Headers and Footers

A Header fits at the top of the page, and the footer goes at the bottom.

In Microsoft Word
- Insert
- Header, Footer or Page Number
- Pick a style
- Appears in print layout view
- Does not appear in web documents

Style
- Can insert a company logo
- MLA requires "paginate right" with the student's last name to the left of the number
- APA requires the same, only with a shortened title in place of the name
- Changing a header or footer applies throughout the whole document

First Page
- Can leave the header off
  - Header and Footer
  - Edit
  - Choose option for different first page
    - Leave blank if none needed

Odd or Even Pages
- Same as above
- Select odd or even page header

Sections
- To put headers in different sections of a paper
- Insert a section break in the paper
- Insert header or footer

Navigation
- "Show previous or next" moves through headers and footers
- There is a "gallery" where these can be saved for later use