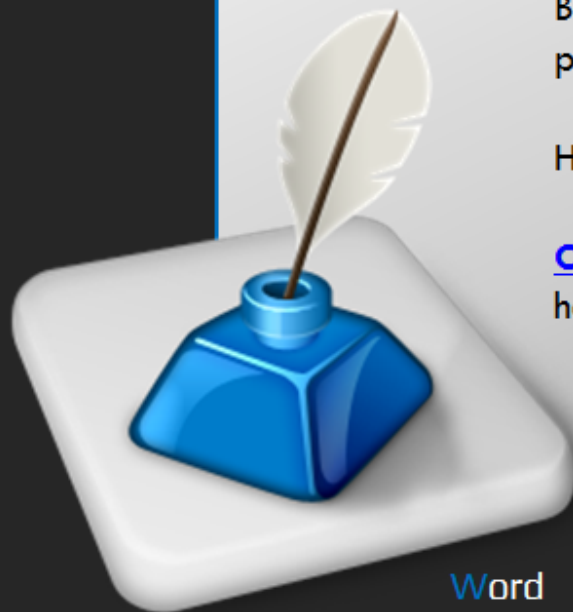


Applying a Different Header and Footer in the First Page of a Document

By default, Word inserts the same header and footer in all the pages of a document.

However, you can have a unique first page header or footer.

[Click here](#) to know how to apply the different first page header and footer to a document.



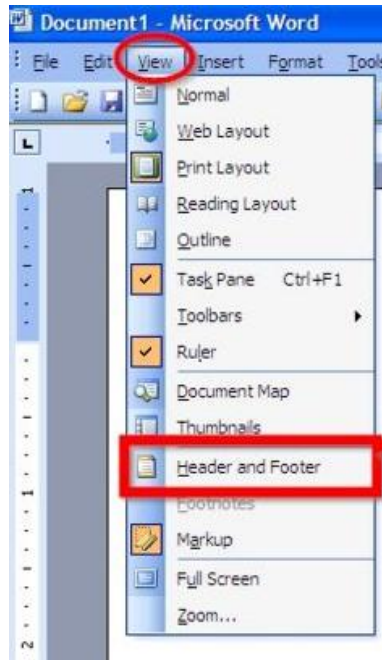
Word

Prepared by Information Security and IT Governance Division of ICT.
Productivl.T.y showcases tips & tricks on various
office and branch applications.

Applying a Different Header and Footer in the First Page of a Document

MS Word 2003

1. On the **View** Menu, select **Header and Footer**.



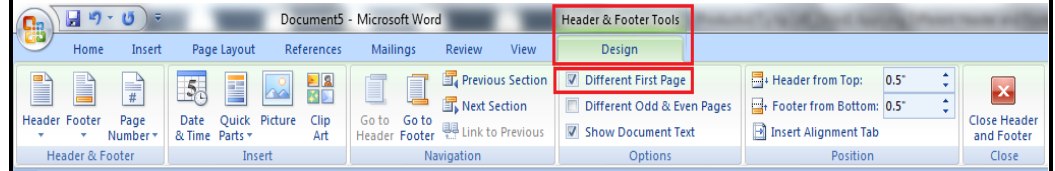
2. On the **Header and Footer** toolbar, click **Page Setup** icon .

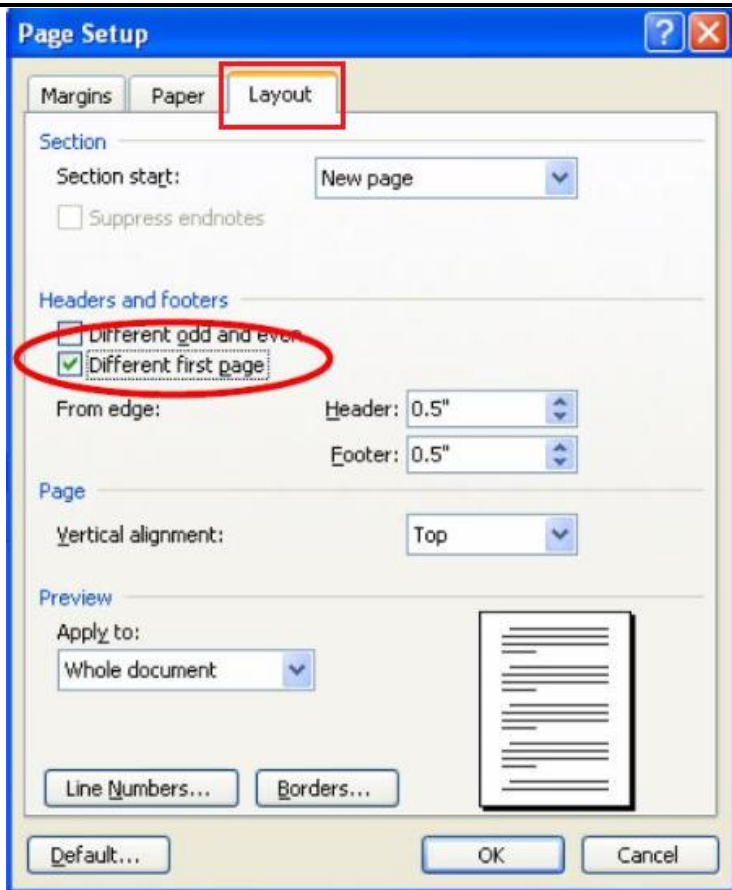


3. **Page Setup** dialog box will pop-up. Click the **Layout** tab. Select the **Different first page** check box, and then click **OK**.

MS Word 2007

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.





You may now apply different header and footer in the first page of your document.

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