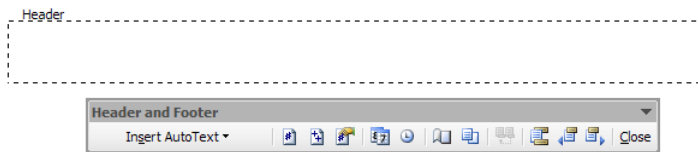


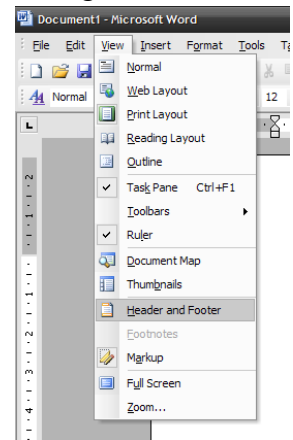
Adding a header and footer in Microsoft Word

The header and footer are elements that appear on every page in a document at the top and bottom respectively. These are easy to add and can contain information like your name, the date, page numbers or *anything* you might want to place on every page. The important thing to remember is they are really easy to add!

1. Open *Microsoft Word* and create a new document
2. Click *View* and then *Header and footer* (see right)
3. You are immediately taken to the *header* and the header and footer toolbar is shown.

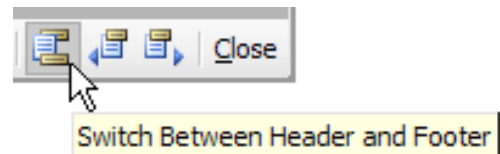


The header and toolbar



The view menu


4. By clicking in the header you can add any text you like, for example your name.
5. To switch to the footer, click the *switch to footer* button (once you're in the footer this will switch you back to the header).
6. Once you have added all your notes, click close on the *header and footer toolbar*.



Switching between the header and footer

Adding page numbers

Adding page numbers is also very easy and Word will do this for you.

1. Create a header and footer as described above.
2. Switch to the section you want the page number in, for example the footer.
3. To add just the page number click the page number button. 
4. If you wish to add text to say *Page 1 of 10* or similar, click the *Insert AutoText* button and select *Page X of Y*.

