A header is used to apply formatting, such as inserting the name of the document or the date that the document was created, to the top of each page of a document. In addition, it is possible to apply formatting to the bottom of each page of a document by inserting footers.

**Header** - Text to be printed at the top of each page in a document.

**Footer** - Text to be printed at the bottom of each page in a document.

† **Click the Insert Tab.**
† **In the Header and Footer Group, click either Header or Footer.**
† A list of formats for the Header or Footer will display (see illustration below).
† **Scroll through the list to locate the desired Header or Footer style.**

† **Click the desired style.**
† **The Header or Footer area of the document will display.**
Input the text for the **Header** or **Footer**.

To make changes to the Header or Footer, do one of the following:

- Click the **Header and Footer Tab**.
- In the **Header and Footer Group**, click the **Header** or **Footer** list arrow.
- Select **Edit Header** or **Edit Footer** option.
- or
- Double-click within the **Header** or **Footer** area and make the appropriate changes.

To remove the **Header** or **Footer**, click the **Remove Header** button in the appropriate list.