Working with Headers and Footers in Word

Headers and Footers are special areas at the top and bottom of each page. When you write in this area on one page, your entry shows up on all the pages. The text normally shows up as gray onscreen unless the header and footer function is open. When printed out, it will look black like the rest of the text.

If you are starting from scratch – you don’t have any headers or footers on your page, click on View in the menu bar, then Header and Footer (this part of the menu might not be showing, so you might have to click the 2 little arrows at the bottom).

The header area will open as shown below and a header and footer tool bar should also open.

Once you have it open, you can write in the header area and use any of the formatting tools like font size and type, justification, etc. When you are done, just click on Close in the menu bar.

If you are starting with a document that already has a header and you want to edit it, just double-click on it. You can tell which part is the header because it looks gray rather than black. When you click on it, it opens like this:

Once it is open, you can click in it and write. One thing to remember when writing an APA style paper is to put 5 spaces between the page header text and the page number. Another is to make it the same font style and size as the rest of the text in the paper.

Some features of the tool bar:
To add page numbers, click the icon below A. To go to the footer area, click on the icon below B. There are lots more functions, but those are the main ones you need.