# Headers in MS Word 2007/2010

*A **header** is text (often including page numbers) that repeats at the top of each page. It is best **not** to type an individual header manually at the top of each page because the page may break at a different point when the paper is edited or even viewed or printed on a different computer. Fortunately, MS Word will allow you to type the header once and then automatically insert the text in the proper place on each page for you.*

1 On the "Ribbon" at the top of the page, **click INSERT.**

2 **Click HEADER** (midway across top of ribbon).
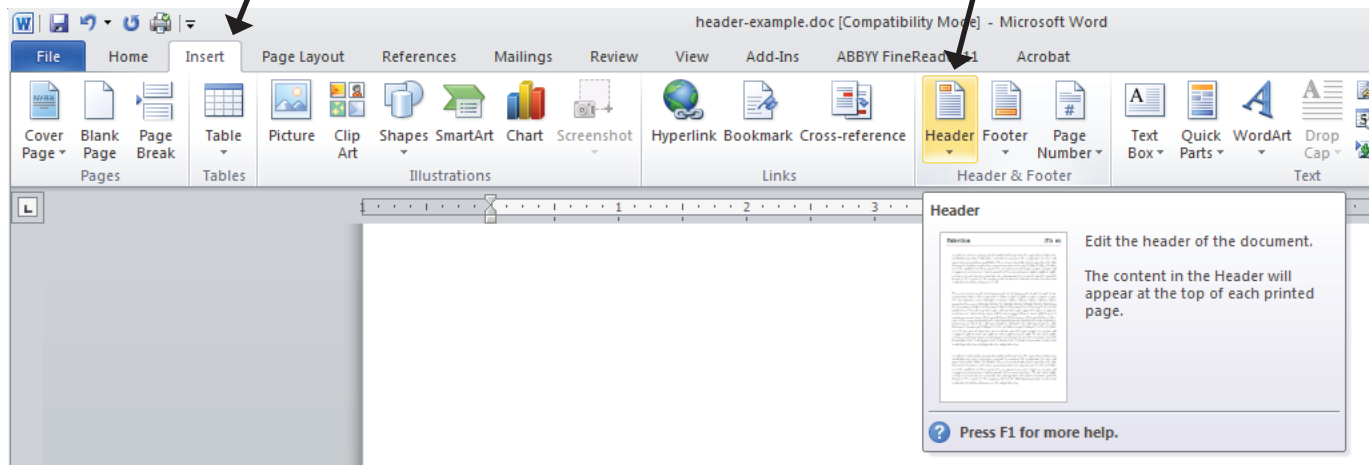
3 **Click EDIT HEADER** at the bottom of the list that appears.
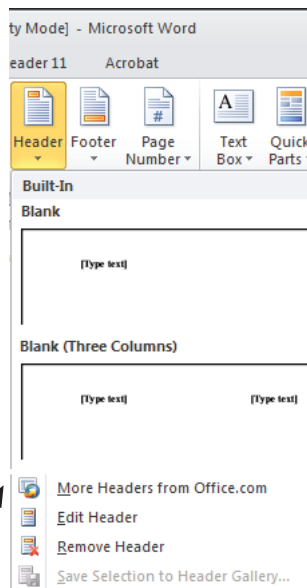
NOTE: You would use the same steps to modify your header later:
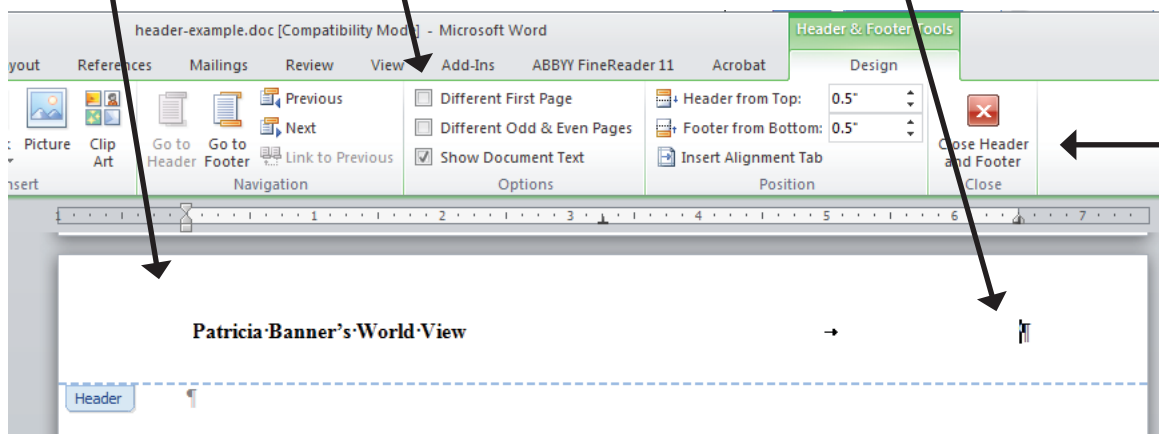
(1) Click INSERT.
(2) Click HEADER.
(3) Click EDIT HEADER

4
The rest of your document will be grayed out and you will find that you can only type in the Header area.

Type the running head

Then press TAB to move to the right side of the Header to insert a page number (but don't type the number yet).
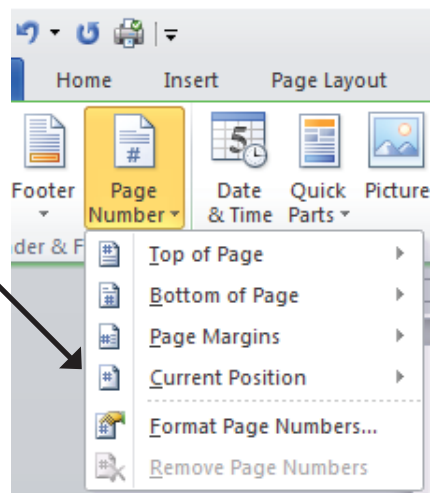
NOTE: You can use this checkbox to put a separate header (or no header) on your title page.

header-example.doc [Compatibility Mode] - Microsoft Word | Header & Footer Tools

...yout References Mailings Review View Add-Ins ABBYY FineReader 11 Acrobat | Design

Previous
Next
Link to Previous

Different First Page
Different Odd & Even Pages
☑ Show Document Text

Header from Top: 0.5"
Footer from Bottom: 0.5"
Insert Alignment Tab

Close Header and Footer

...: Picture Clip Art Go to Header Go to Footer

...nsert Navigation Options Position Close

Patricia·Banner's·World·View →

Header ¶

5
At top left of Ribbon, **click PAGE NUMBER** and then choose **CURRENT POSITION,** then **PLAIN NUMBER** from the menu that appears.

(If you choose "Top of Page" instead of "Current Position" your existing header will be removed, so click carefully!)

Home Insert Page Layout

Footer Page Number Date & Time Quick Parts Picture

...der & F...

Top of Page
Bottom of Page
Page Margins
Current Position
Format Page Numbers...
Remove Page Numbers

6
Click CLOSE HEADER/FOOTER at right end of Ribbon to return to normal editing of your document.

Questions? E-mail Rodger-Ling@utc.edu.