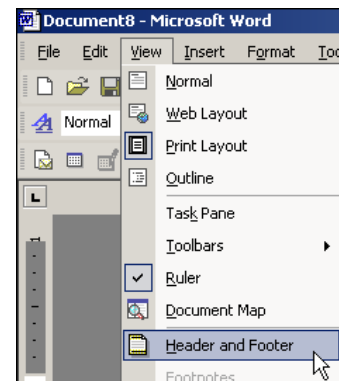


Word 2000/XP: Headers and Footers

1. We are now going to insert headers and footers into a *Word* document.

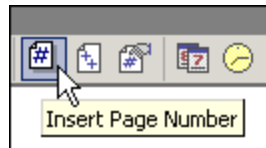
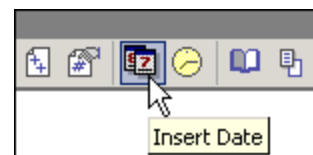
2. Click **VIEW > HEADER AND FOOTER** located on the standard menu bar.



3. When the header/footer dialog box comes up, you will default to header (top of the page). You should see your flashing vertical cursor indicator at the left edge of the box.

4. **Type your name** and hit the **TAB** key one time.

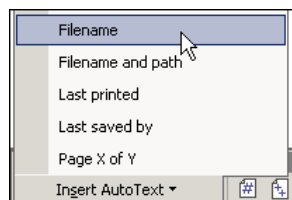
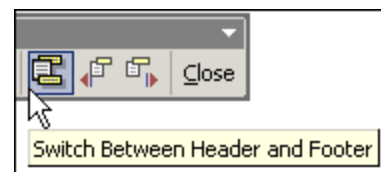
5. Now, we are going to insert the **current date**. Click on the **INSERT DATE** button. It is the 4th button on the toolbar; it looks like a 7 with an 8 behind it.



6. Hit your **TAB** key one time and click on the **INSERT PAGE NUMBER** button on the toolbar. You will now have a page number.

NOTE: Do NOT type page numbers. Let *Word 2000/XP* enter the numbers for you.

7. Click the **SWITCH** button (3rd from the right side of the header/footer box) to switch from header (top of page) to footer (bottom of page).



8. Click the **AUTOTEXT** button and click the **FILENAME** submenu option.

9. Congratulations! You have now learned how to create customized headers and footers—useful little rascals!

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