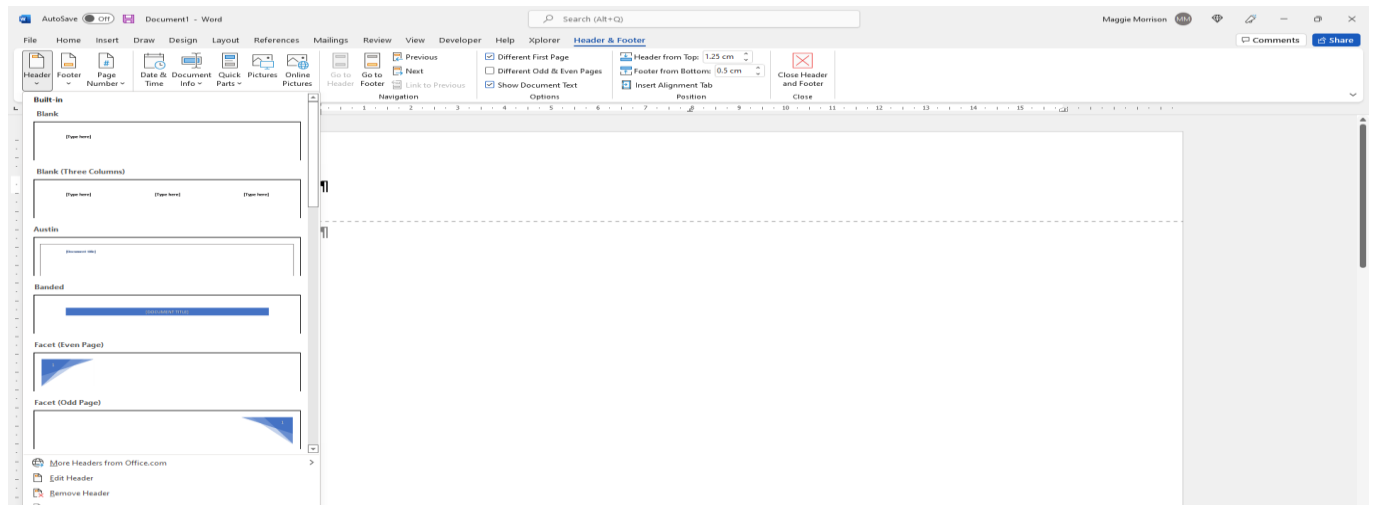
The procedure for inserting *Footers* is the same as for the *Headers* but by clicking on *footer* instead of *header* as shown here:
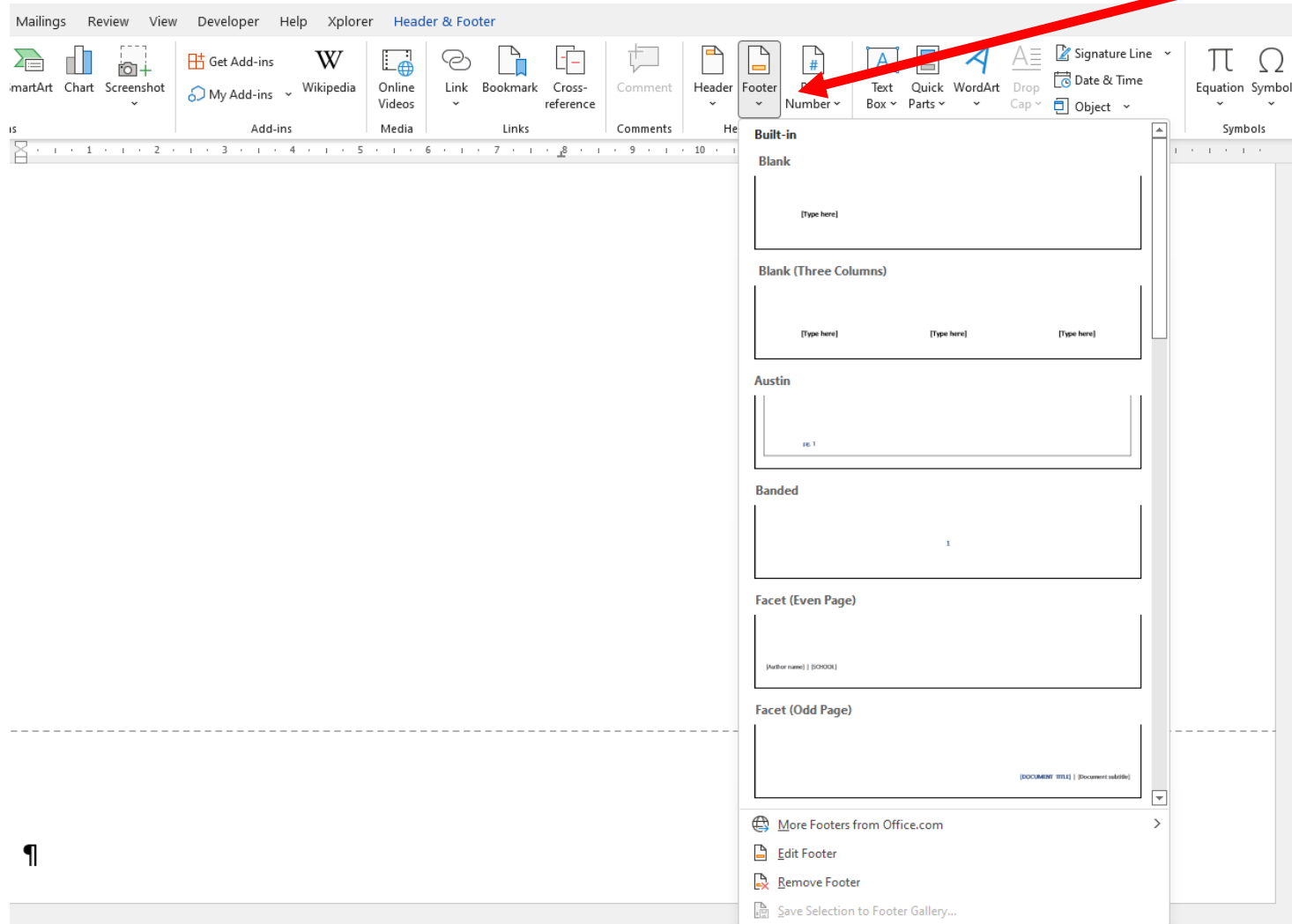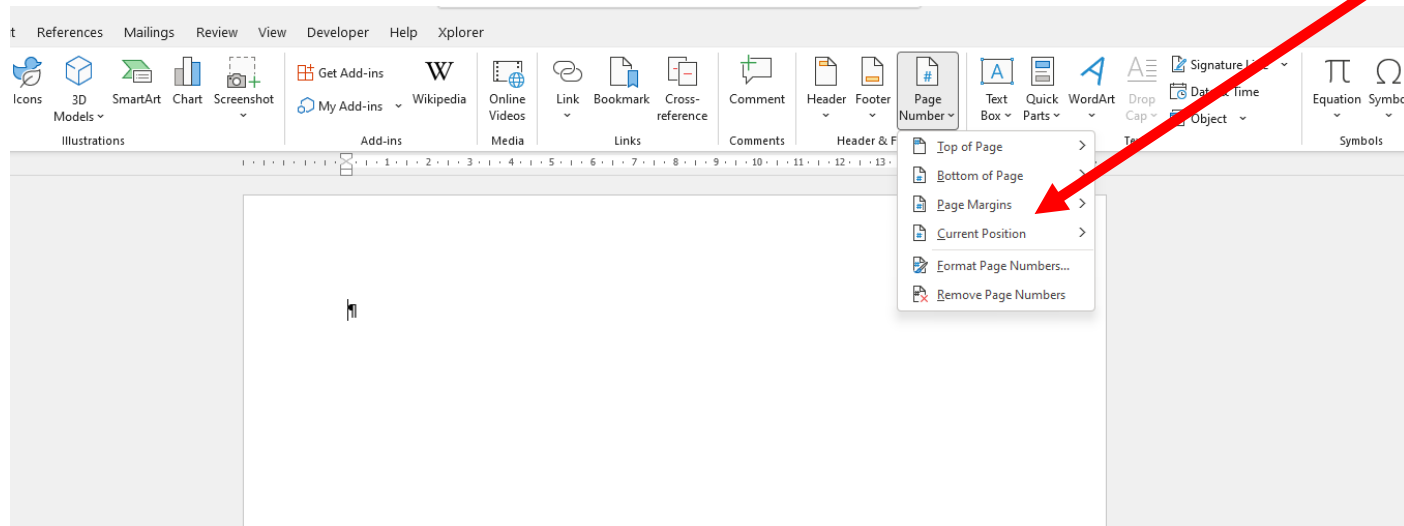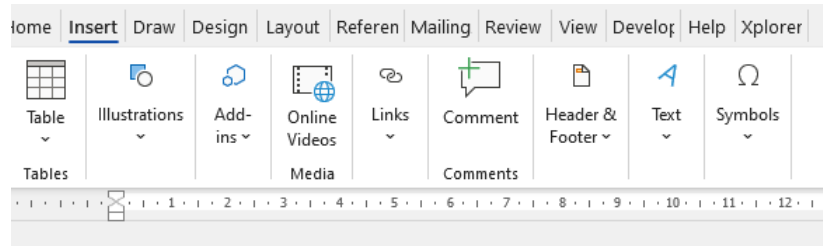

Then follow the same steps.

PAGE NUMBERS

Insert a current page number field, as follows:

In an open Word document, click on *Insert* and select *Page Numbering* to open a drop-down list
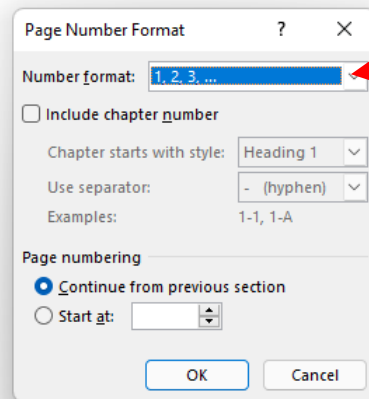
Select the position of the page number on the page from this list, e.g. *Bottom of page* & click OK.

Then click on *Format Page Number* to open a new window

In the *Number format* section, select a format for the page number, e.g. *1,2,3 or a,b,c*, etc.

Click OK.

The current page number appears in the document. No matter how you edit or modify the document, that number reflects the current page number.

From the same open window you can select from where you want the numbering to start. For example you may want to start the numbering at page 2 with no number on the front title page. You will need to make sure only this box is ticked:
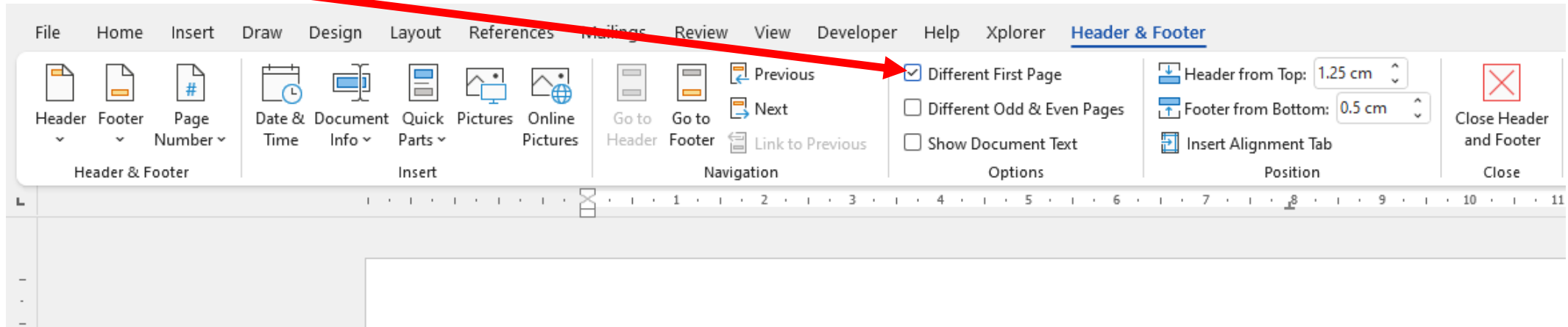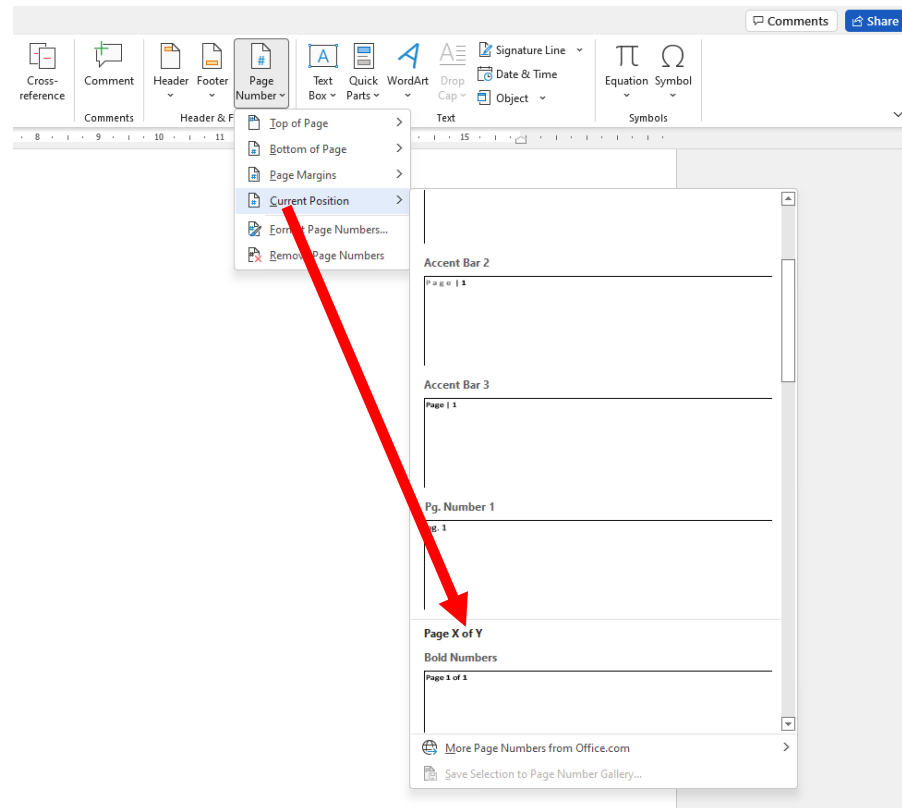
To include the total number of pages, i.e. *Page X of Y.*
Open the header or footer and tap where you want to put the page number first (if you haven't already done so.

Go to *Insert* then *Page Number*. Then select either *Current Position* or if you have no header or footer selected yet scroll until you see *Page X of Y* and then select a format from those listed below.

Then select *Close Header &*
Footer.

THE END