

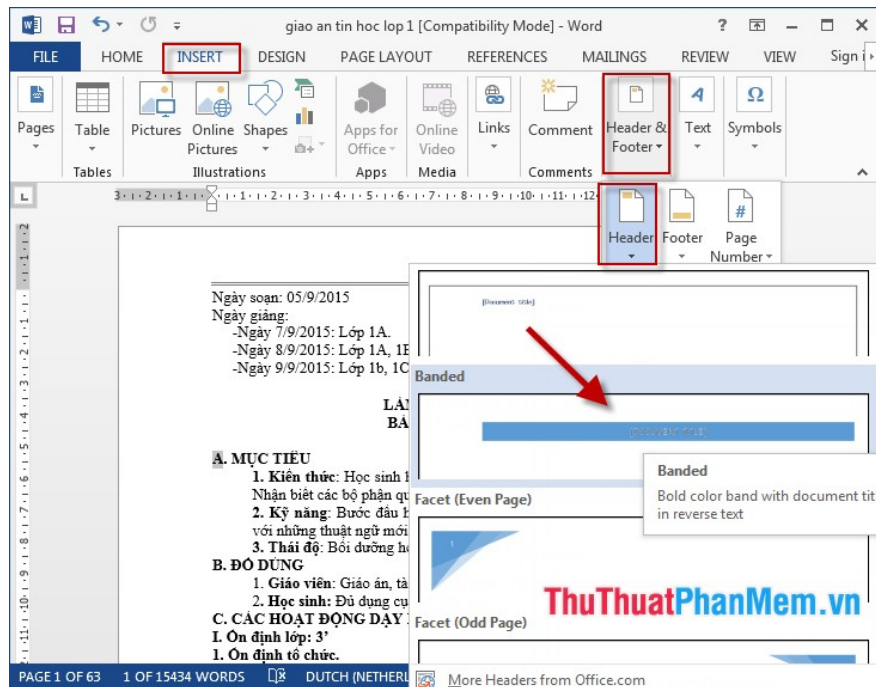
How to create Header and Footer in Word

To increase the professionalism of creating text, the following TipsMake.com introduces you to How to create Header and Footer in Word.

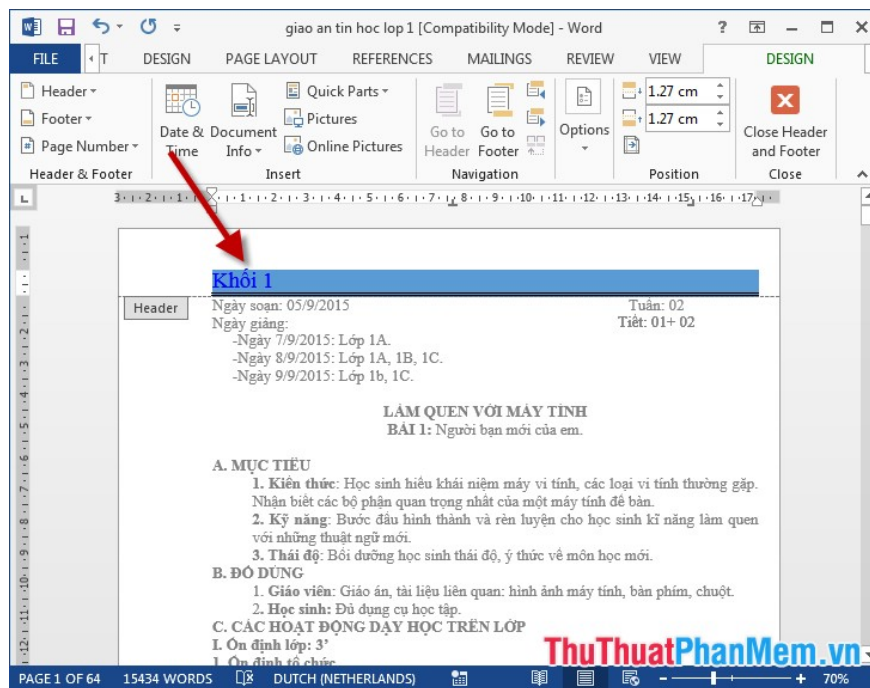
To increase the professionalism of creating text, the following **TipsMake.com** introduces you to **How to create Header and Footer** in Word.

1. Create Header, Simple Footer.

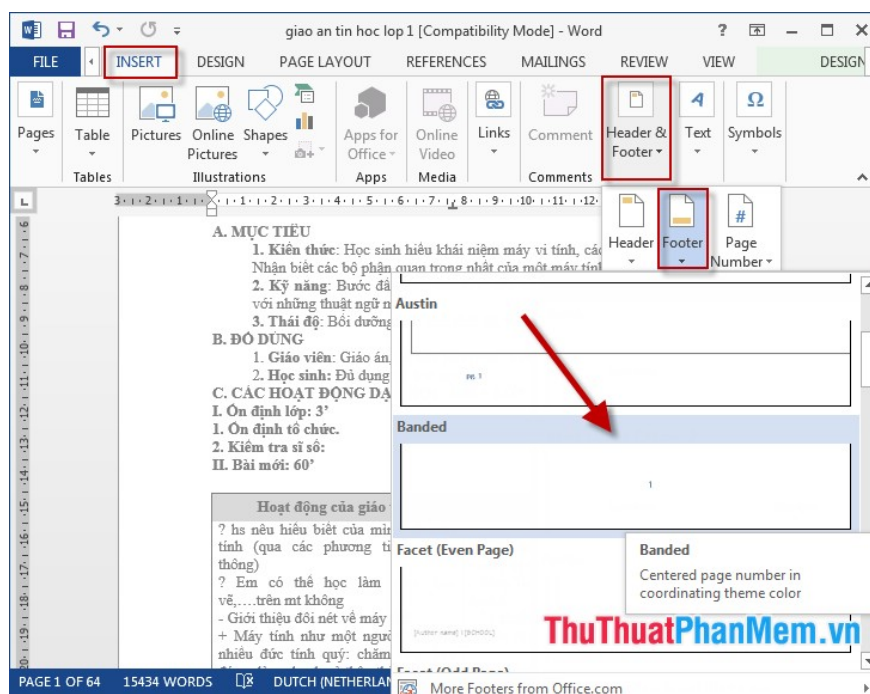
Step 1: After editing the text, click **Insert -> header & Footer -> Header ->** select the available **header** format to insert the header of the header for the text:



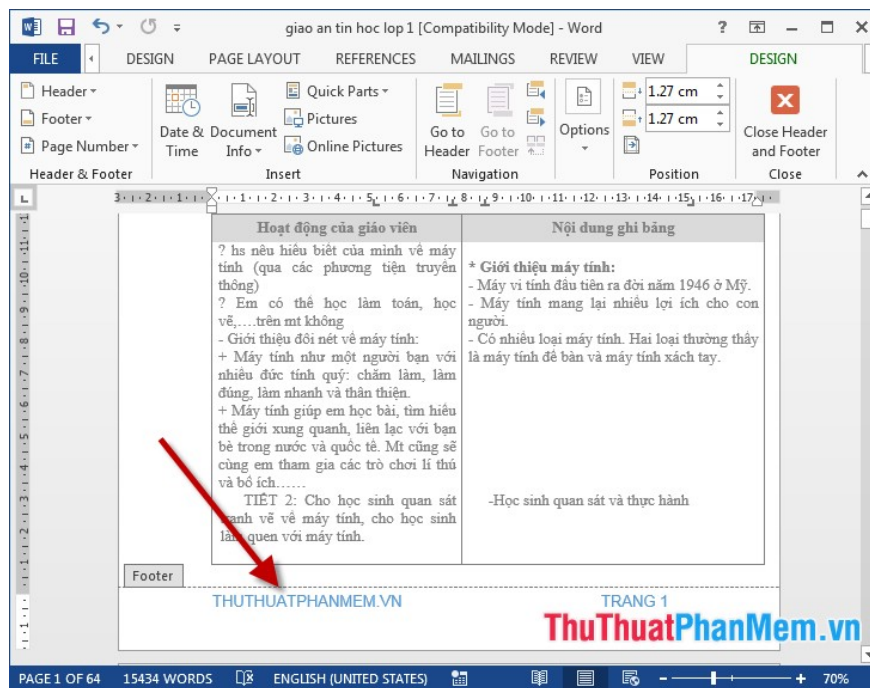
Step 2: Enter the content for the header as you like:



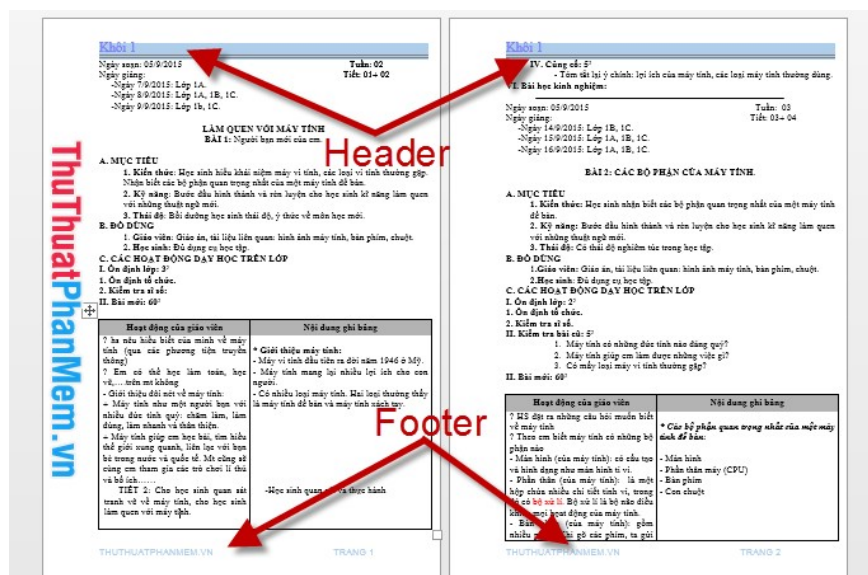
Step 3: Similarly create header, **footer (footer header)** perform the same operation **Insert -> header & Footer -> Footer ->** select available **Footer** type :



Step 4: Enter the content **Footer** as you like:



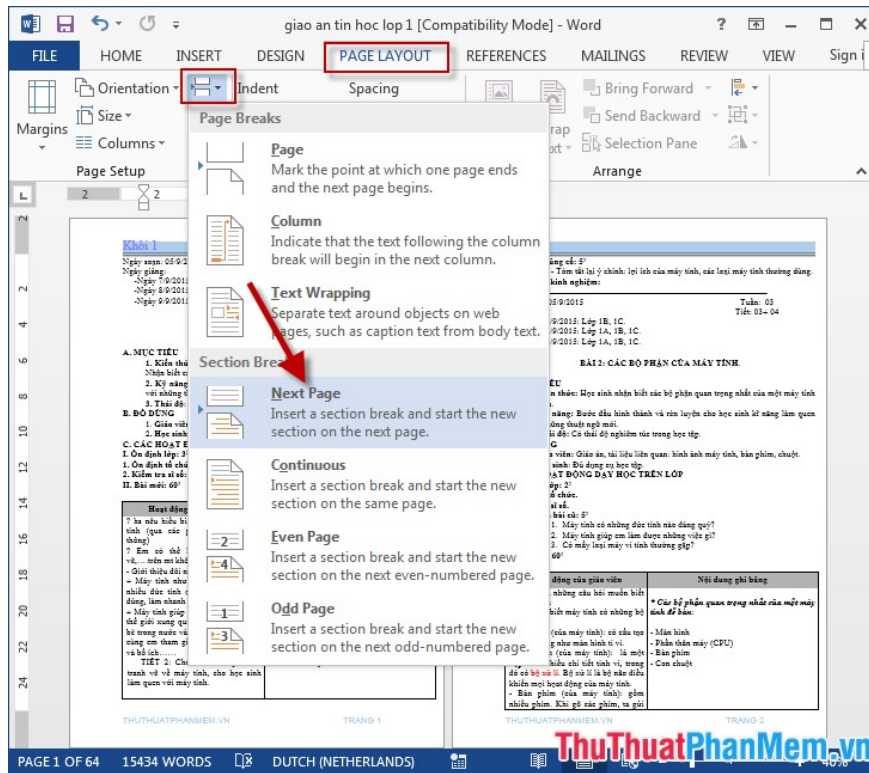
The results have been created **Header, Footer** as required:



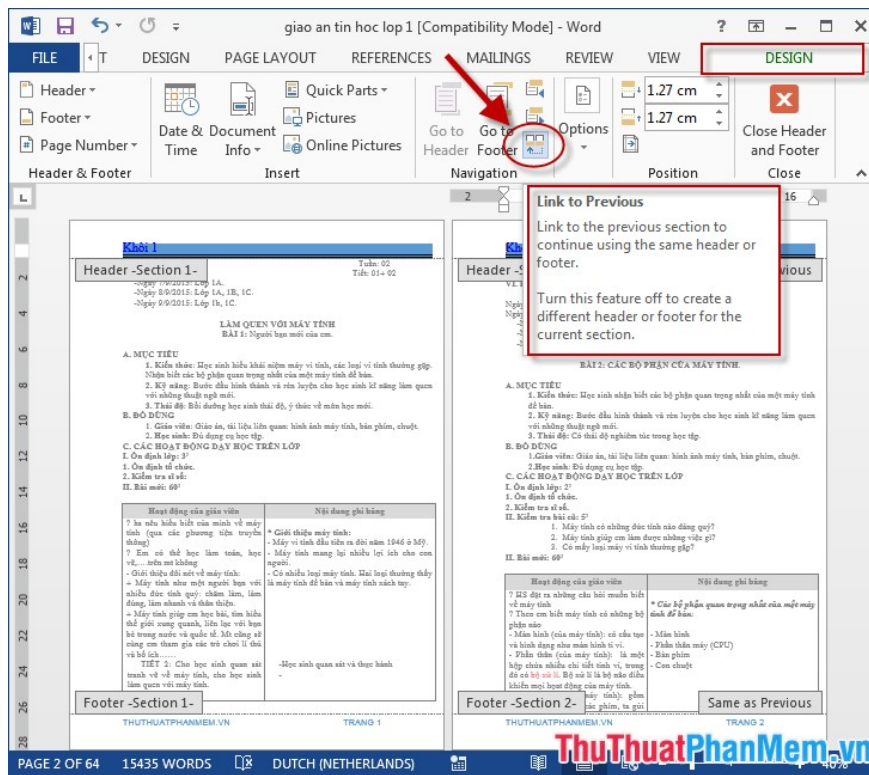
However, with this simple method, all **Headers and Footers** on the pages are the same. To create a page with a unique title please refer to part 2.

2. Create a Header, Footer on each page is different.

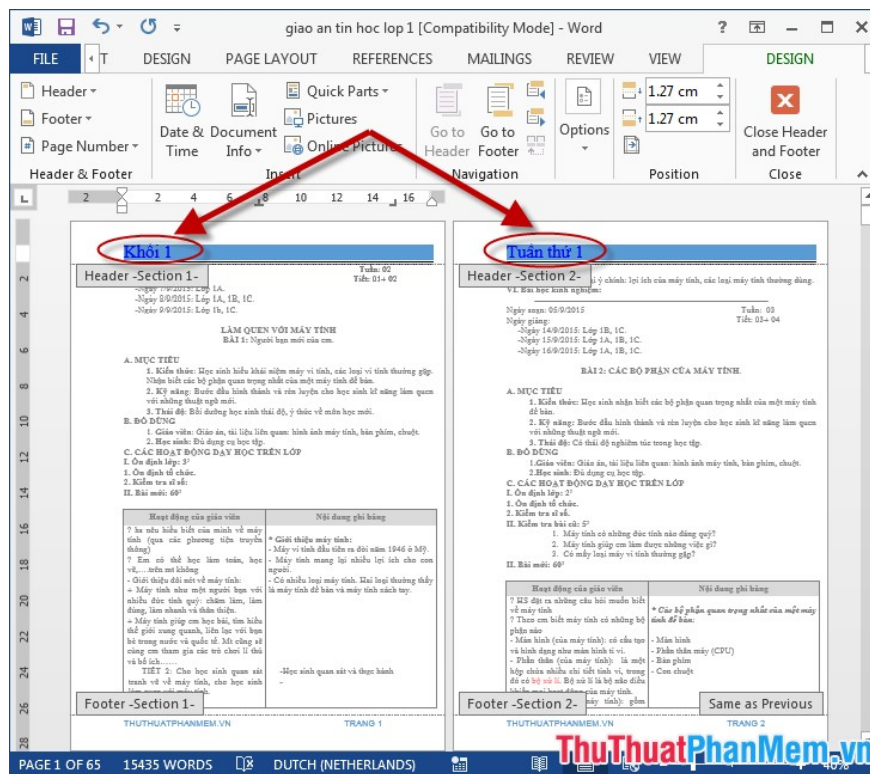
Step 1: Click on the bottom of the page to create a separate title -> Click the **PageLayout** tab -> **Breaks** -> **Next Page** to perform page breaks:



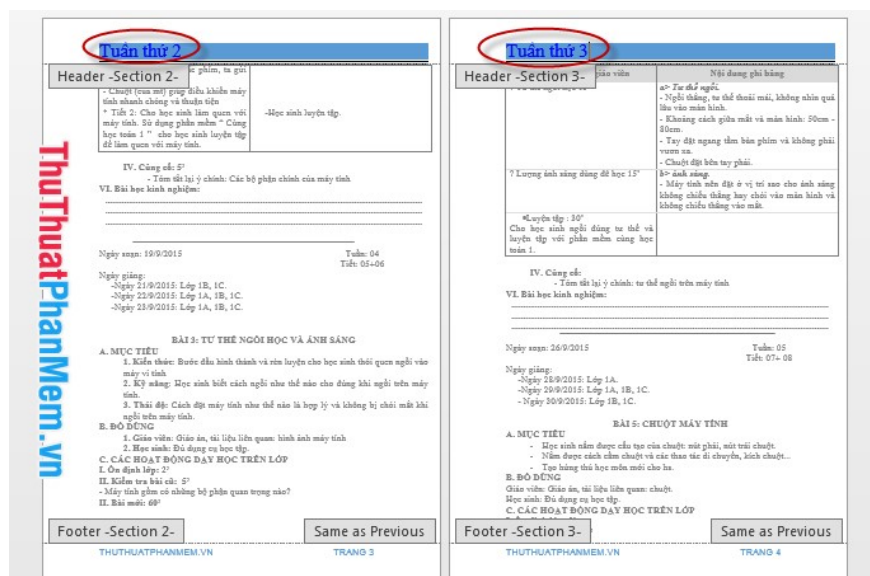
Step 2: An extremely important step -> double click **Header** or **Footer** on the **Design** tab -> click the **Link to Previous** icon to remove the **header and footer** links between pages:



Step 3: Enter a title for the 1st and 2nd page with different content as your request:



To create a title for the next page you do the same, perform page breaks (**Breaks -> Next Page**) -> remove links (**Links to previous**) and enter the title content corresponding to each page. Results after implementation:



If you want to perform **Footer** on different pages you do the same. So you can create each page with different titles to bring an objective view to the reader.

Above is a detailed guide on how to create **Header and Footer in Word**. With different versions of **Word** you do the same thing. Good luck!

You finished reading the article "**How to create Header and Footer in Word**" 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.

