

Adding a header or footer that includes a page number

If you want to add a graphic or text at the top or the bottom of your document, you need to add a header or footer. You can quickly add a header or footer from the galleries or you can add a custom header or footer.

TO ADD A CUSTOM HEADER OR FOOTER IN WORD 2010

(Directions for Word 2007 are listed after the Word 2010 directions.)

1. Double-click in the header area or the footer area (near the top of the page or near the bottom of the page).

This opens the **Design** tab under **Header & Footer Tools**.

2. Type in your first Header with the text Left Justified.

ex. **Running head: SHORT TITLE THAT APPEARS AS HEADER IN JOURNAL**

3. To add your page numbers:

In the **Design** tab under **Header & Footer Tools**:

- Click **Insert Alignment Tab** in the **Position** group of the **Design** tab, click **Right**, and then click **OK**.

4. Add a field code by clicking the **Insert** tab, clicking **Quick Parts**, clicking **Field**, and then clicking the **PAGE** field **Field names** list. Click **OK**.

(If you need to, you can change the numbering format by clicking **Page Number** in the **Header & Footer** group, and then clicking **Format Page Numbers**.)

5. To return to the body of your document, click **Close Header and Footer** on the **Design** tab (under **Header & Footer Tools**).
6. Add a page break after your title page.

7. On your second page, double-click in the header area or the footer area (near the top of the page or near the bottom of the page).

8. Type in your shortened Header with the text Left Justified.

ex. **SHORT TITLE THAT APPEARS AS HEADER IN JOURNAL**

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9. Your page numbers should automatically correspond.

TO ADD A CUSTOM HEADER OR FOOTER IN WORD 2007

1. Double-click in the header area or the footer area (near the top of the page or near the bottom of the page).

This opens the **Design** tab under **Header & Footer Tools**.

2. Type in your first Header with the text Left Justified.

ex. **Running head: SHORT TITLE THAT APPEARS AS HEADER IN JOURNAL**

3. Make sure that **Different First Page is checked**.

4. To add your page numbers:

In the **Design** tab under **Header & Footer Tools**:

- Click **Insert Alignment Tab** in the **Position** group of the **Design** tab, click **Right**, and then click **OK**.

5. Add a field code by clicking the **Insert** tab, clicking **Quick Parts**, clicking **Field**, and then clicking the **PAGE** field **Field names** list. Click OK.

(If you need to, you can change the numbering format by clicking **Page Number** in the **Header & Footer** group, and then clicking **Format Page Numbers**.)

6. To return to the body of your document, click **Close Header and Footer** on the **Design** tab (under **Header & Footer Tools**).

7. Add a page break after your title page.

8. On your second page, double-click in the header area or the footer area (near the top of the page or near the bottom of the page).

9. Edit the header to your shortened Header.

ex. SHORT TITLE THAT APPEARS AS HEADER IN JOURNAL

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10. Your page numbers should automatically correspond.