

Create different Headers and Footers in one Word document

The following article shows you how to create multiple headers and footers in the same word document using Microsoft Word 2007, 2010, 2013.

You use word to edit documents, by default the header and footer will be the same in all pages in the same word document. If you want to create multiple headers and footers in the same word document, you need to split the document into different sections. Thus each section will create a different type of header and footer.

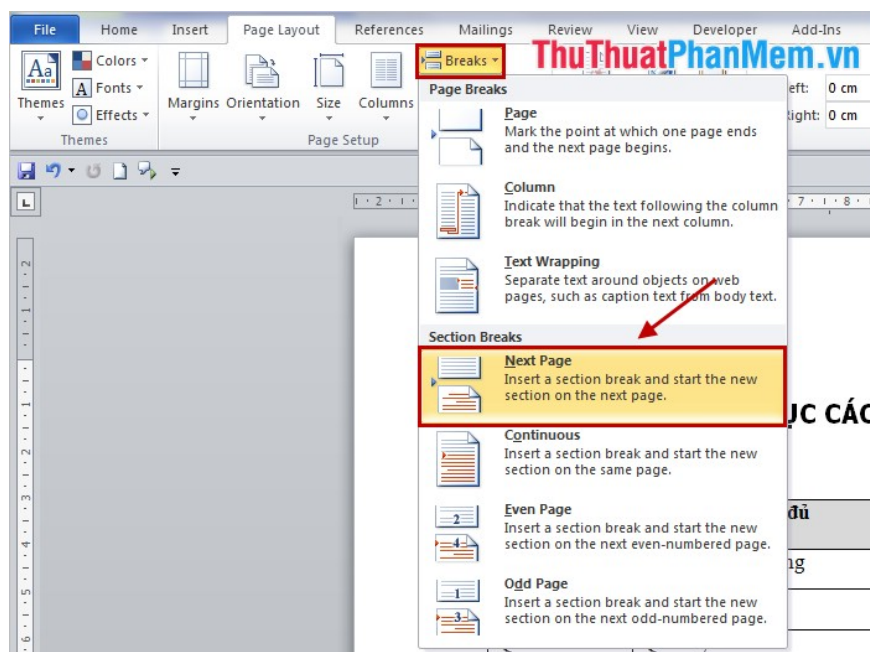
The following article shows you how to create multiple headers and footers in the same word document using Microsoft Word 2010. With Microsoft Word 2007, 2013 you do the same and with the lower versions, the operation is a bit different. due to different interface.

Step 1: Enter the content of the document, after entering this content and want the next content with a different header and footer. You put the cursor at the end of that content.

Step 2: Select the **Page Layout** tab and click **Breaks** , there will be 4 options for you in the **Section Breaks** :

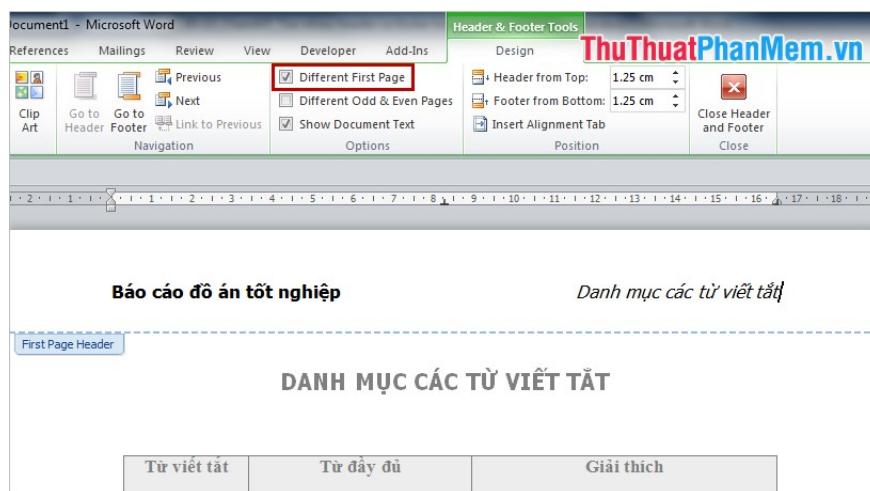
- **Next Page:** break to a new page.
- **Continuous:** interrupts the position of the mouse cursor.
- **Even Page:** even page breaks.
- **Odd Page:** odd page breaks.

For example, if you want to break the section on the new page right after the cursor position, select **Next Page** .

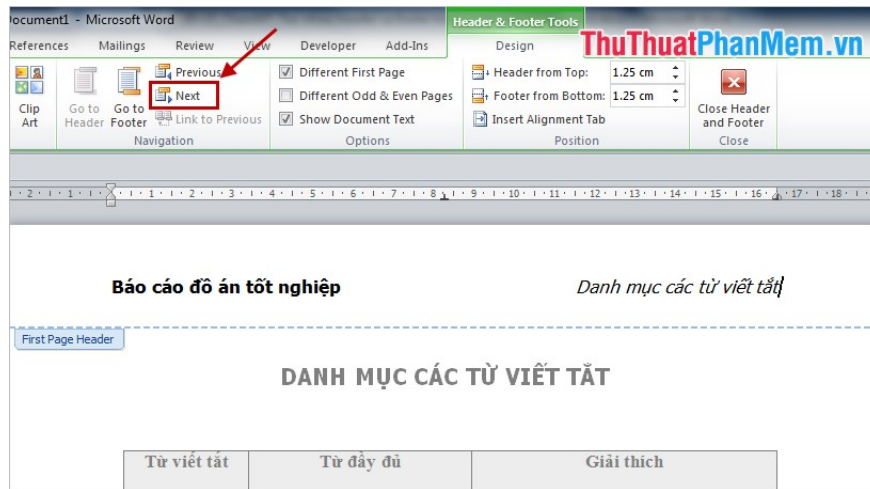


Step 3: So your document is now separated into 2 sections, section 1 is the content you have entered, section 2 is the content that you will enter next. You can split into many other sections if you like.

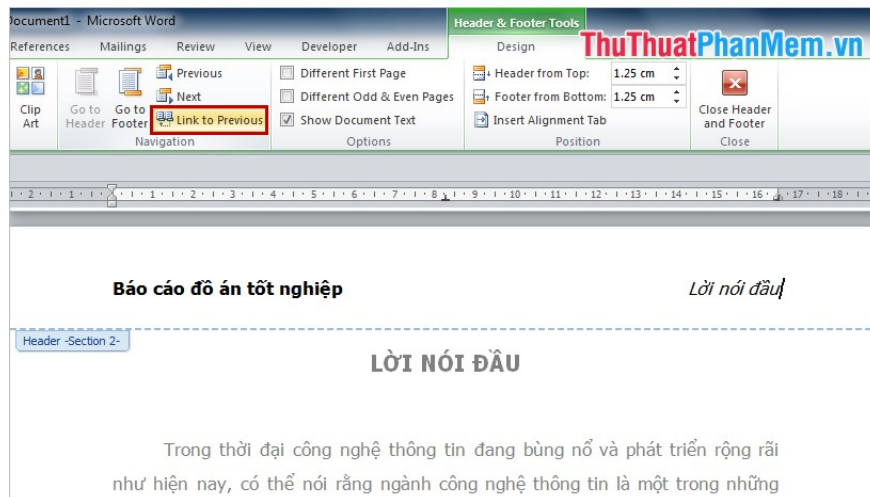
Now to create headers and footers for each section, double-click on the header (at the top of the page) of any page in section 1. In the **Design** section of **Header & Footer Tools**, select the *Different* item. *First Page* and enter the content for the header of section 1 as you like.



Step 4: After writing the content for the header of section 1, click **Next** to move to the header of section 2.



Step 5: Click the *Link to Previous* option so that the header of section 2 is not related to the header of section 1, then enter the content for the header of section 2.



Then you double click on any position outside the header to complete. With the footer you perform the same as the header.

The article has guided you to manipulate to create many different headers and footers in the same word document. Hopefully after reading this article you can apply it quickly to your document. Good luck!

You finished reading the article "**Create different Headers and Footers in one Word document**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.