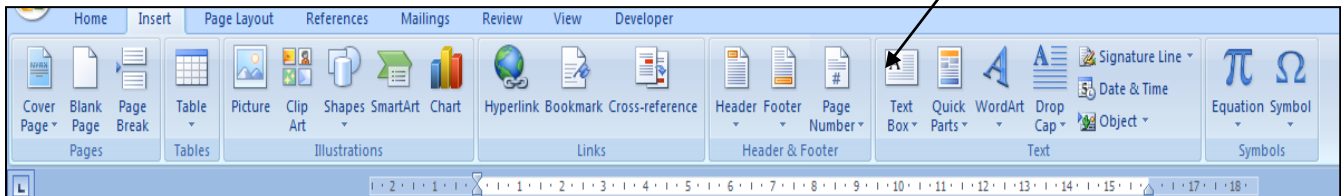


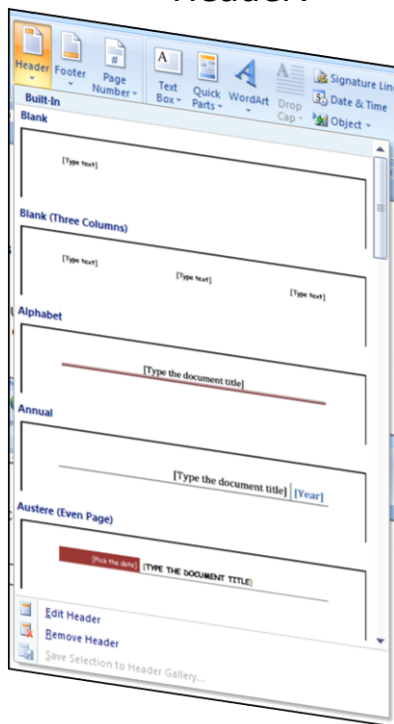
Using Headers and Footers in Word 2007

Switch to **Insert** menu (**Alt+N** is the keyboard shortcut) and the Header & Footer group of icons is to be found just off-centre (right) of the Ribbon.

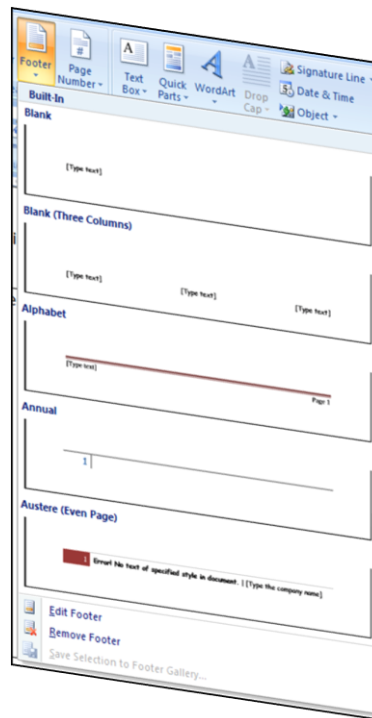


Clicking on the three icons in this Group will reveal choice of style, format, etc.

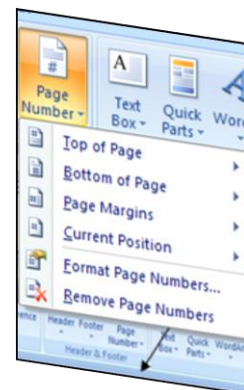
Header:



Footer:



Page Number:



As with previous versions, once a header or footer has been created and you need to return to it to edit or change in any way, you simply double click in the header or footer area to return to that layer.