



Office 2007 FAQs

Topic: Adding Headers and Footers

Question:

How do I add headers and footers to a Word 2007 document?

Answer:

1. On the Insert tab, in the Headers & Footers group, click on Headers or Footers
2. Click Edit Header or Edit Footer
3. Type text or insert graphics and other content by using the options in the Insert group on the Design tab, under the Header & Footer Tools tab

Tip: To save the header or footer that you created to the gallery of header or footer options, select the text or graphics in the header or footer, and then click Save Selection as New Header or Save Selection as New Footer.

Question:

How do I make the first page header or footer different from the rest of the pages?

Answer:

1. On the first page of the document, double click the header or footer area.
2. Under Header & Footer Tools, on the Design tab, in the Options group, select the Different First Page check box.
Note: If your document includes a cover page from the gallery of cover pages in Office Word 2007, the Different First Page option is already turned on. Inserting or editing a header or footer on this page does not affect the other pages in the document.
3. Create a header or footer, or make changes to the existing header or footer, on the first page.

Question:

How do I use no header or footer on the first page?

Answer:

1. On the first page of the document, double click the header or footer area.
2. Under Header & Footer Tools, on the Design tab, in the Options group, select the Different First Page check box.
Note: If the Different First Page check box is already checked, do not clear it. Go on to the next step.
3. In the First Page Header or First Page Footer area, delete the contents of the header or footer.

For Further Support Please Contact

Veraldi Instructional Technology and Resource Center
248.204.3750
vitrc@ltu.edu