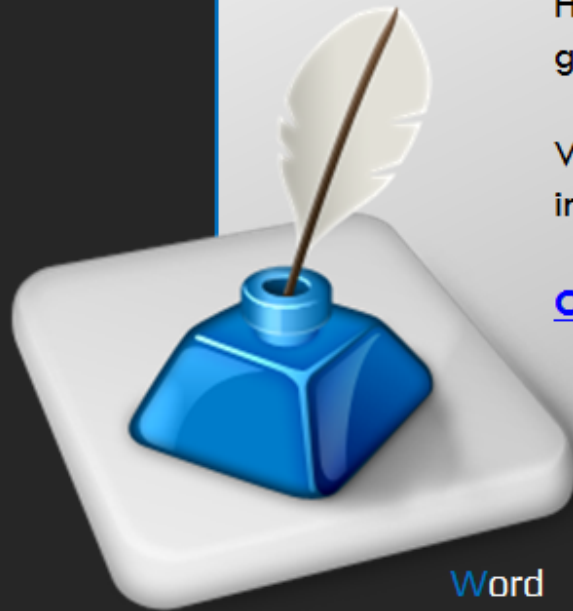


## Inserting Header and Footer in a Document

Headers and footers are areas where you can insert text or graphics that repeat across the top and bottom of a document.

Word includes predesigned headers and footers that can be inserted easily in a document or you can customize your own.

[Click here](#) to know how to insert header and footer.



Word

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

# Inserting Header and Footer

## MS Word 2003

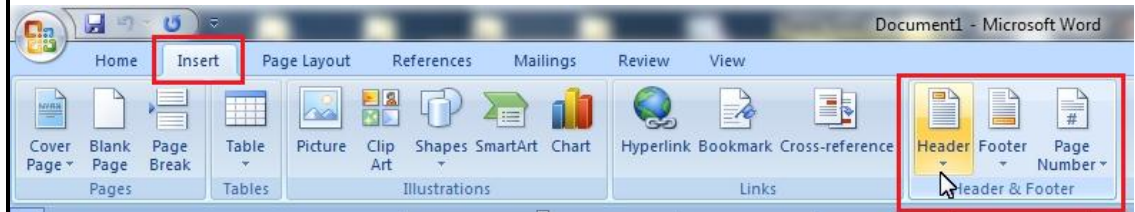
1. On the **View** Menu, select **Header and Footer**.



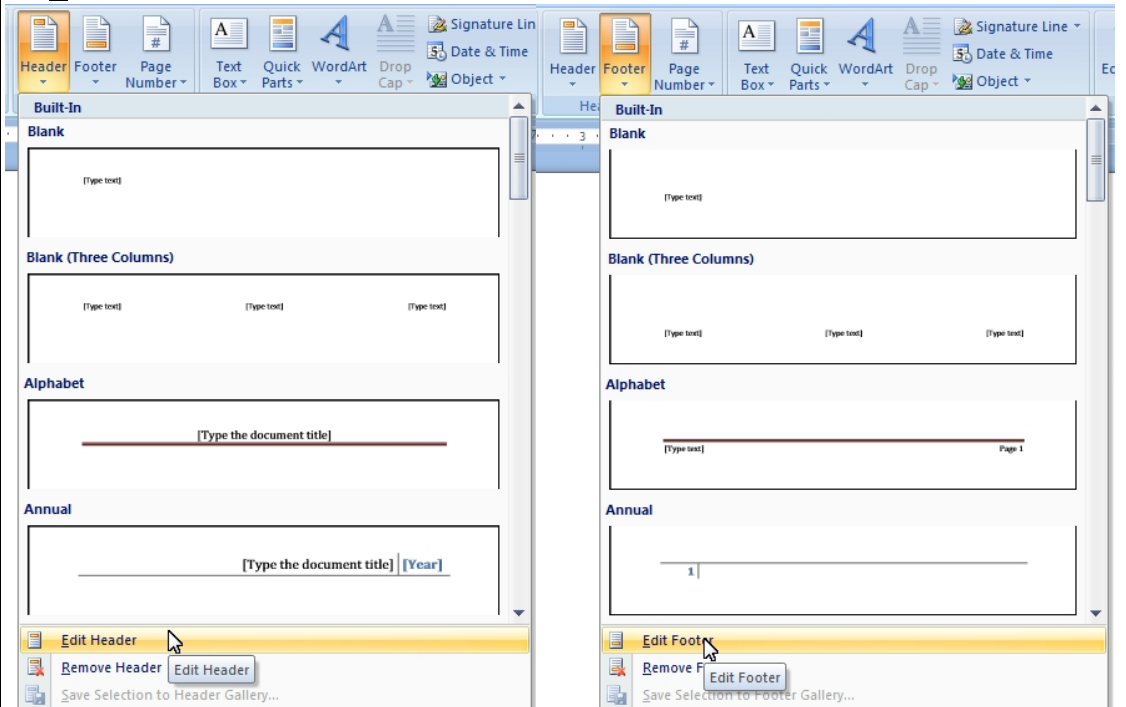
2. The following will appear on your page. Notice how the top and bottom of your page have dashed lines. This is the Header and Footer area. The cursor will already be flashing inside these areas, waiting for you to insert text or graphics.

## MS Word 2007

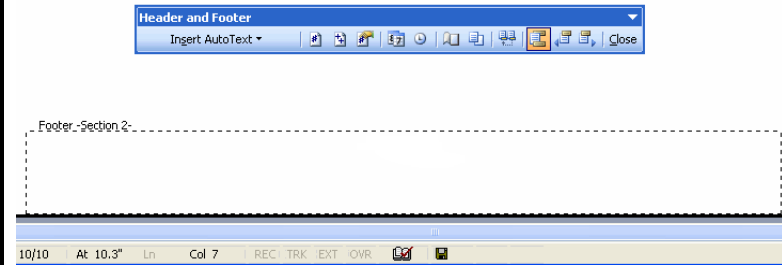
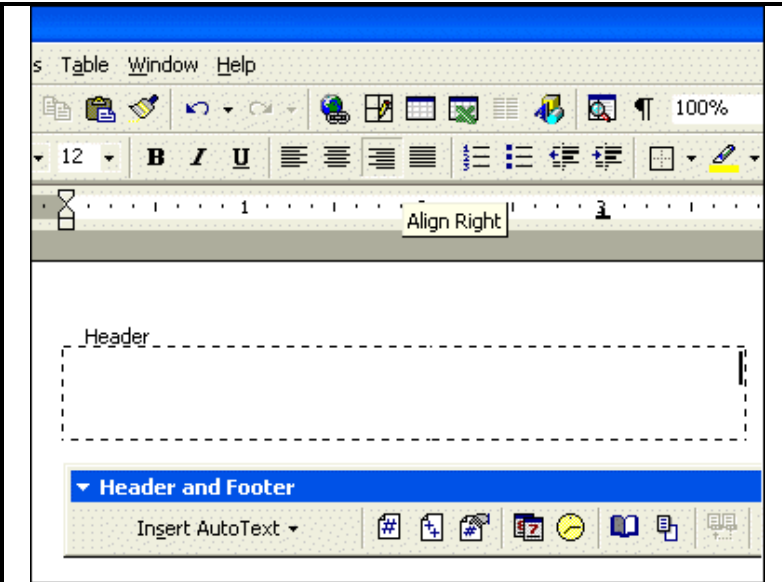
1. On the **Insert** tab, in the **Header & Footer** group, click either **Header** or **Footer**.



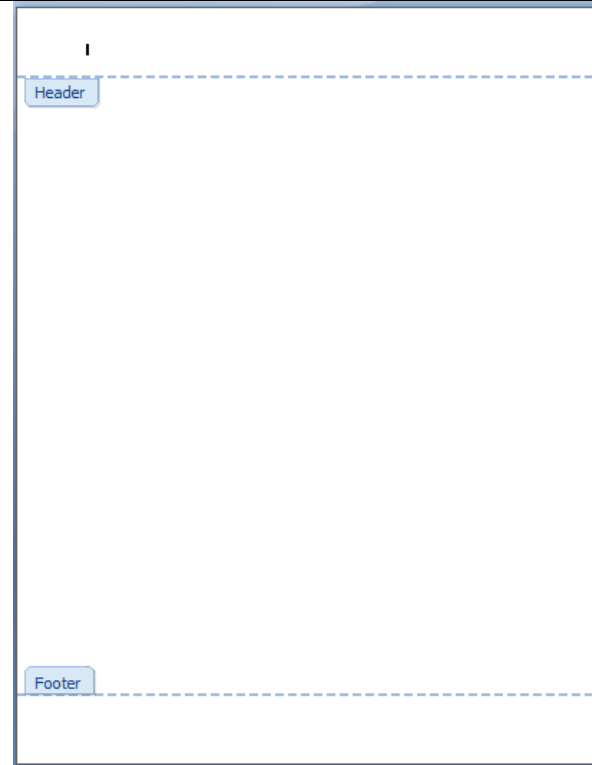
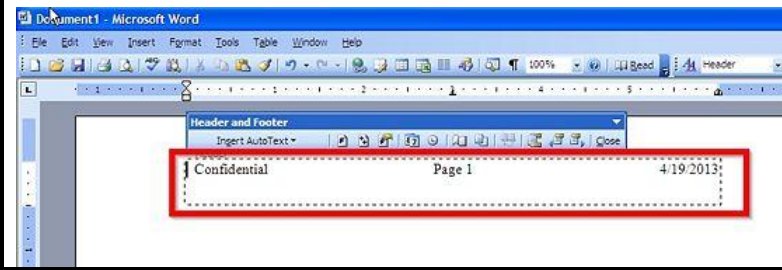
2. Select a predesigned header or footer or create custom by selecting **Edit Header** or **Edit Footer**.



3. The Header and Footer area will be displayed.




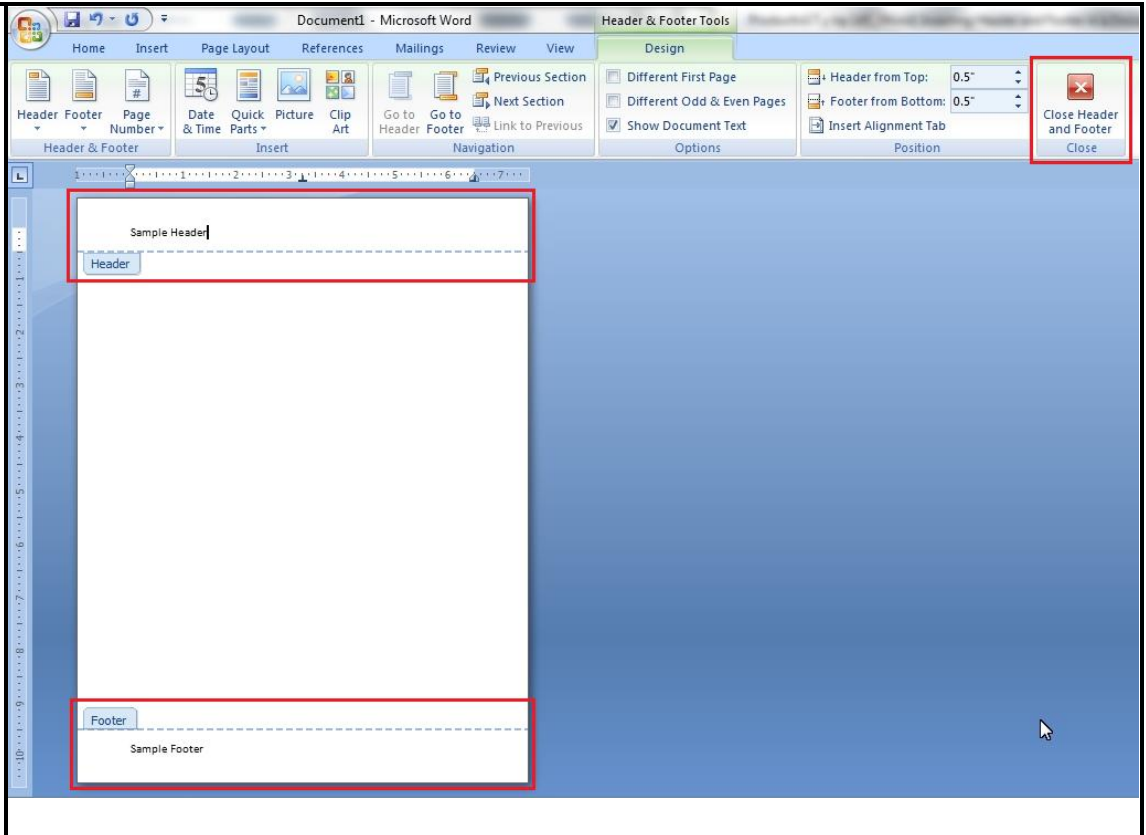
3. Add any text or images you want to display in your header and footer. Double-click on the body of the document to close the header or footer.



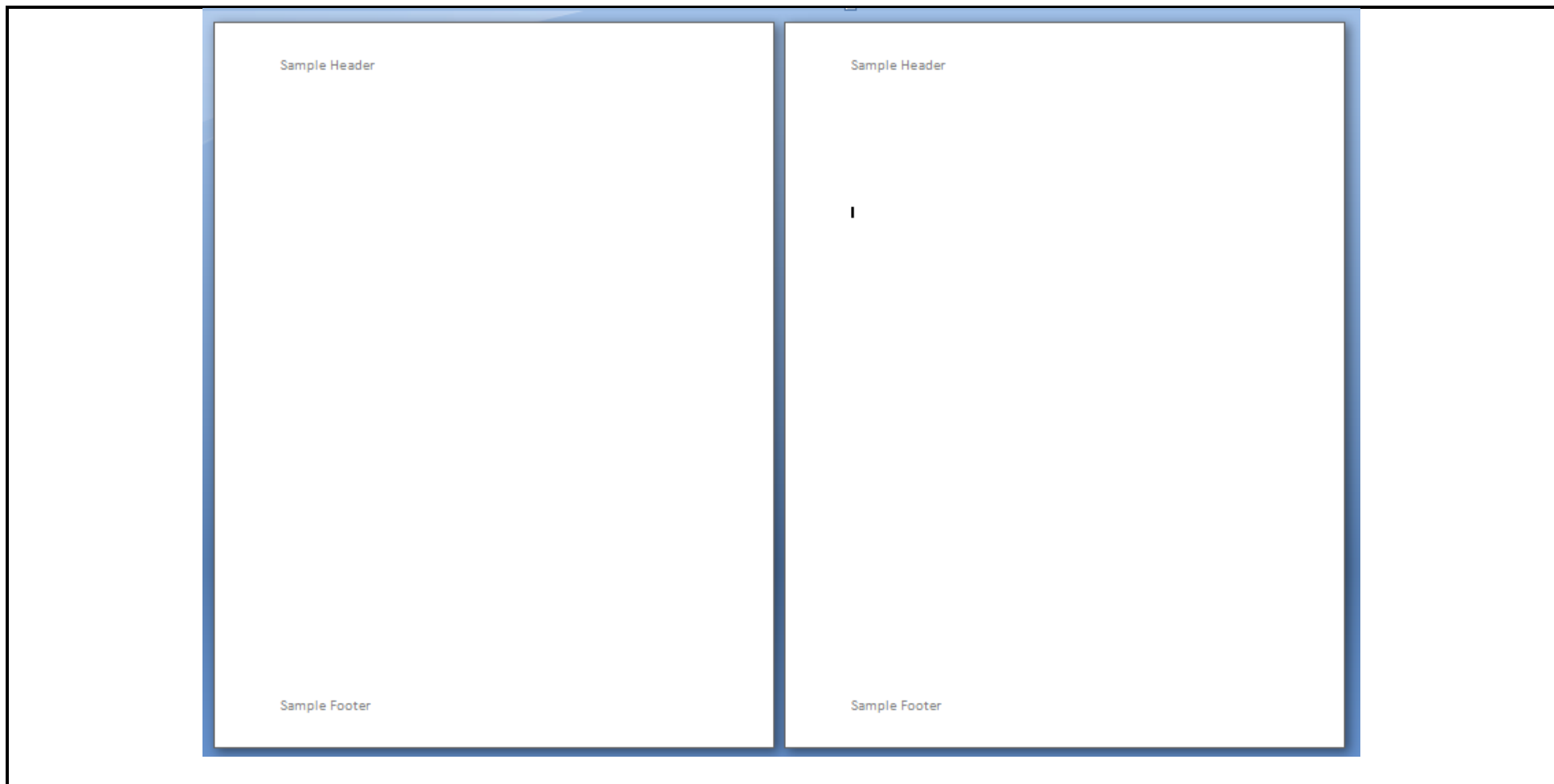
4. Add any text or images you want to display in your header and footer.



Click  to close the header or footer.



Notice that Word will automatically apply your header and footer to every page in the document.



We value your feedback. Please help us improve our ProductivI.T.y releases by filling out the ["Serbisyon Bida"](#) online survey form. You may also email your comments and suggestions to [ict-process@pjlhuillier.com](mailto:ict-process@pjlhuillier.com). [Click here](#) for back issues of ProductivI.T.y in MyLink.