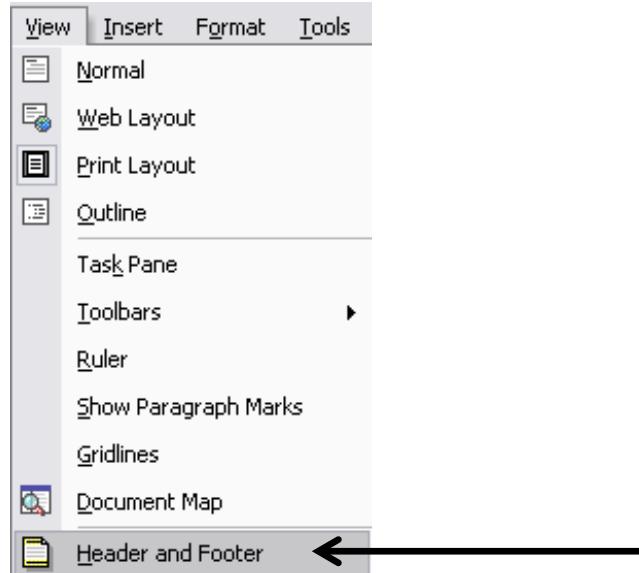


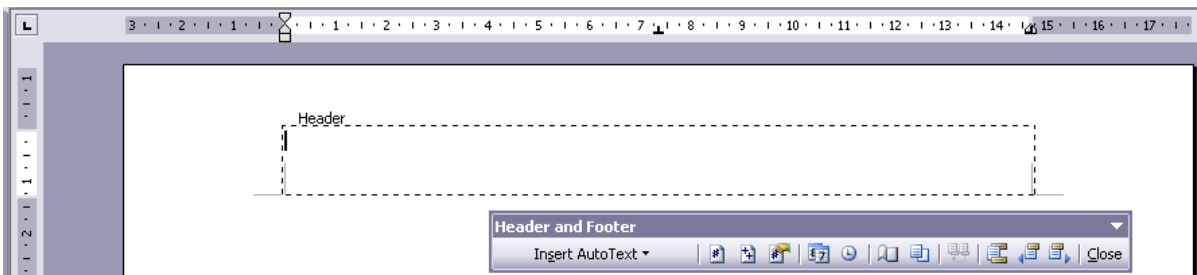
# Inserting headers and footers

## Microsoft Word 2003

1. **View > Header and Footer**



2. Type **Headers** (e.g. your name and student ID number)



3. Click **Switch Between Header and Footer** on the **Header and Footer** toolbar



**Note:**

This button will bring you down to the **Footer** area. Clicking the button again will return you to the **Header** area.

4. **Type Footer** (e.g. page number)

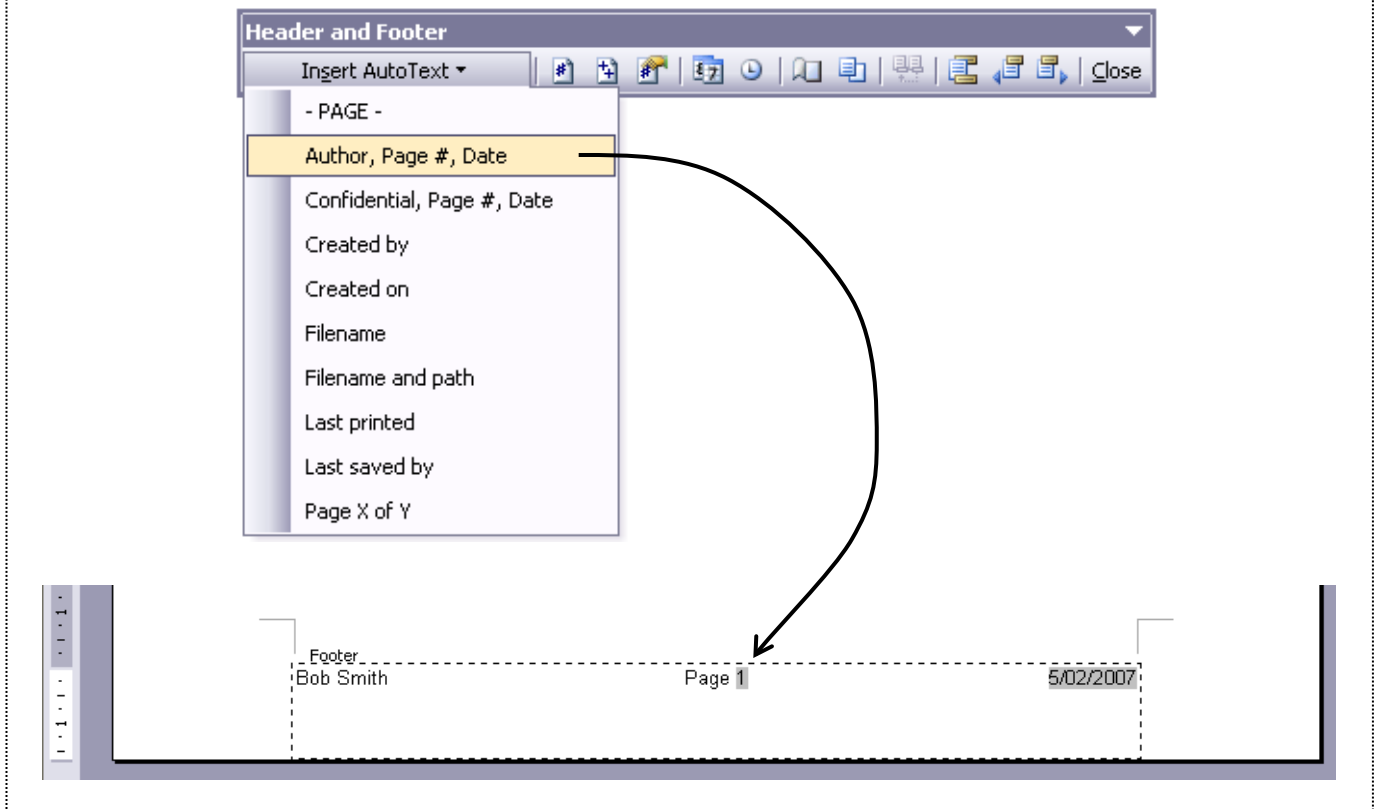


5. Click on **Close** to exit the Header and Footer mode



**Tip: Auto text**

Click **Insert AutoText** on the **Header and Footer** toolbar. It will give you some useful standard text such as **Author, Page #, Date** and **Page X of Y**.



**Viewing Header and Footer from the second time**

A quick way of viewing **Header and Footer** area is double click on the Header and Footer area. This will save you going by **View > Header and Footer** steps. However, this will only work after you create one in the document.