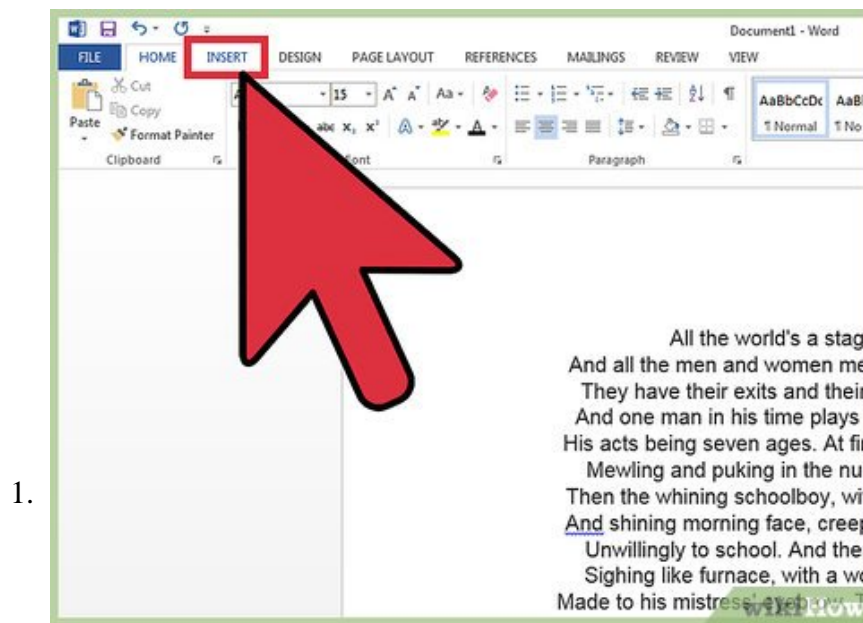


How to Insert a Custom Header or Footer in Microsoft Word

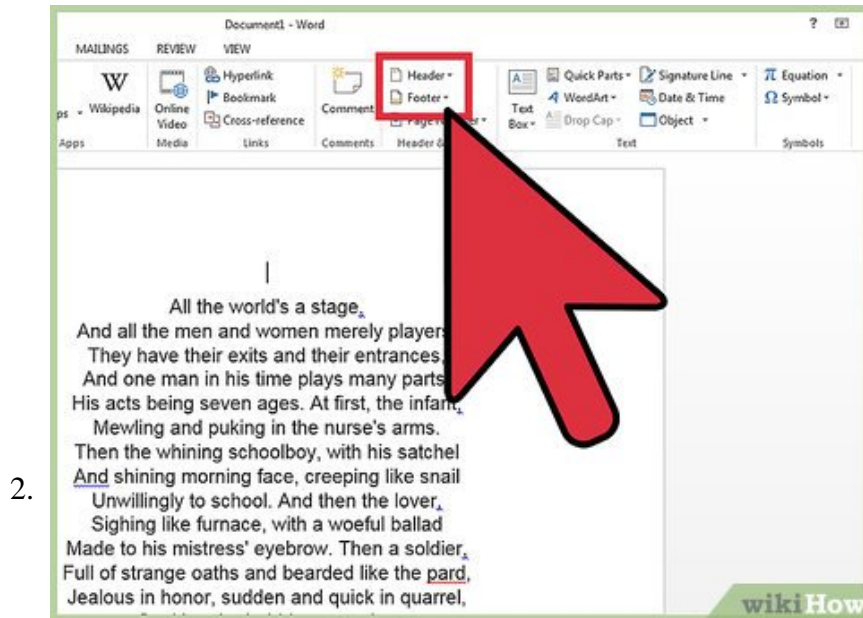
Microsoft Word already includes many headers or footers that you can insert into documents. However, you can follow these simple steps to insert a custom header or footer into your Microsoft Word documents. Click 'Insert' or 'Document...

Method 1 of 4:

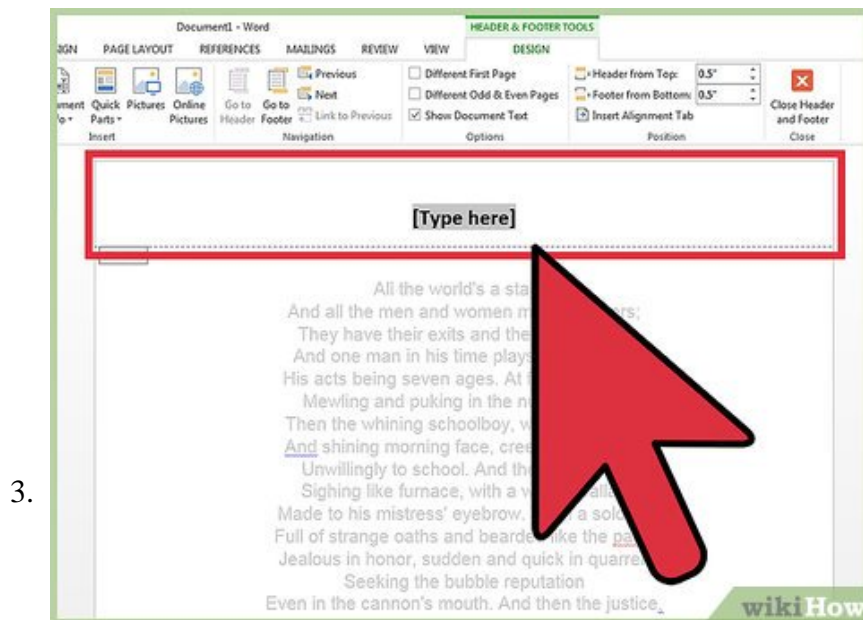
Insert a Header or Footer Using the Toolbar



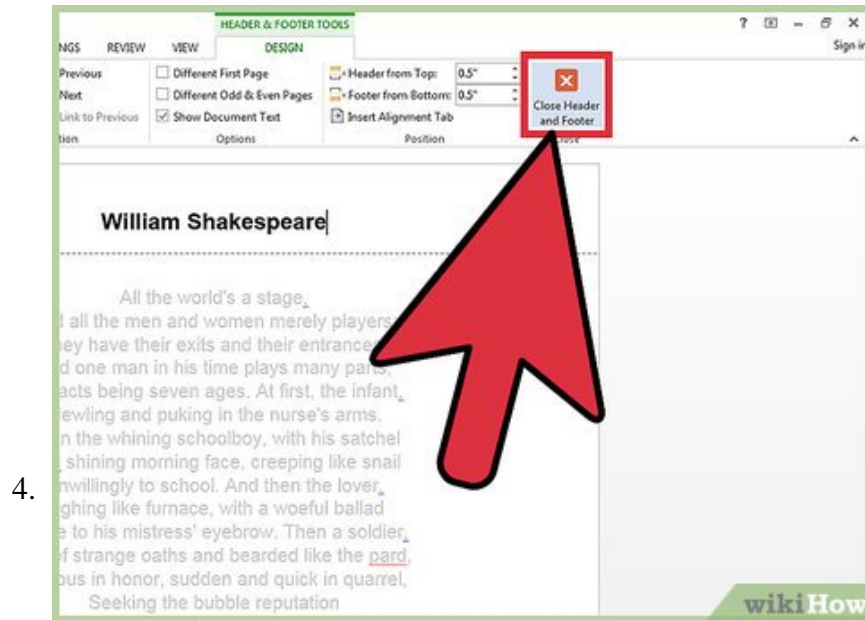
Click "Insert" or "Document Elements" on the MS Word toolbar above your document. Use Layout if you have a Windows computer and Document Elements if you have a Mac.



Select "Header" or "Footer." From the drop-down menu, choose the format of the area that you want to insert into the document and double-click on the template.



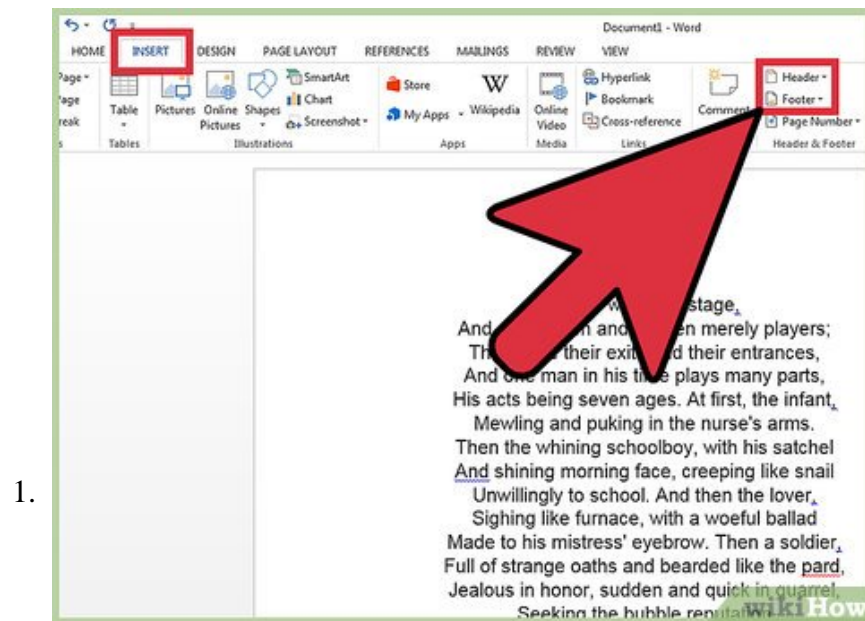
Type the appropriate text into the "type text" fields or into the box.



Close the header or footer when you are finished. The header and footer will automatically appear on each page of your document.

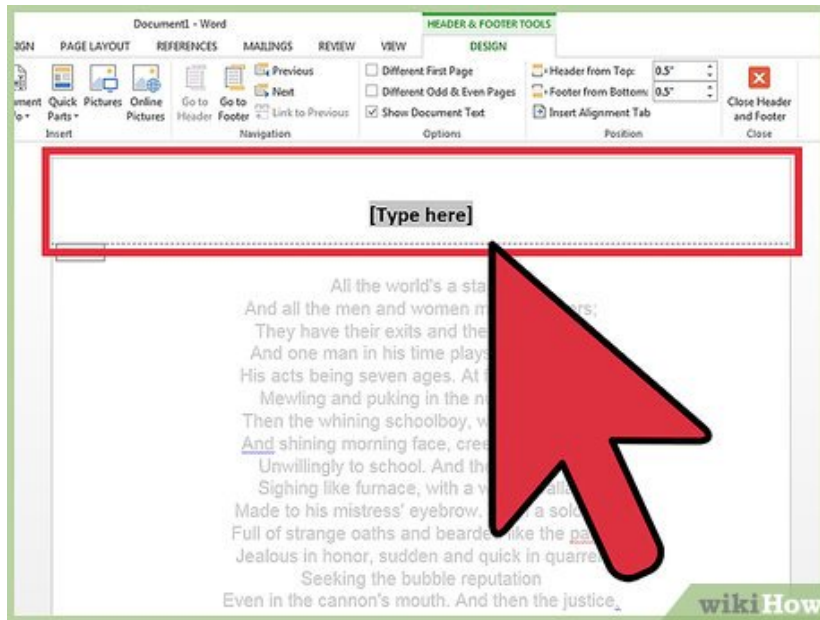
Method 2 of 4:

Insert a Header or Footer Using the Menu Tabs



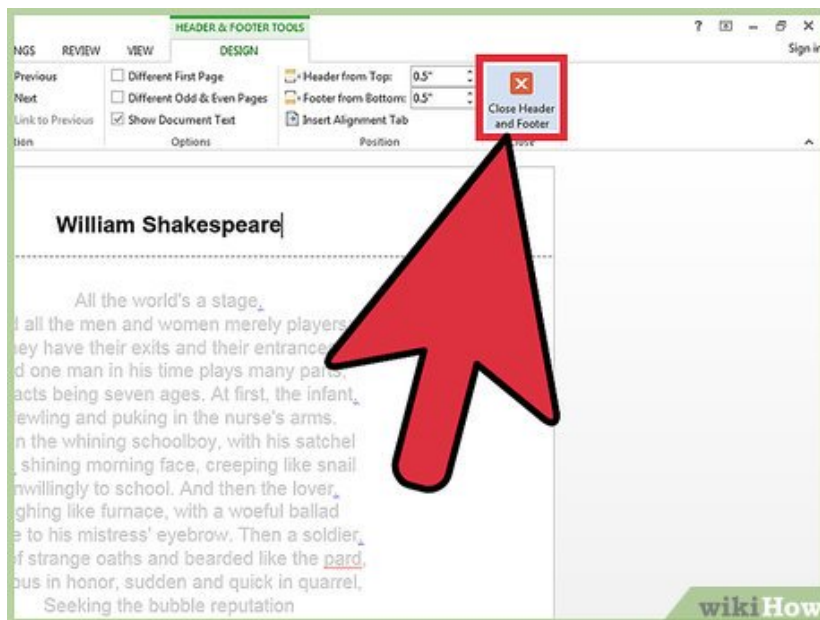
Choose "Insert" from the top menu bar. From the drop-down list, choose "Header and Footer."

2.



Insert your text or graphics into the appropriate place.

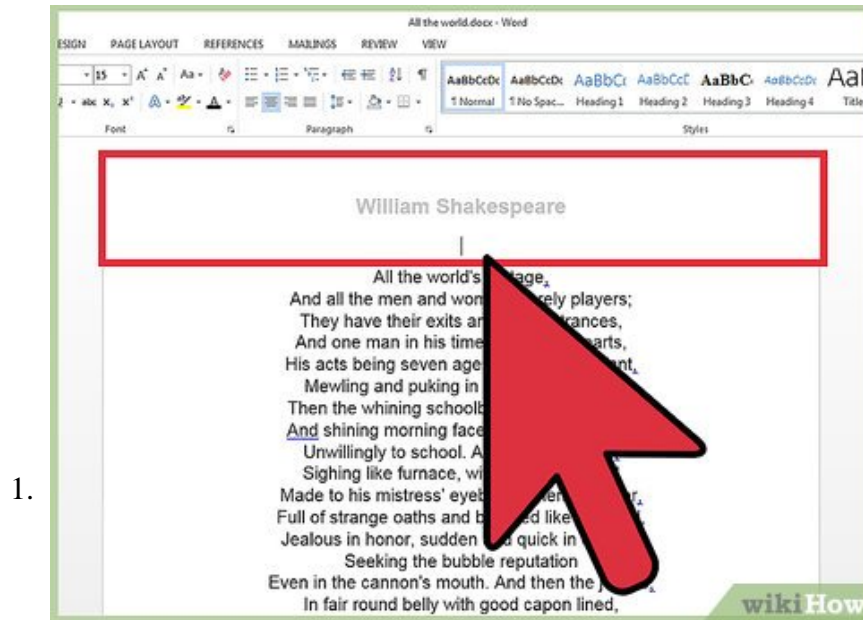
3.



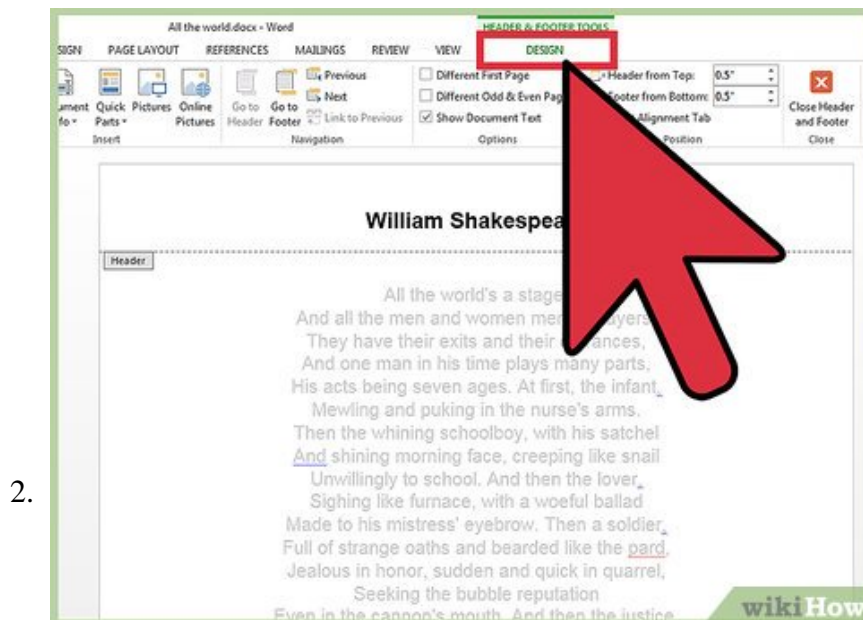
Click "Close" to preserve your changes and to continue editing the rest of your document. The header and footer that you created will now appear on all pages of your document.

Method 3 of 4:

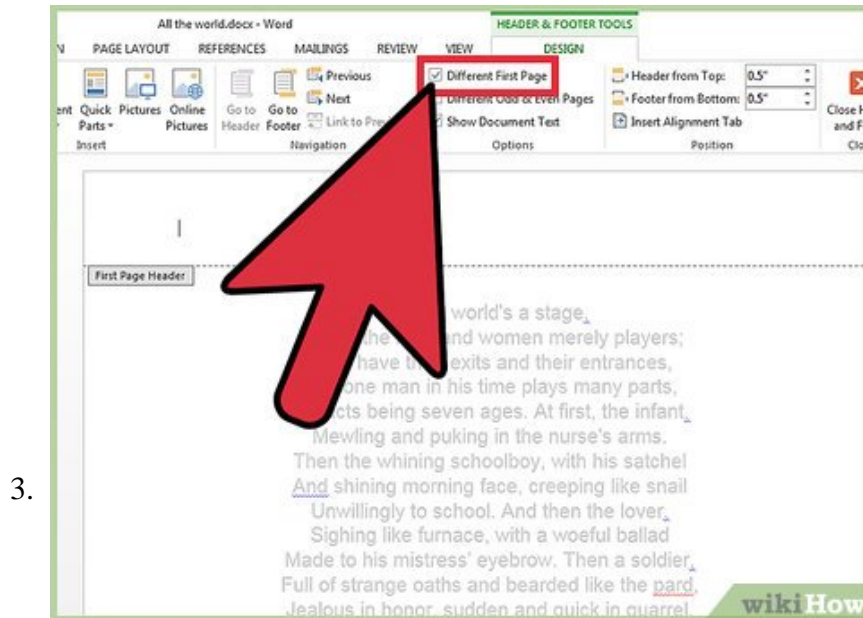
Make the First Page Header or Footer Different From the Rest of Your Document



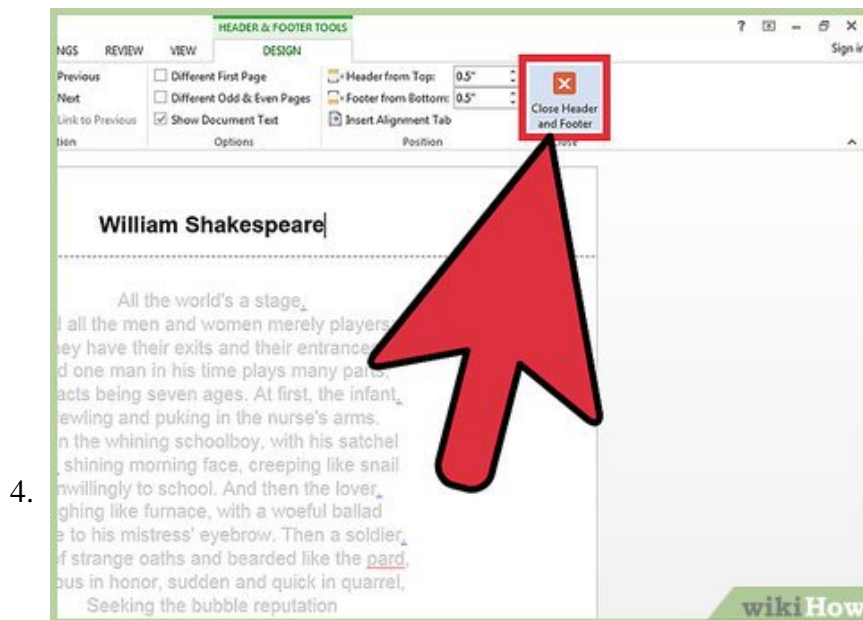
Double-click the area of the header and footer on the first page.



Click the Design tab on the toolbox that appears.



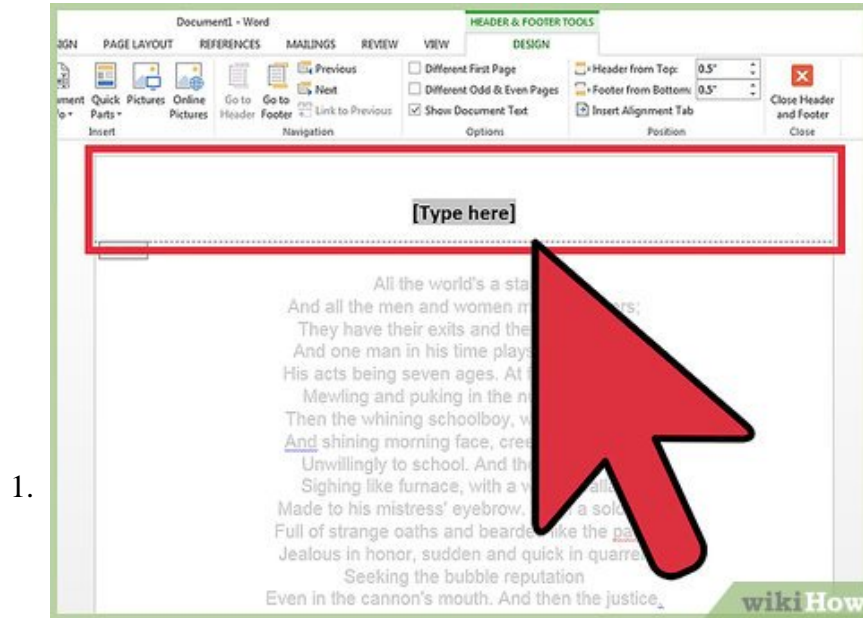
Select the "Different First Page" box in the Options group.



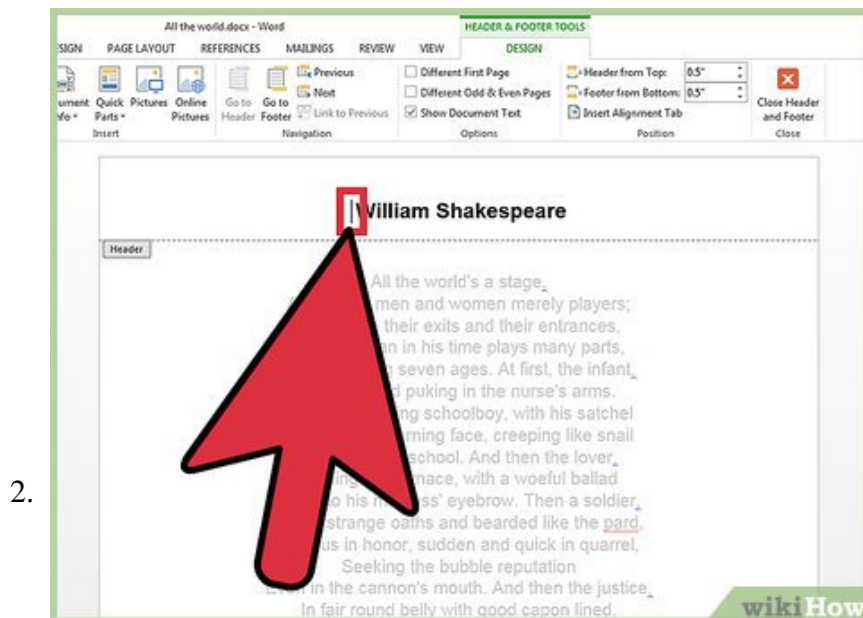
Make changes to the existing header or footer on the first page. If you want the first page to contain no header or footer, then delete the text in the header and footer boxes and close the boxes.

Method 4 of 4:

Add a Page Number to a Header or Footer

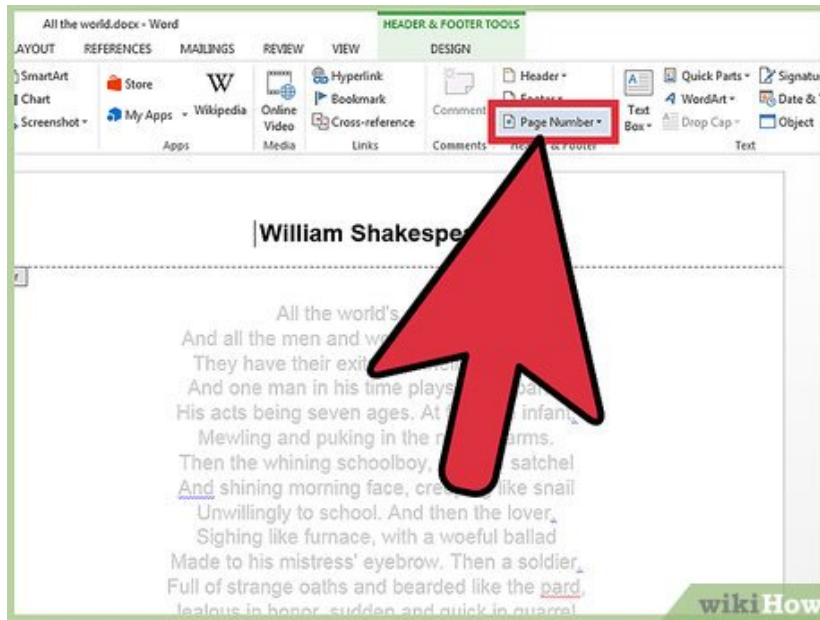


Click on the header or footer box where you'd like to insert the page number.



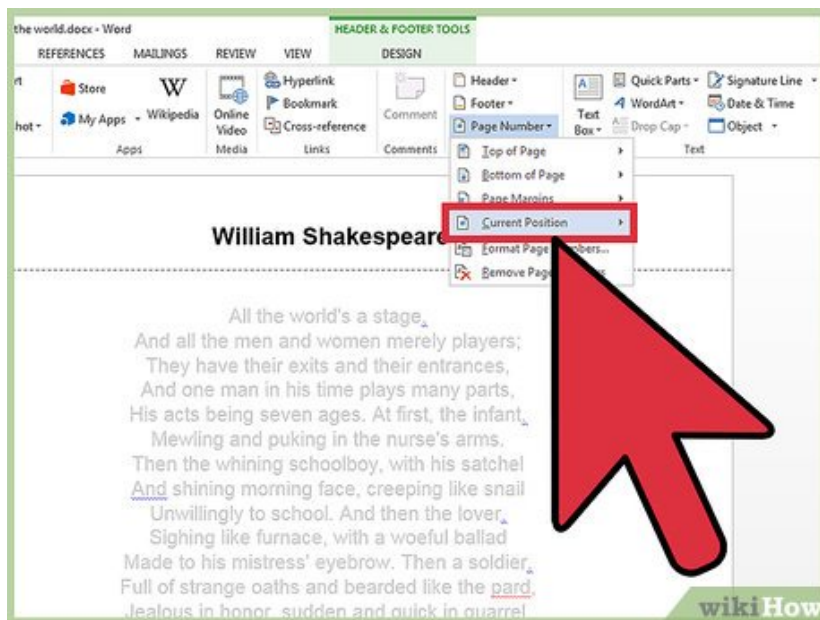
Position your cursor where you'd like the page number to go.

3.

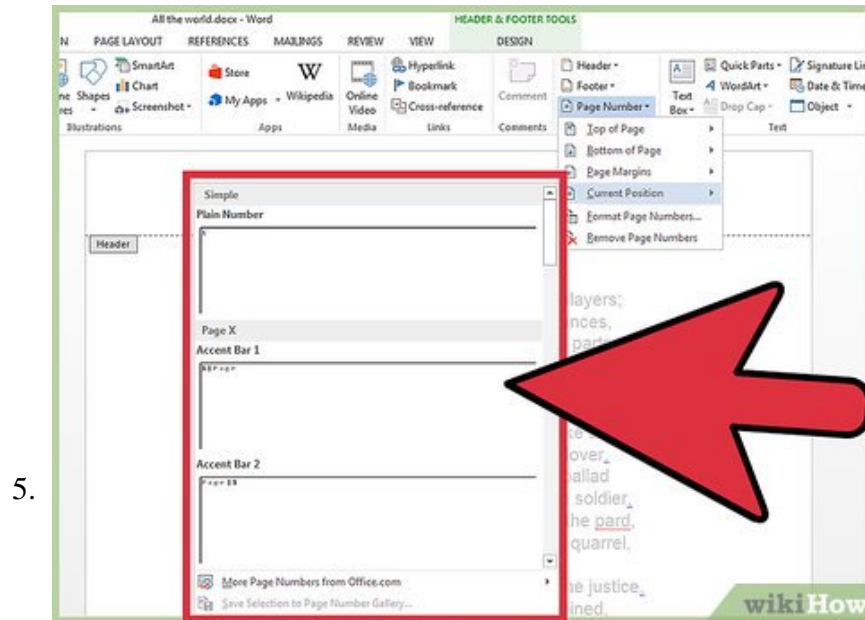


Choose "Page Number" from the Insert tab within the Header & Footer group.

4.



Click "Current Position."



Select a page number template from the available options.

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