

Word 2013 Complete Guide (Part 14): Page title, footer and page numbering

Below is a tutorial on how to create page title, footer and page numbering in Word 2013. Please refer!

1. Word 2013 Complete Tutorial (Part 9): Use Line and Paragraph Spacing
2. Word 2013 Complete Guide (Part 10): Bullets, Numbering, Multilevel list in Microsoft Word
3. Word 2013 Complete Guide (Part 11): How to create hyperlink links

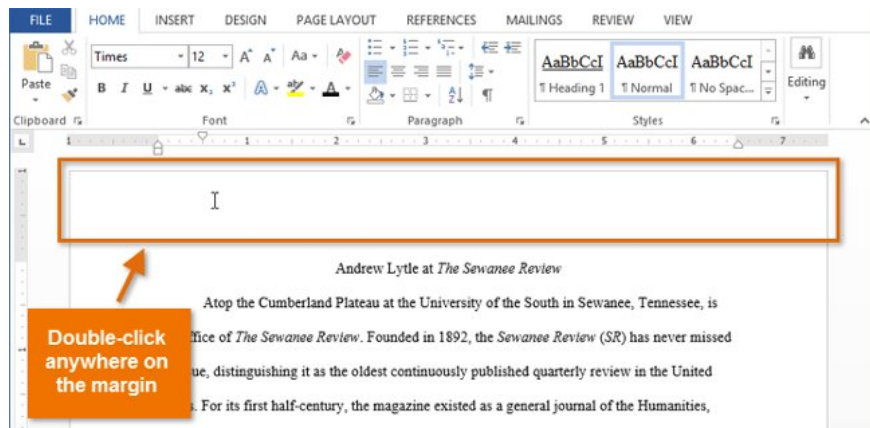
The page title (*Header*) is the section displayed in the upper margin, while **the footer** is the part displayed in the lower margin of the text. Typically, page and footer titles often contain additional information such as page numbers, dates, author names and comments, which helps provide more detailed information about the text. The content displayed in the page title or footer will appear on every page in the document text.

Please refer to the video **How to create page title, footer and page numbering in Word 2013** below:

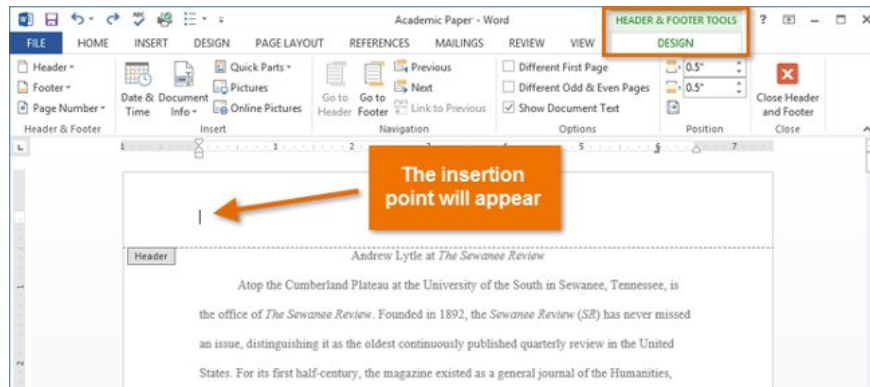
How to create a page title or footer:

In the example below, we want to display the author's name at the top of each page, so we'll name it on the page title.

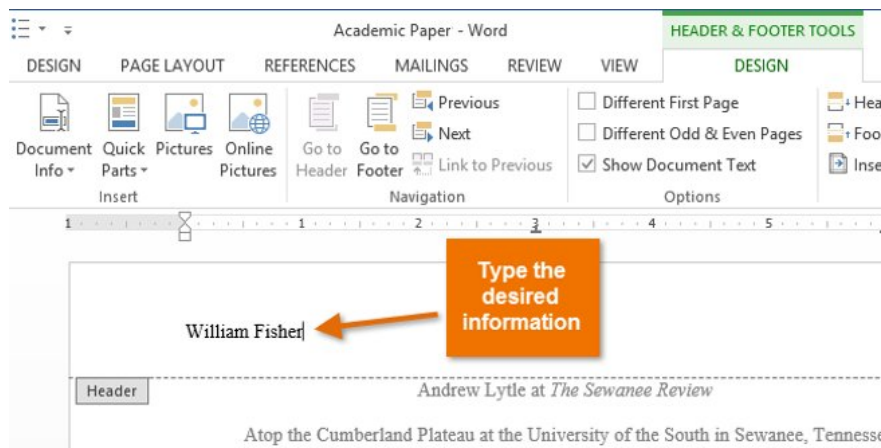
1. Double click anywhere in the upper or lower margin of the text. In the example, we will double click on the upper margin.



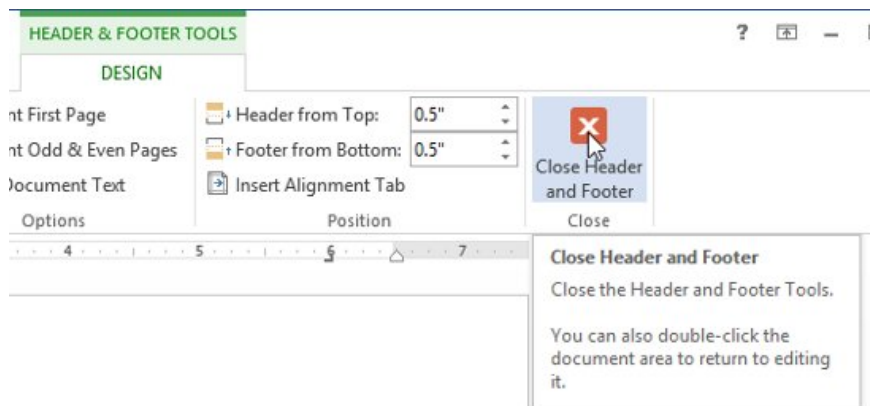
2. The page title or footer will open, the **Design** tab will appear on the right of the **Ribbon** . The insertion point will appear inside the page title or footer.



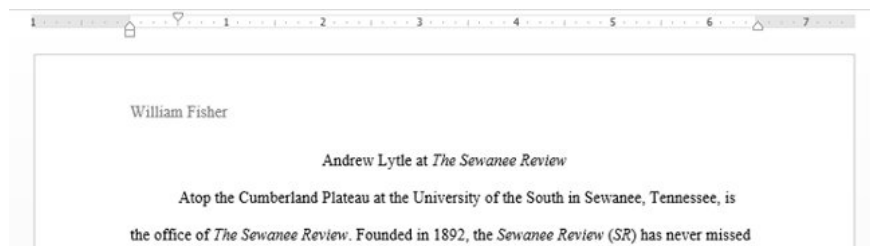
3. Type the information to add to the page title or footer. In the example below, we type the author's name.



4. After completing, select **Close Header and Footer** or press the **Esc** key on the keyboard.



5. The title or footer will appear in the text.



How to insert an existing title or footer

Word 2013 has many available page and footer titles that you can use to make your document look more beautiful. Below, we add the available page title to the text.

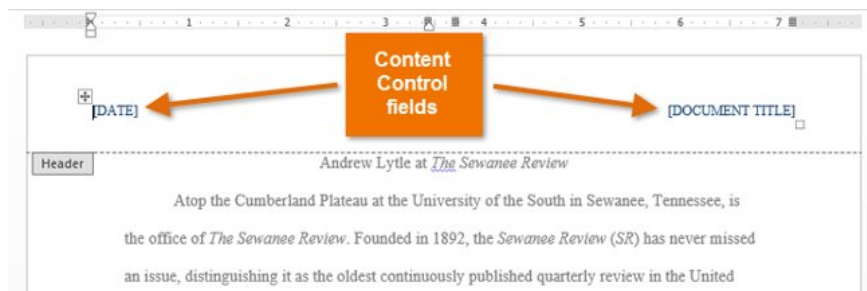
1. Select the **Insert** tab and click the **Header** or **Footer** command. In this example, we will click on the **Header** command.



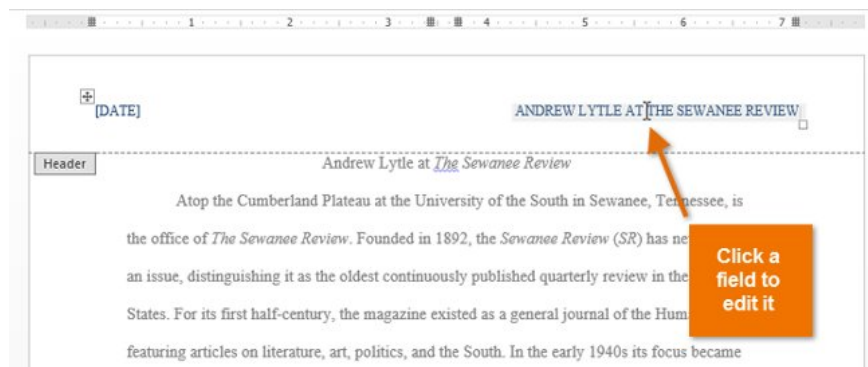
2. In the menu that appears, select the available title or footer. The example below, we select a page title.



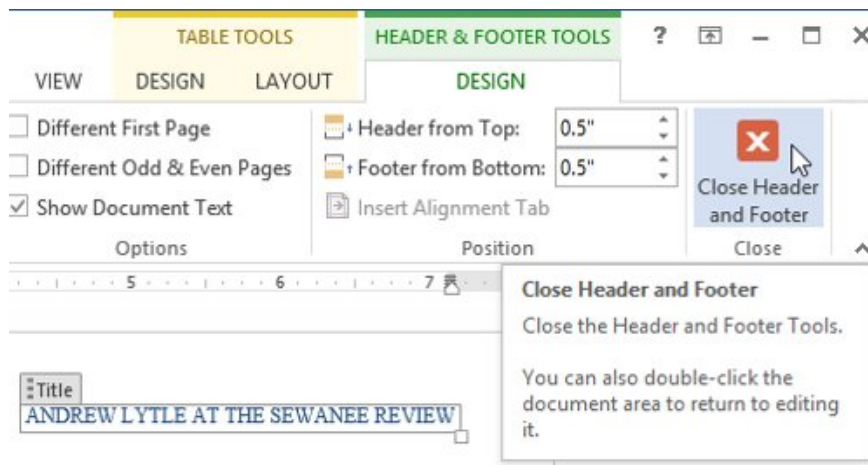
3. The title or footer will appear later. The available headers and footers contain text typing fields called **Content Control** . These fields are very useful for adding information such as text titles, author names, dates, and page numbers.



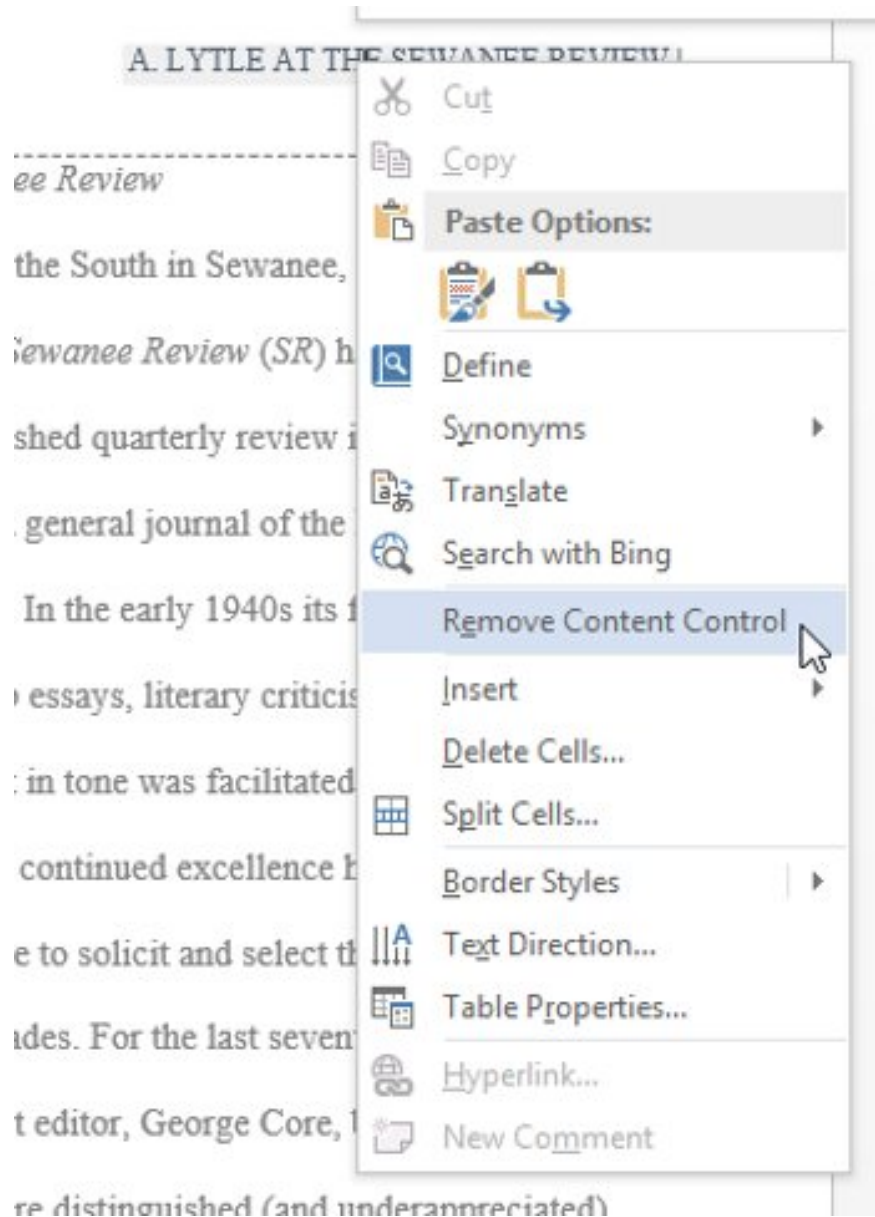
4. To edit the content in the **Content Control** field, click on it and enter the desired information.



5. When finished, click **Close Header and Footer** or press the **Esc** key.

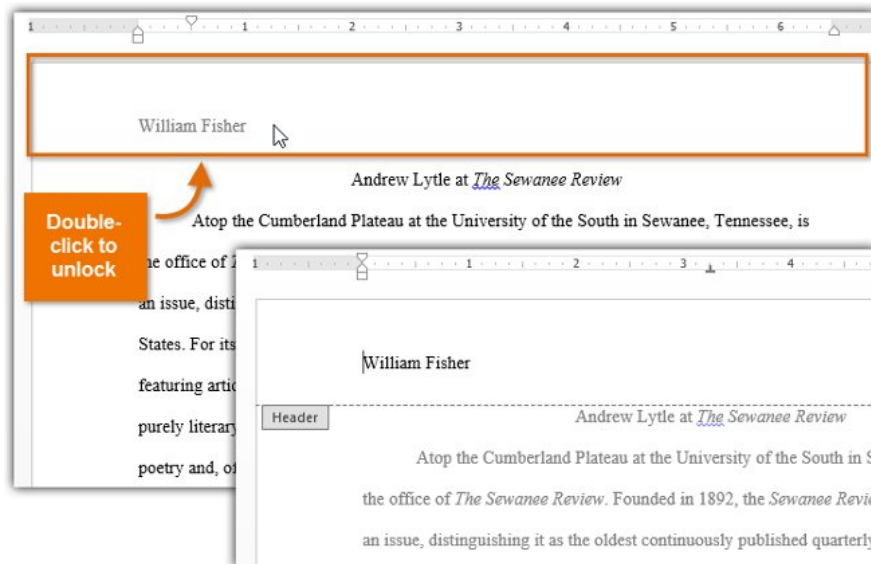


1. If you want to delete **Content Control**, right-click and select **Remove Content Control** from the list that appears later.



How to edit the title and footer

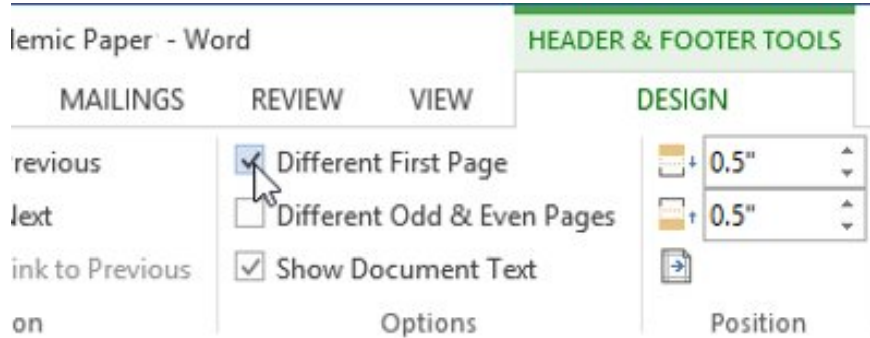
After closing the title or footer, it will still display but is locked. Simply double click on the page title or footer to unlock it, it will allow you to edit.



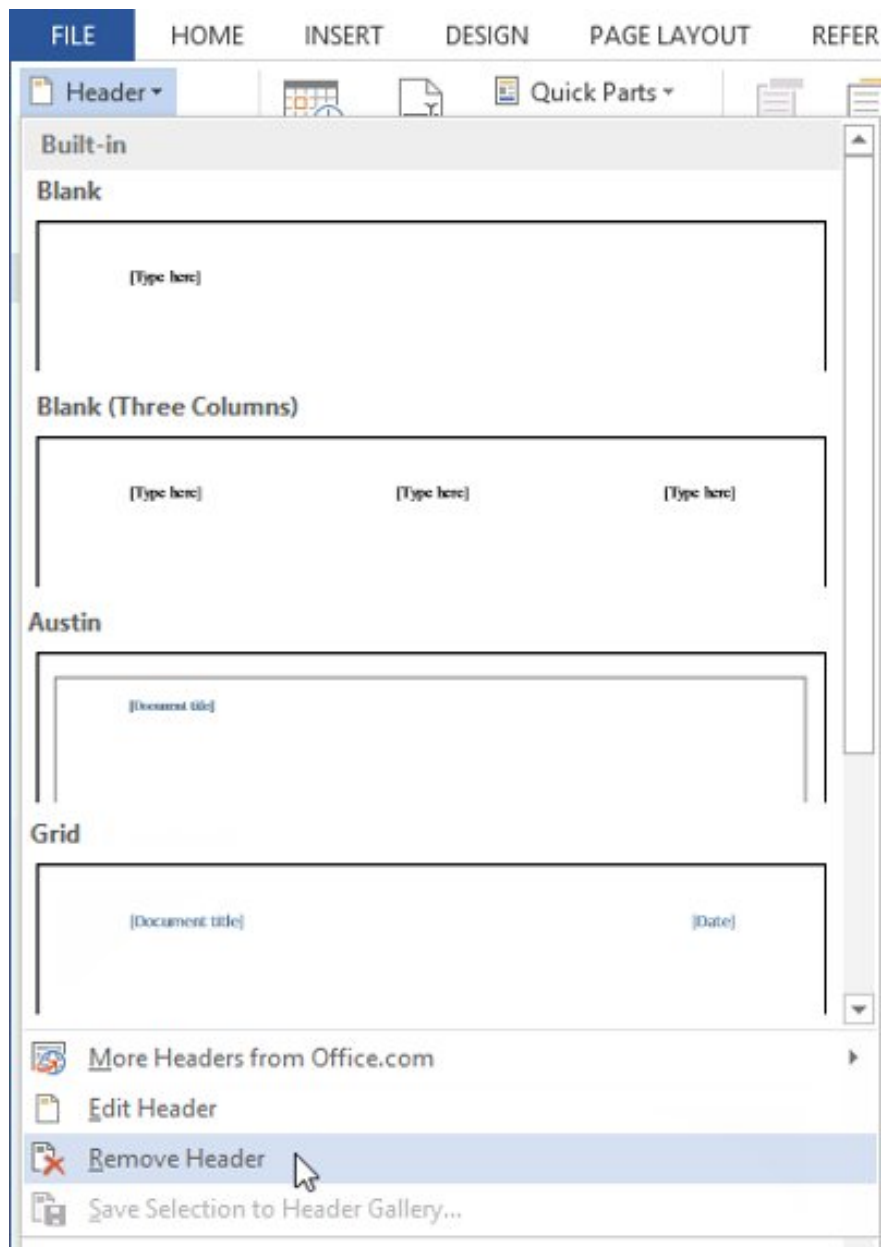
Options Design tab

When the page title and footer of the document are unlocked, the **Design** tab appears on the right side of the Ribbon, giving you various editing options:

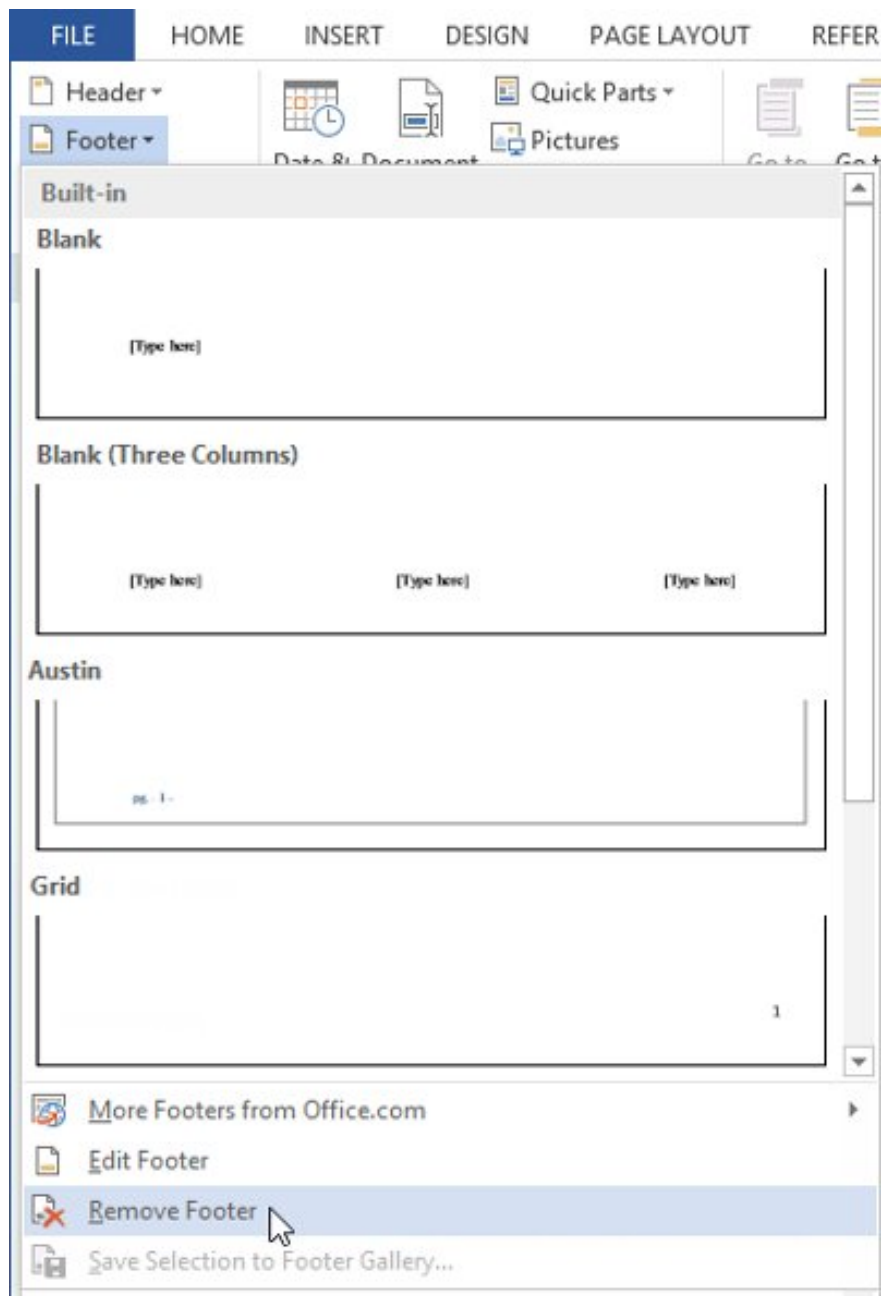
1. **Hide the title or footer of the first page** : For some texts, you may not want to leave the title and footer on the first page, for example, when you want to order numbers from the second page or want to use it as a cover for example. To hide the title or footer in the first page, click the **Different First Page** box.



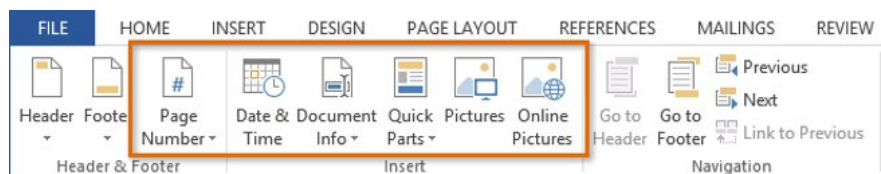
1. **Remove title** : When you want to delete all the information contained in the page title, click on the **Header** command and select **Remove Header** in the list that appears.



1. **Footer deletion** : If you want to remove all the information available at the footer, click the **Footer** command and select **Remove Footer** from the drop-down menu.



1. **Additional options** : With the **Page Number** command and the commands available in the **Insert** group, you can add page numbers, dates, images and more to the title or footer.

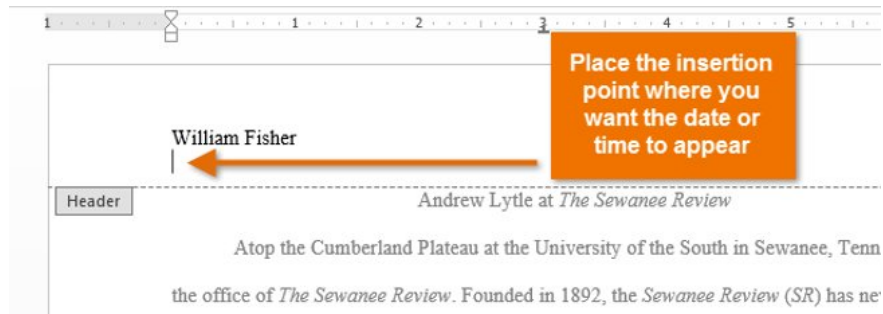


How to insert a date, time into the title or footer

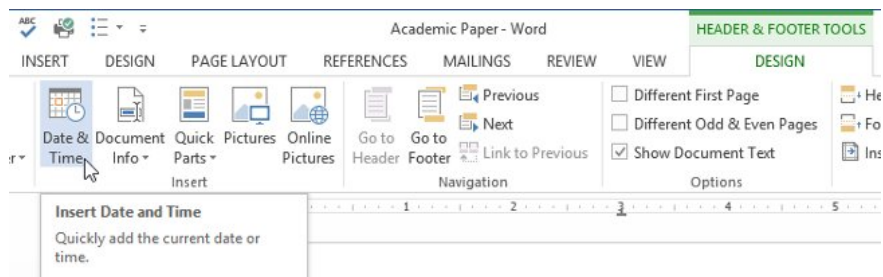
Sometimes it is also helpful to add time to display the text title or footer. For example, you want to display the document creation date.

On the other hand, you may want to display the printed date, which you can do by setting them to automatically update the date. This is useful if you regularly update and print a document so that it is easy to know the latest text.

1. Double-click the title or footer to unlock it. Place the mouse pointer on the desired position to date and time. In the example below, we put the insertion point below the author's name.



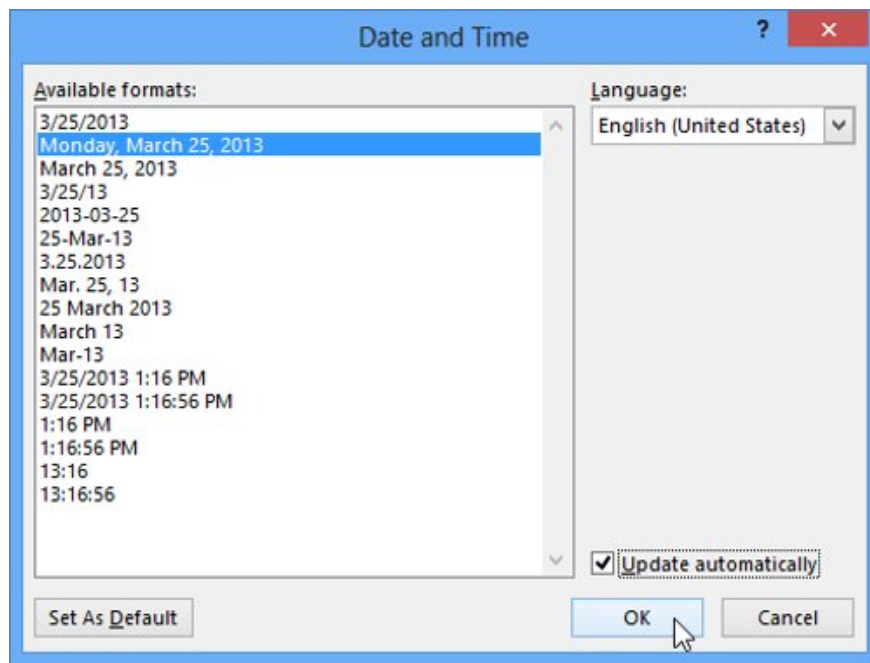
2. The **Design** tab will appear. Click on the **Date & Time** command .



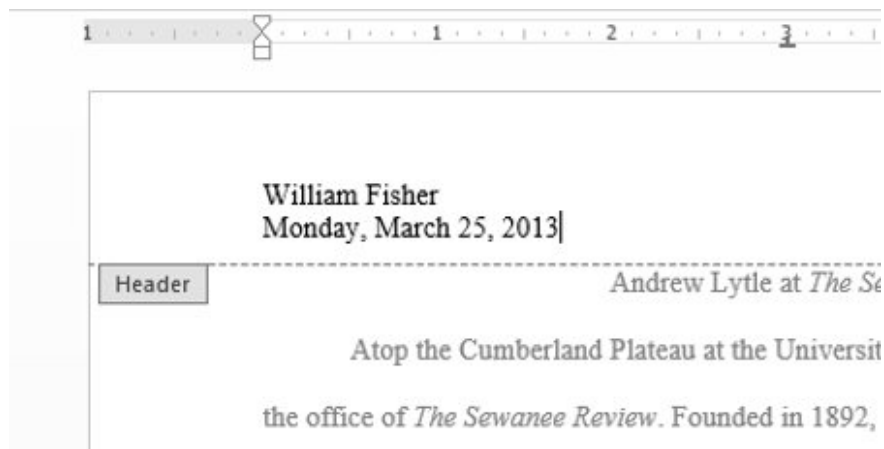
3. The **Date & Time** dialog box will appear. Select the desired date or time format.

4. Check the box next to **Update Automatically** if you want to change the date each time you open the document. If you do not want to change, uncheck this option.

5. Click **OK** .



6. The date will appear in the page title.



Page

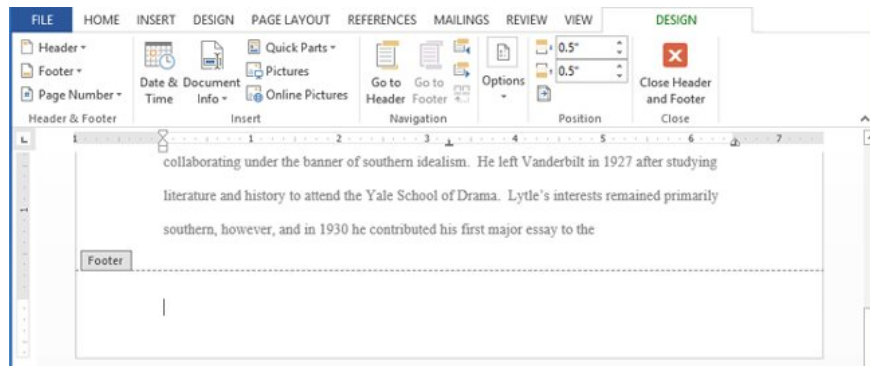
Page Numbers is a feature that allows for the number of Word text pages with a wide selection of digital formats and customizations. The page number is usually placed in the page title, footer or side margin. When you need to number a few different pages, Word also allows you to type back the page numbers from the beginning.

How to add page numbers to text

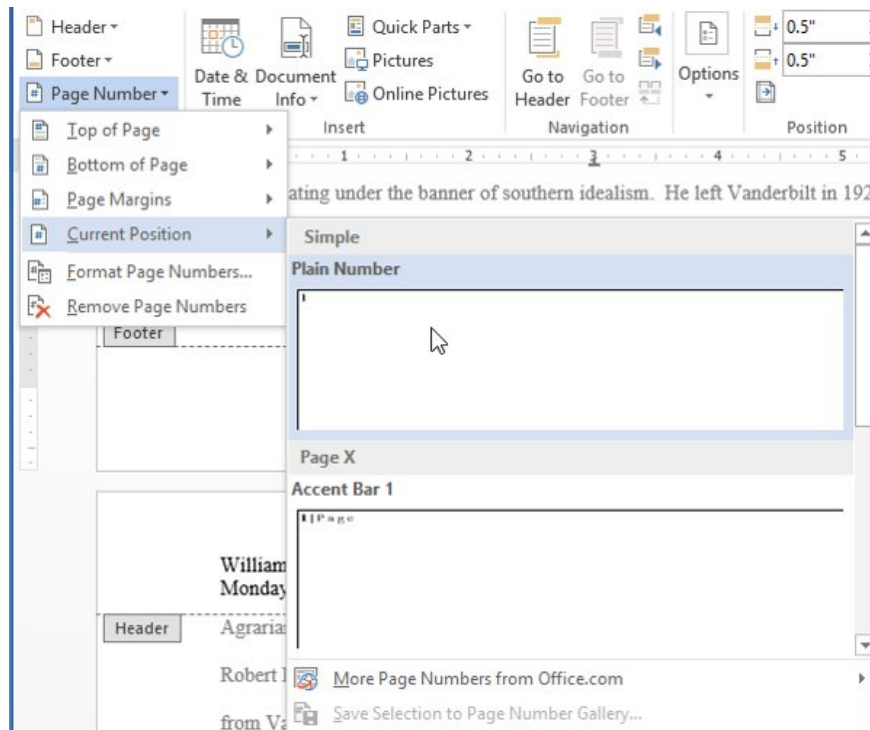
Word can automatically page numbers and set the page title, footer or side margin. If you have already created the page title or footer, they will be dropped and replaced with the newly created page number.

In the example below, we will add the page number to the footer of the document.

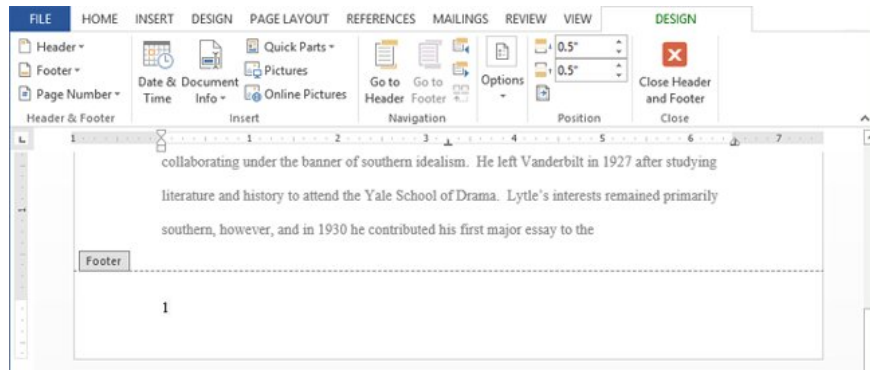
1. Double click anywhere on the title or footer to unlock it. If there is no header or footer, you can double-click near the top or bottom of the page. The **Design** tab appears on the right side of the Ribbon.



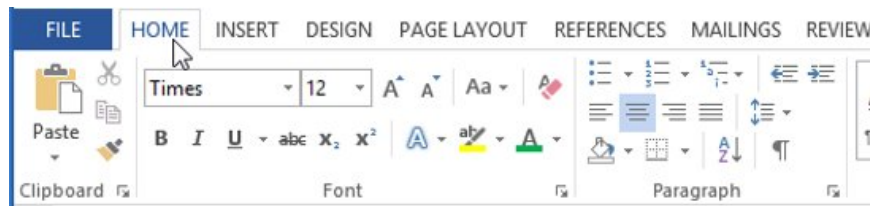
2. Click the **Page Number** command. In the menu that appears, hover over **Current Position** and select the desired page numbering type.



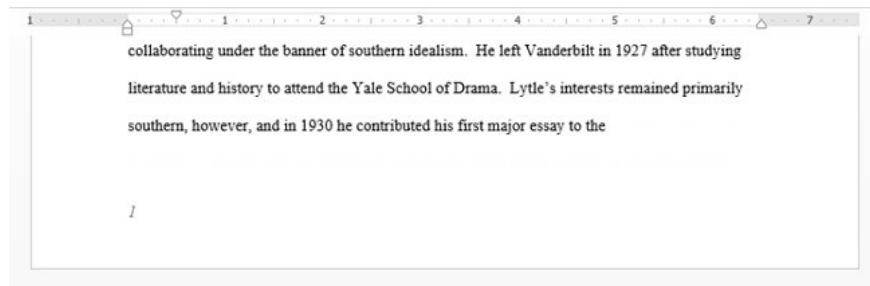
3. The page number will appear in the text.



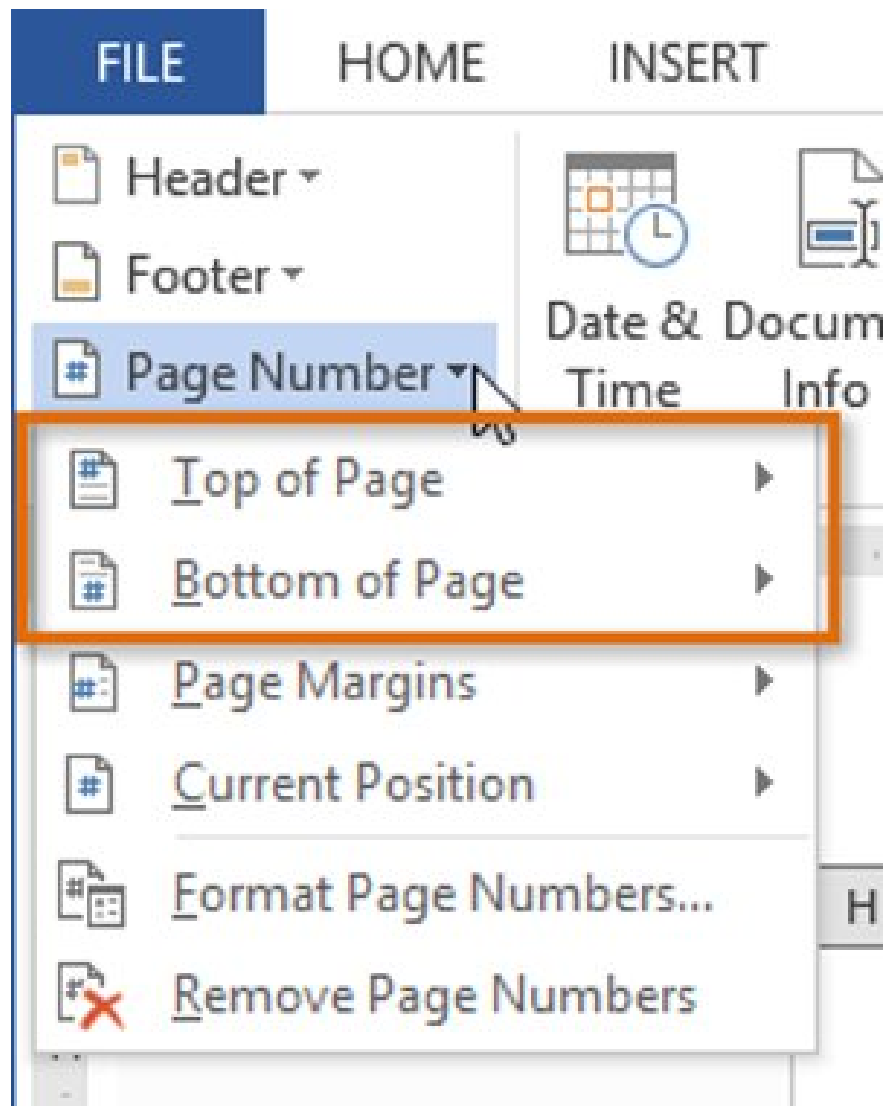
4. To edit fonts, font sizes, and how to arrange page numbers, select some pages and click the **Home** tab. Word's text formatting options will appear.



5. When finished, press the **Esc** key. The page number will be formatted.



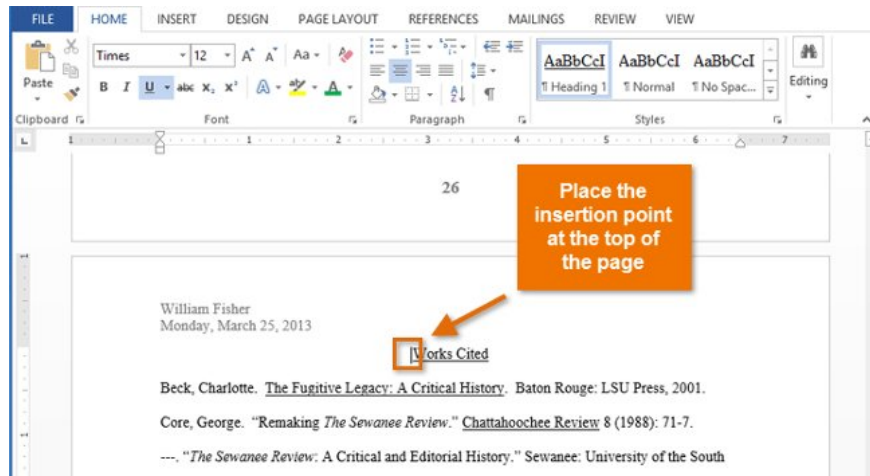
1. Alternatively, you can add page numbers to the title or footer by clicking on the **Page Number** command and then selecting **Top of Page** (*top of the text*) or **Bottom of Page** (*bottom of the text*). If you have an existing title or footer, it will be removed and replaced with the page number.



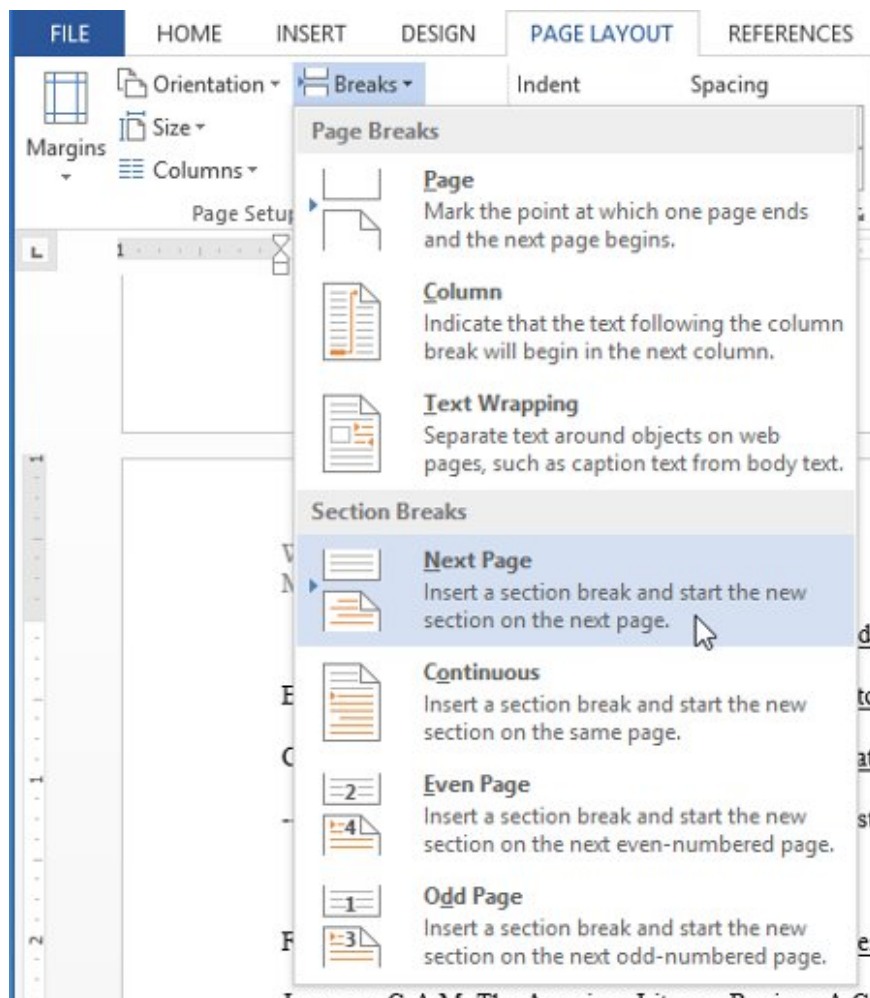
Number revisions for text pages

Word allows users to re-number pages from any page of the document by creating a **Section Break** and numbering pages from a specific number. In the example below, we will restart the page numbering for the document's **Works Cited** section.

1. Place the insertion point at the top of the page where you want to restart the page number. If there is text on the page, place the insertion point at the beginning of the paragraph.

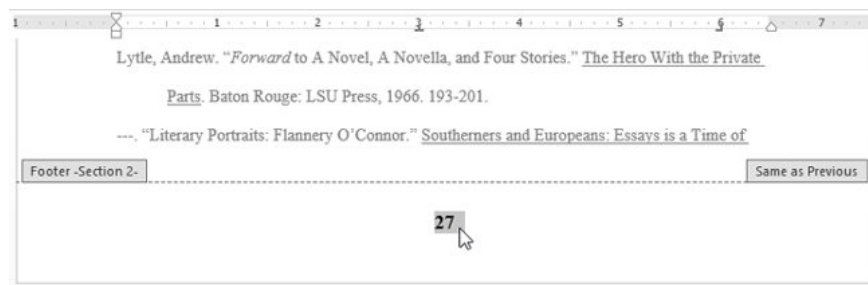


2. Select the **Page Layout** tab, then click the **Breaks** command. Select **Next Page** from the drop down menu.

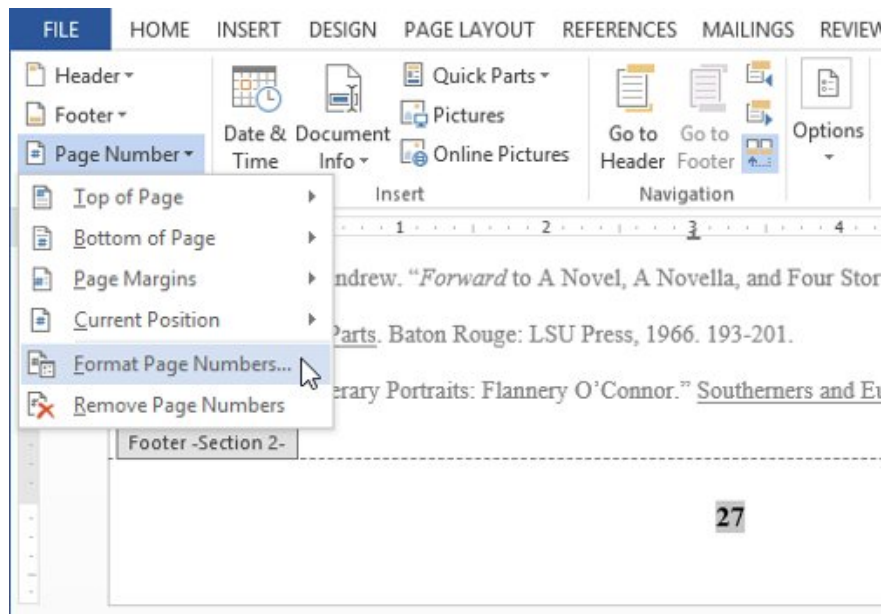


3. A paragraph break will be added to the document.

4. Double-click the title or footer that contains the page number you want to change.

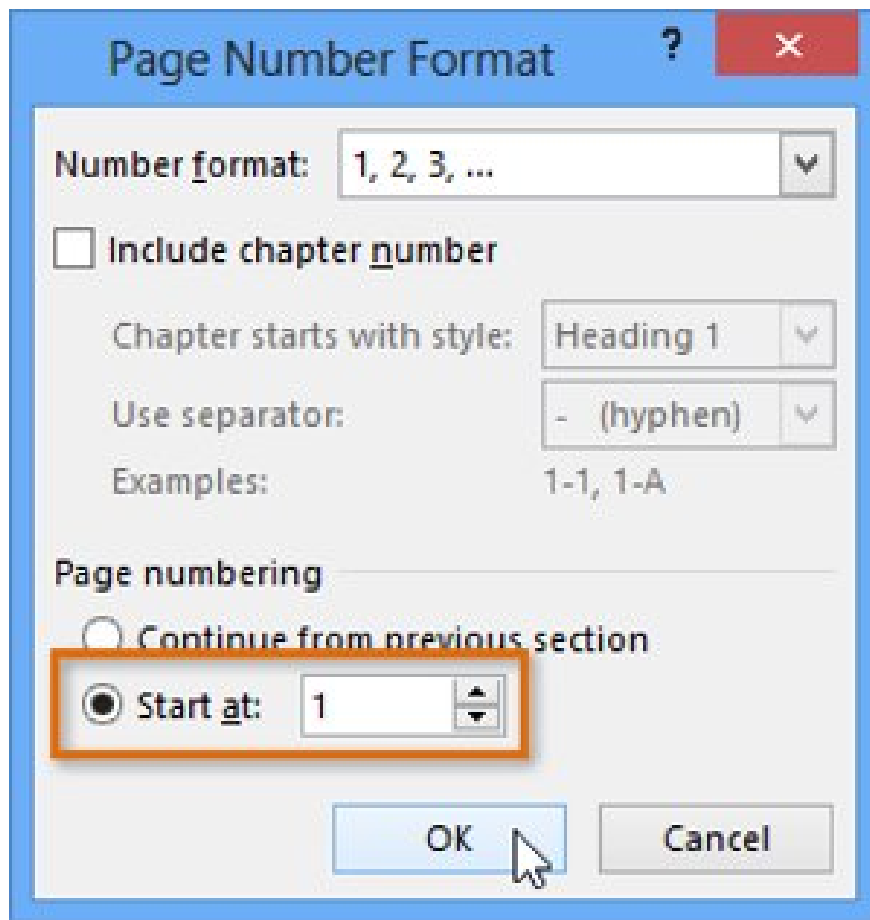


5. Click the **Page Number** command. In the menu that appears, select **Format Page Numbers** .

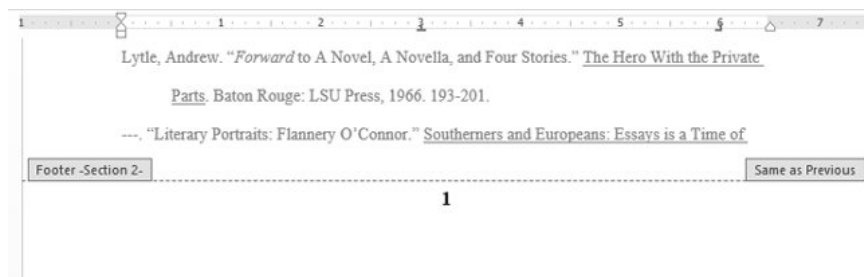


6. In the dialog that appears, select **Start at** . This is the first number that you will type in the order for the page, the default is selected as 1. If desired, you can change, for example, typing the order.

7. Click **OK**.



8. The page numbering will be restarted.



To learn more about adding **section breaks** to a document, visit the article [Word 2013 Complete Guide \(Part 12\): How to break our pages and interrupts](#).

Having fun!

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