APSU Writing Center

Insert a Header or Footer

Headers and Footers

- A header or footer can contain text, information about the document, or even images. You can create one header or footer for the whole document, or have a different header or footer for the first page, odd. and even pages, or even multiple sections.

How to Insert a Header or Footer to Word Documents

- Go to Insert > Header or Footer.

- Choose the header style you want to use.

    - Tip: Some built-in header and footer designs include page numbers.

- You can add or change the text in the header or footer. To edit an existing header or footer, double-click it. For more information on things you can do with headers, go to Edit your existing headers and footers.

- To eliminate a header, for example, deleting the header on a title page, select it and then check the Different First Page box.

- Select Close Header and Footer or press Esc to exit.

- To delete, select Insert > Header (or Footer) > Remove Header (or Remove Footer).