

Headers and Footers in Word 2007

Create a Header for a Word document:

- 1. Place cursor at the top margin line, click Insert.**
- 2. Click Header in the Header/Footer area of the menu bar.**
- 3. Click Edit Header.**
- 4. Write or copy and paste whatever you wish to use as a Header for your document.**

Create a Footer for a Word document

- 1. When document is completed, click Insert.**
- 2. Click Footer in the Header/Footer area of the menu bar.**
- 3. Click Edit Footer. An area will appear at the very bottom of the page.**
- 4. Enter the info you wish to show as a footer to your document.**

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