

# How to insert Header, Footer in Google Docs

When inserting Header, Footer in Google Docs, the reader has more information about the document such as page number, author name, ...

Instead of having to enter reference information directly into the content, we can enter information in the Header, Footer. Then the reader can know more information such as page number, author name, year of publication without the writer needing to write in the main content.

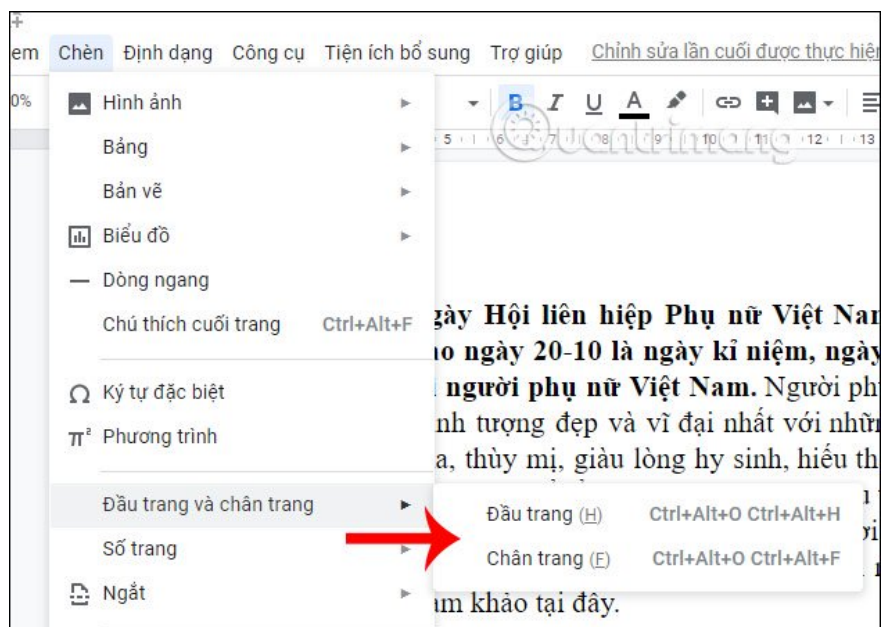
Most documents support us to insert Header, Footer such as Insert Header, Footer into Word or Insert Header, Footer in Excel. If we use online documents such as Google Docs, we can also insert Header, Footer into the document. Google Docs also has the option to insert Header, Footer differently in each section. The following article will guide you how to insert Header, Footer in Google Docs.

1. How to insert images into Header, Footer in Word
2. How to add lines for Header, Footer in Word
3. How to create Header, Footer different in Word
4. How to insert Header and Footer in PowerPoint when printing

## Instructions for inserting Header, Footer in Docs

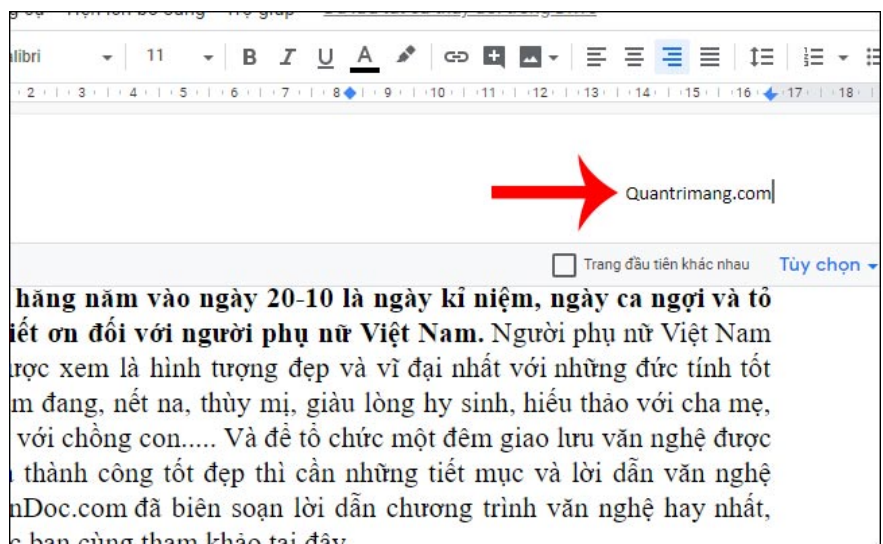
### Step 1:

Open the Docs you need to process, then click **Insert** , choose **Header and Footer** . Then select the location you want to insert information.



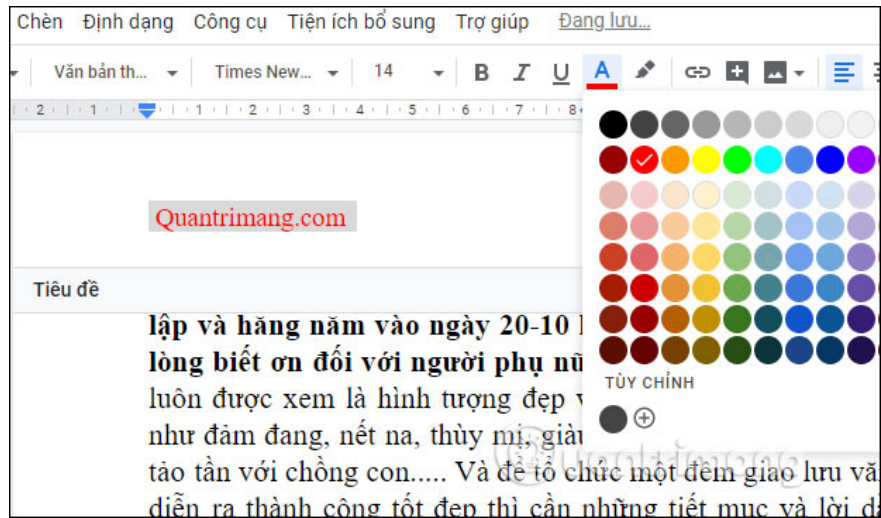
### Step 2:

By default, when inserting Header, Footer into Docs, it will display the page number. You can still change the content according to the requirements of the document.



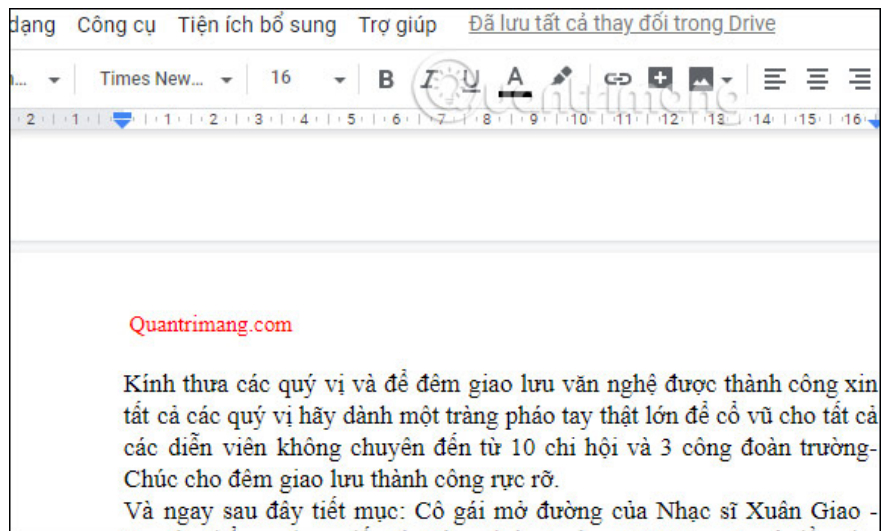
### Step 3:

This title can change the format such as font style, font size, or display position.



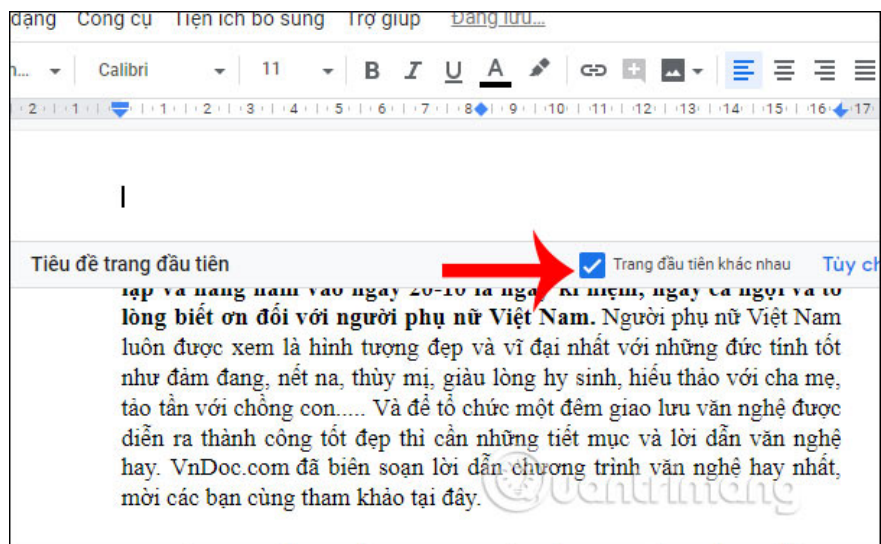
#### Step 4:

When you have finished editing the title and removing the mouse button, all pages display the header in the image as shown below. If you want to edit the title, click on the content.

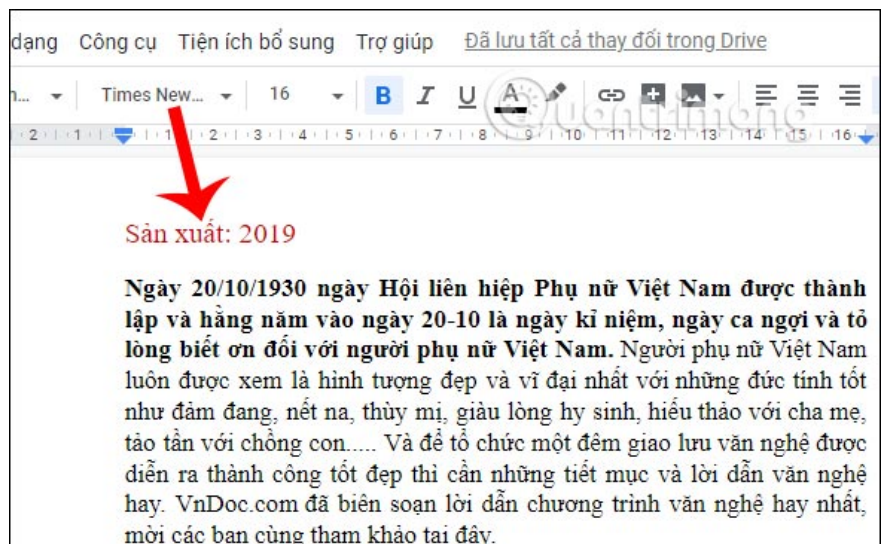


#### Step 5:

To create a header on the first page is different from the title of the rest of the pages, users check the **First page box** in the title bar at the top of the page.

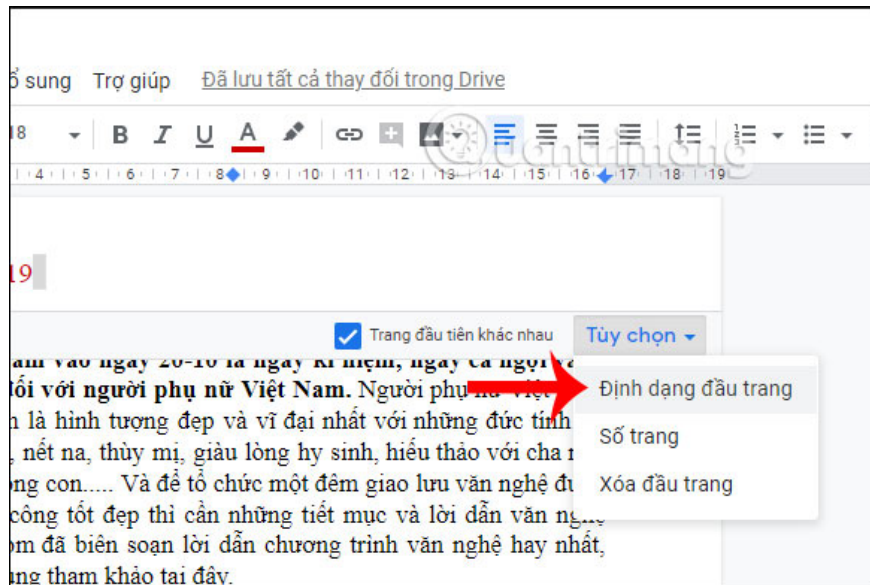


Now you just need to enter a new title for the first page. Then the format for the first title will not affect the titles on the remaining pages.

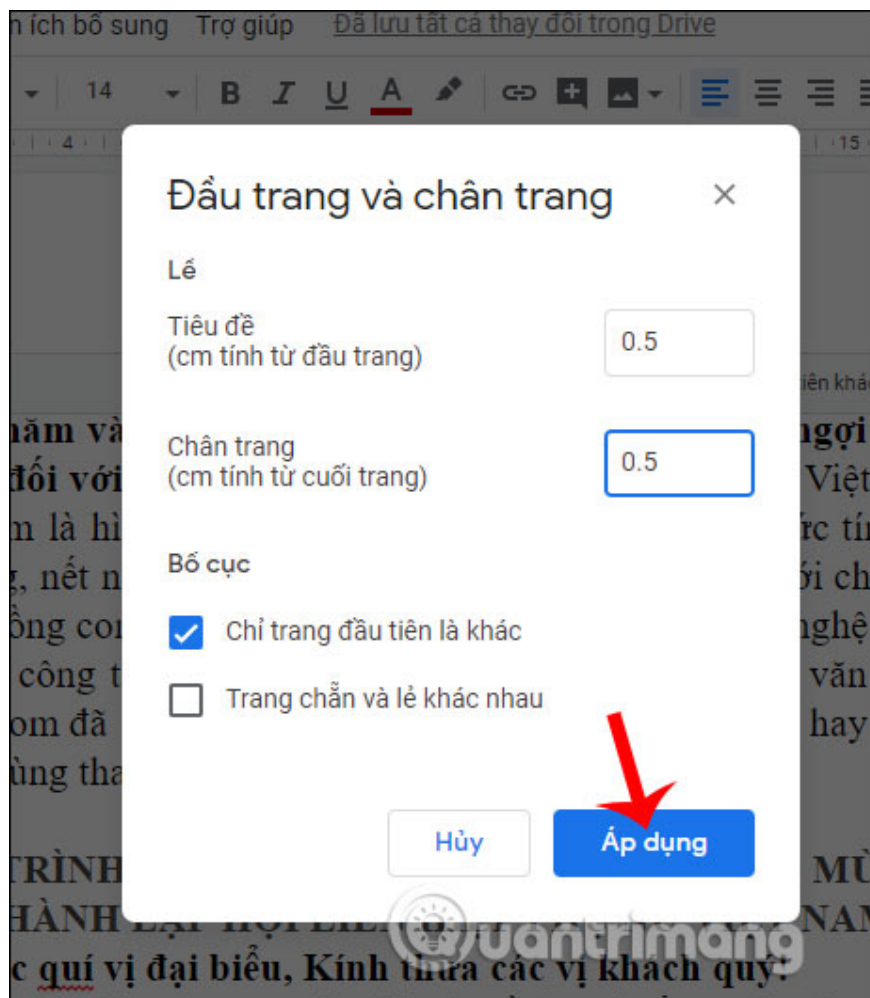


### Step 6:

To **change the margins of the header** or footer, click **the option** and then click **Format header** in the title bar when you click to edit.

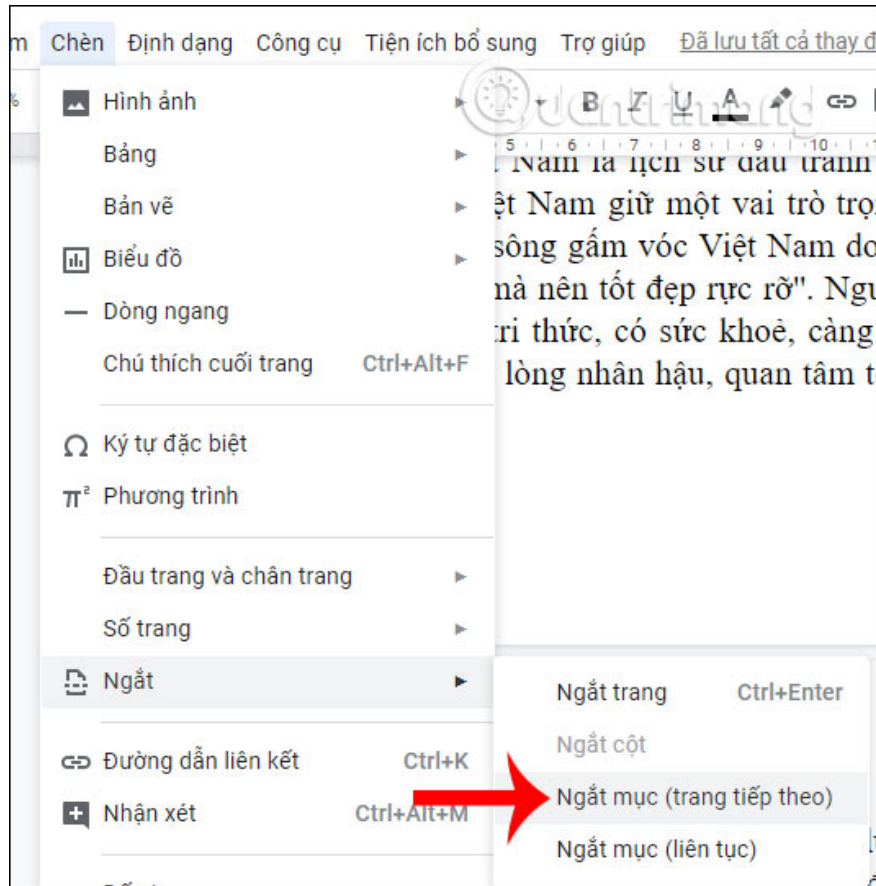


Now display the alignment table for us to **adjust the margins for the header** . Change the margins, then click **Apply** to change the new margin for the title.



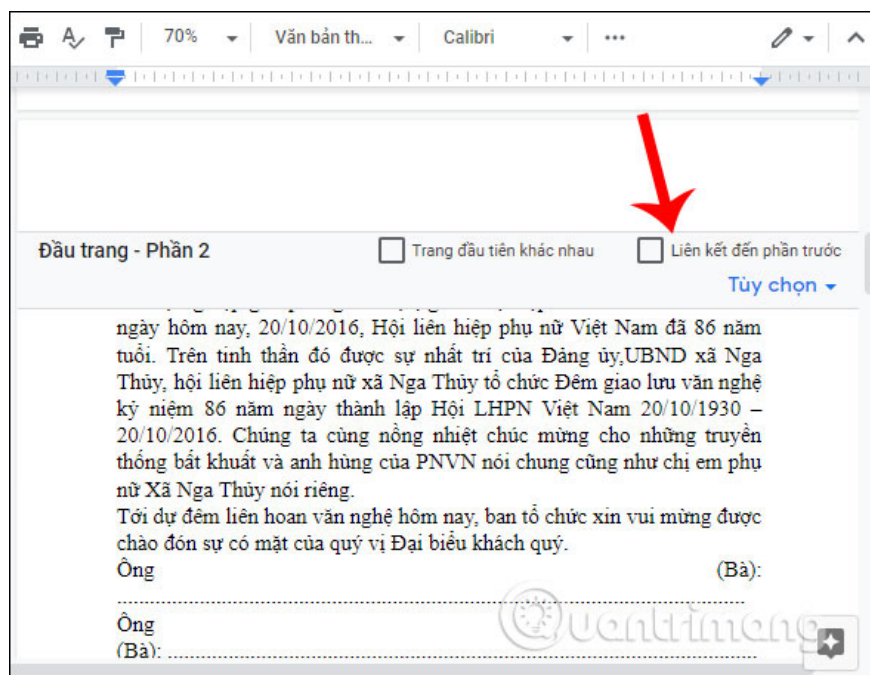
**Step 7:**

If we want to **create titles on different pages**, we need to **create different sections first** . We click at the bottom of the page to break into a section, then click **Insert** , select **Interrupts** and select **Interrupts section (next page)** .



Now **click on the second section page** and **uncheck the Link to the previous section** to break the two sections together.

Now you just need to enter a title for each section. If you want the page to share a header similar to the rest of the page, then proceed to the page break above.



So you know how to insert Header, Footer in Google Docs with different cases, the title for the first page is different from the other pages or the title for each page group. Basically, inserting Header, Footer in Google Docs is quite similar when done in Word.

I wish you successful implementation!

You finished reading the article "**How to insert Header, Footer in Google Docs**" 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.