

How to delete Header and Footer in Word - Header and footer insert content

Header and Footer in Word are content inserted at the top and bottom of the page. So how to delete Header and Footer in Word?

This operation is considered basic content when editing content on Word. We can create different Header and Footer in Word, insert additional lines for Header and Footer. So what if you don't want to use Header and Footer for Word documents? The article below will guide you how to delete Header and Footer in Word.

Quick start Guide

Manually delete Header & Footer in Word, click **Insert > Header & Footer > Header > Remove Header** , do the same with the footer, select **Insert > Header & Footer > Footer > Remove Footer**.

Quickly delete Header and Footer in Word, select **File > Info > Check for Issues > Inspect Document** , check **Headers, Footers, and Watermarks** , select **Inspect > Remove All** .

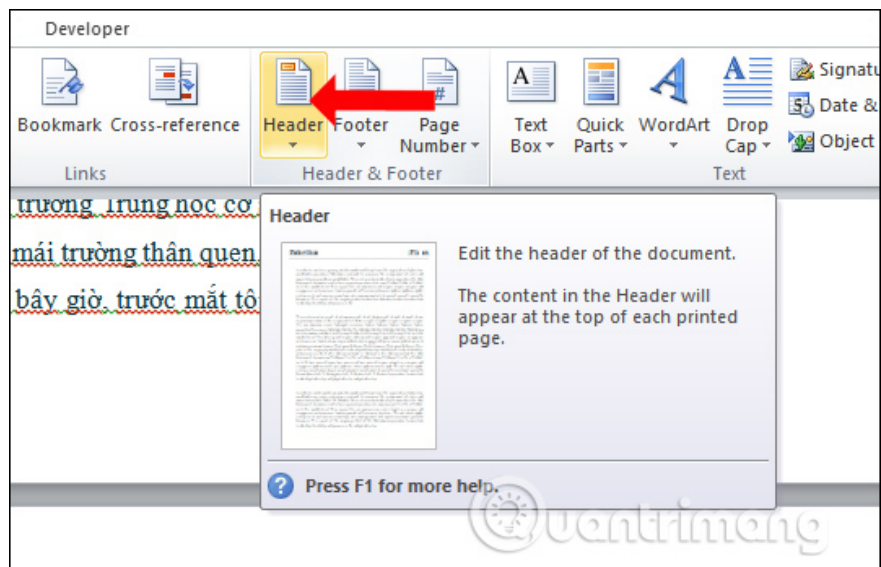
Video on how to delete Header and Footer in Word

Detailed instructions

Method 1: Manually delete Header & Footer in Word

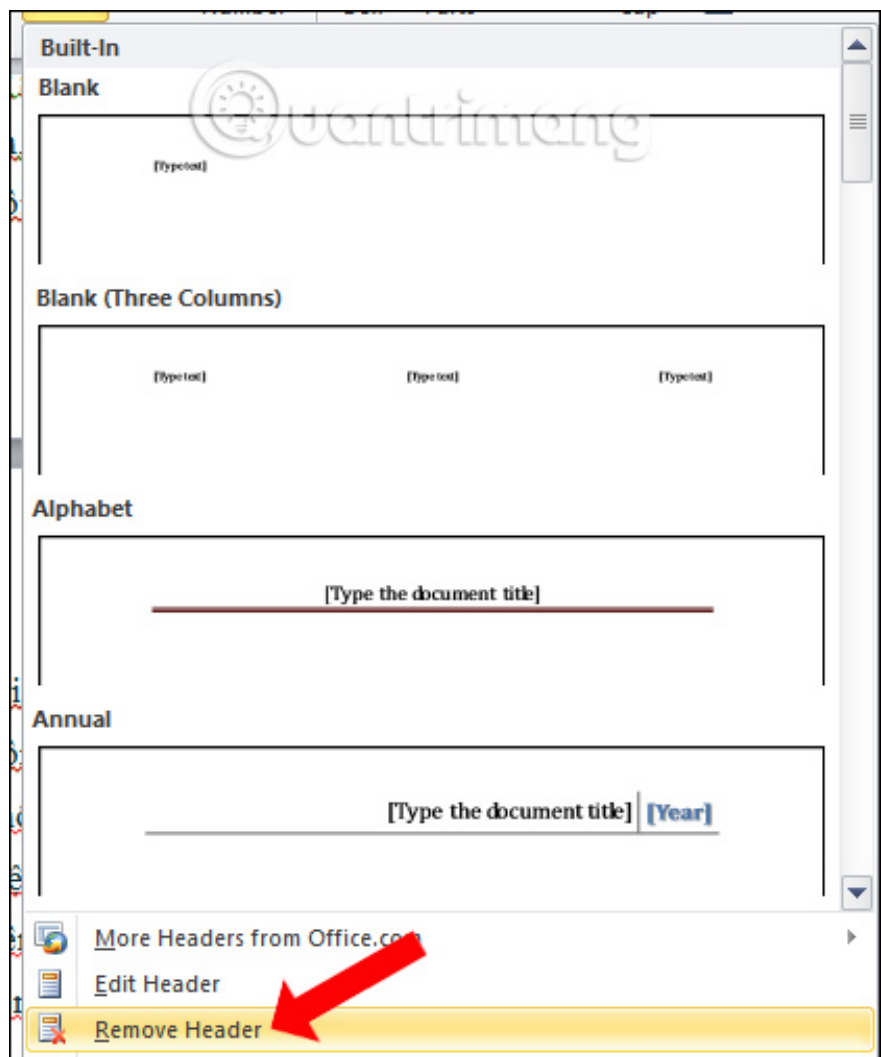
Step 1:

In the document you want to delete Header and Footer, click **Insert** on the ribbon bar. Next, find **the Header & Footer section** and click on **Header** to delete the header.



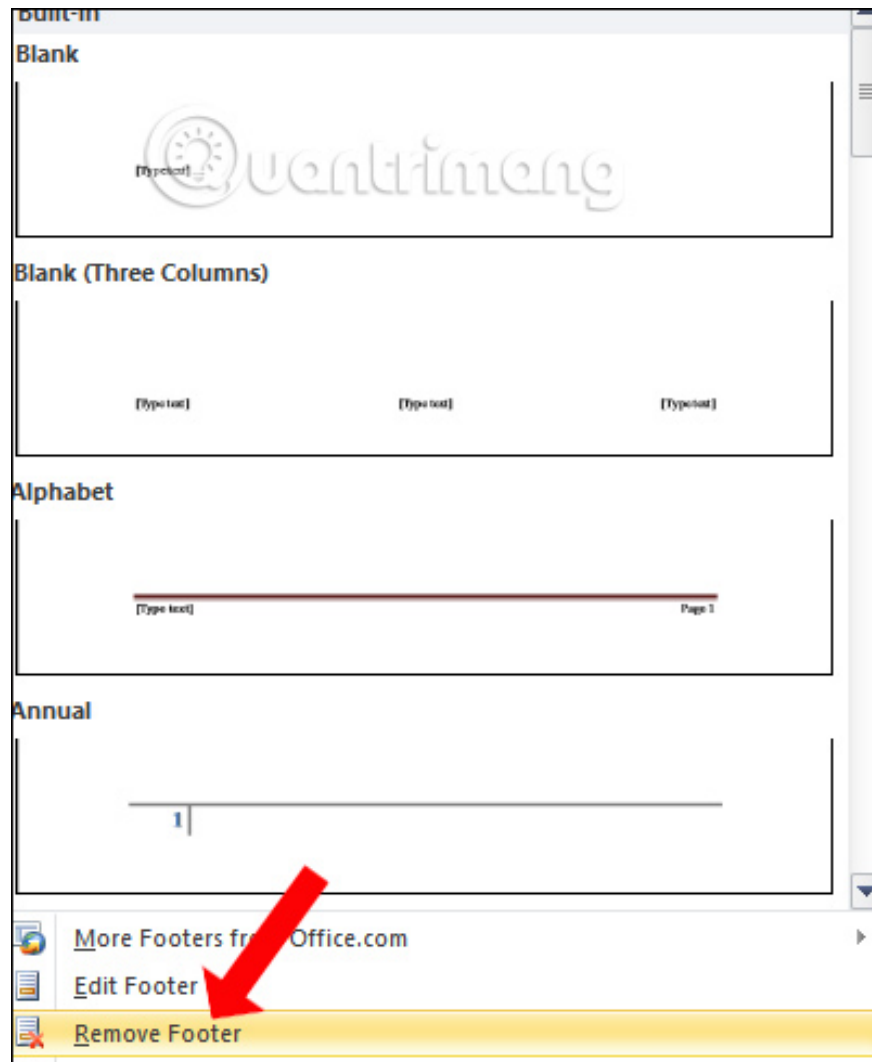
Step 2:

In the displayed list, click **Remove Header** to delete the inserted header.



Step 3:

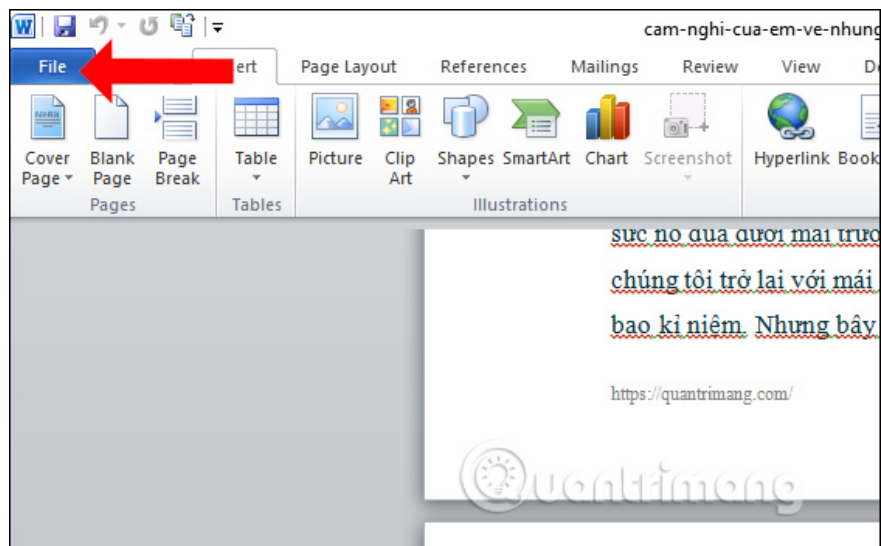
You also do the same with **Footer** to delete the content inserted at the bottom of the page. Click **Remove Footer** in the list.



Method 2: Quickly delete Header and Footer in Word

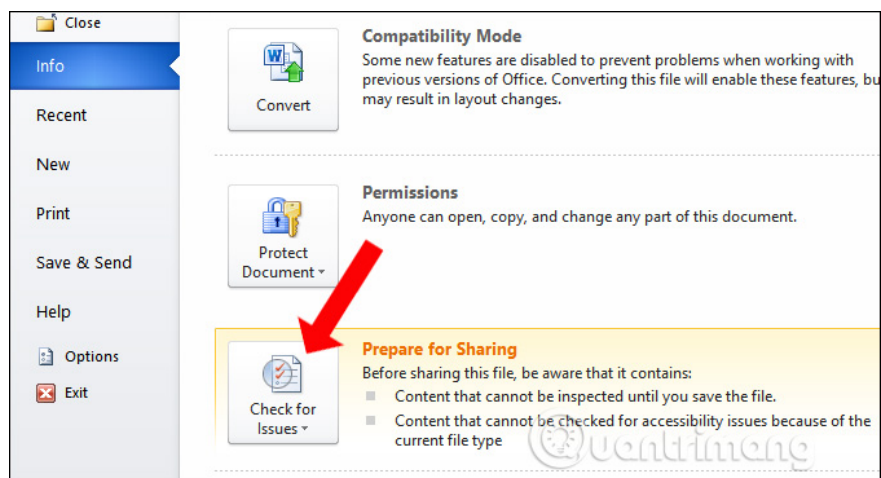
Step 1:

In the Word interface, click **the File button** or the Office icon with the Word 2007 document.

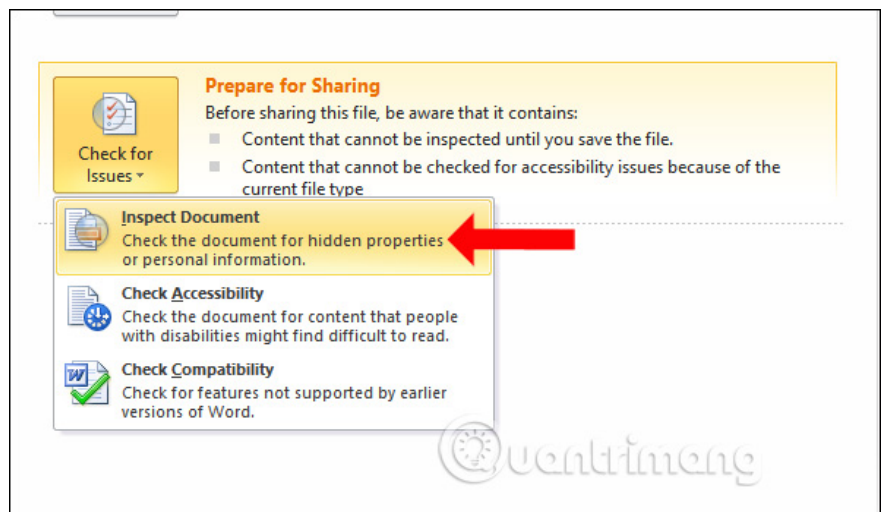


Step 2:

In the new interface, click on **Info** , then look at the content next to it, click on **Check for Issues** .

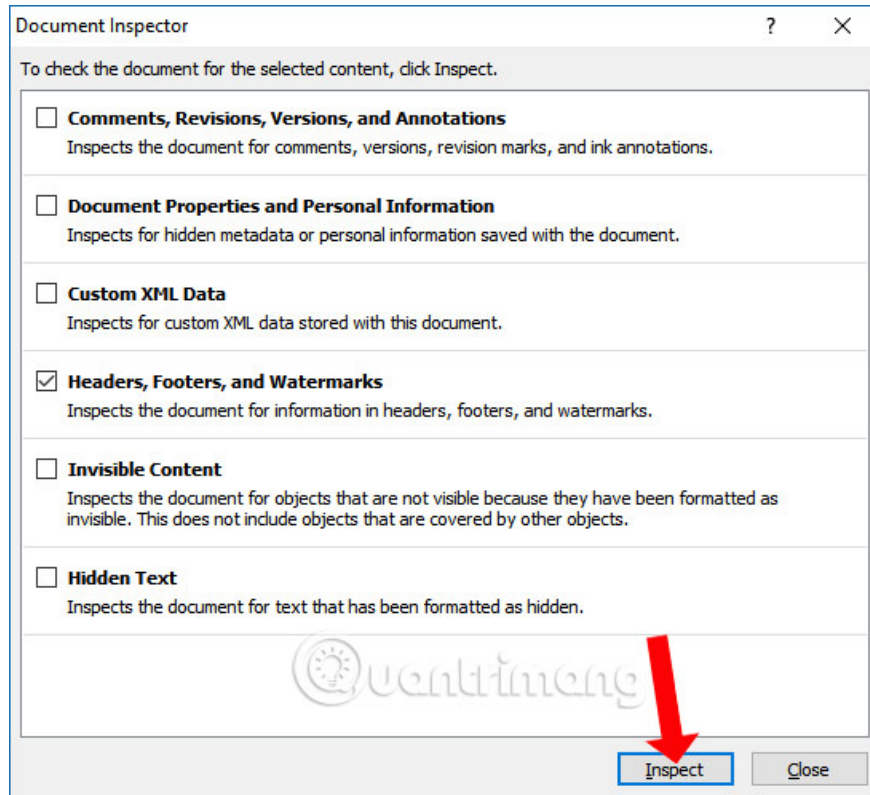


Click on the **Inspect Document** content .



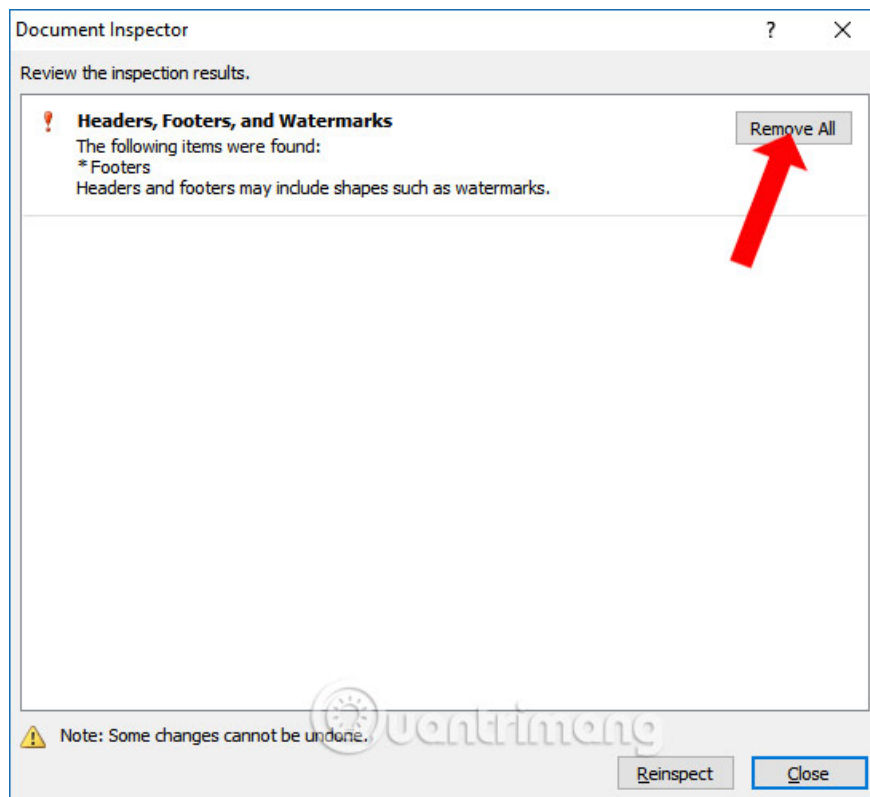
Step 3:

Displays the Document Inspector panel interface. Here, users should **check the Headers, Footers, and Watermarks content** then click on **Inspect** below.

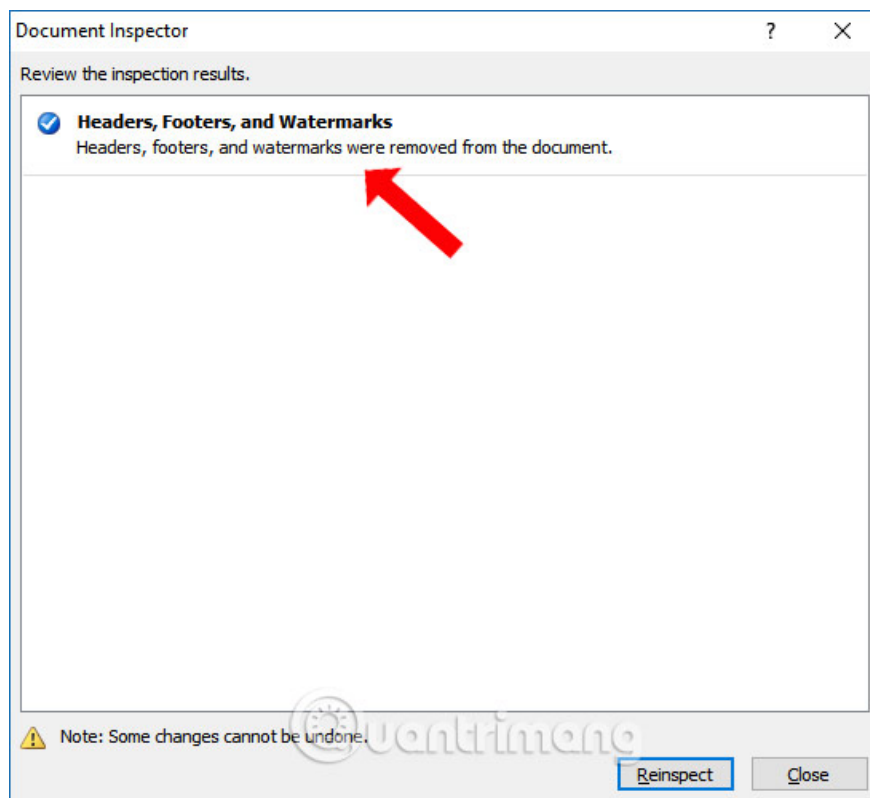


Step 4:

This tool will check all Headers and Footers in Word. You just need to click **Remove All** to delete all Header and Footer content inserted in the content.



When deleted successfully, the notification interface will be displayed as shown below.



So you have 2 ways to delete Header and Footer in Word. The first way is simpler, but users need to access each Header and Footer section to delete each content separately. With the second method, we will quickly delete all

the first titles and insert the last page content, or insert a watermark in Word.

***What is Header & Footer in Word?**

Header is the text placed at the top of the page, while footer is placed at the bottom of the page. Typically, these areas are used to insert document information, such as the name of the document, chapter titles, page numbers, creation date, and the like. You can also insert special fields in the header and footer.

The header is located in the margin area at the top of the page. Footer is located at the bottom margin of the page. Information in the header and footer is repeated on each page and thus allows the reader to easily navigate the document. This is especially useful for information such as page numbering. If section breaks are used in your document, you can change the header and footer for each section. This can be useful in a document with chapters, allowing you to insert the name of each chapter into the relevant header or footer.

Each and every document contains header and footer areas, but these areas are only visible when they contain information. To enter information into the header or footer, you need to enable it. You can double-click the header or footer areas to edit them. Headers and footers are only visible in **Print Layout** and **Print Preview** views .

To indicate when headers and footers are inactive, the information contained in them will appear gray or blurred. To indicate when the header and footer are active, a blue dash will appear on the edge of the margin and a small **Header or Footer** tab will appear on the left side.

Wishing you success!

You finished reading the article "**How to delete Header and Footer in Word - Header and footer insert content**" 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.