

Publisher-Headers and Footers

Headers and Footers are text or other objects that display at the top or bottom of each page of the publication. A header or footer is inserted one time, but appears on all pages of the publication.

Click the **Insert Tab**.

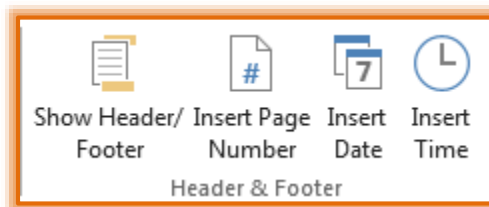
In the **Header and Footer Group**, click the **Header** or **Footer** button (see illustration).

★ **Header** – This is the text that appears at the top of each page of the publication.

★ **Footer** – This is the text that appears at the bottom of each page of the publication.



The **Master Page Tab** will display the buttons in the **Header and Footer Group** (see illustration below) that can be used to insert information into the Header.



The options in this group are described below.

★ **Show Header/Footer** – Use this button to switch between the header and the footer.

★ **Insert Page Number** – Click this button to insert a **Page Number** into the **Header**. The Page Number will be inserted at the position where the insertion point is located.

★ **Insert Date** – To insert the date into the **Header**, click this button.

★ **Insert Time** – This button is used to insert the time into the **Header**.

In the **Header** text box, input the information for the header (see illustration below).

★ The insertion point will appear on the left side of the text box.

★ Input the information that is to appear on the left side of the **Header**.

★ Press the **Tab** key on the keyboard.

★ The insertion point will move to the center of the text box.

★ Input the information that is to appear in the center of the **Header**.

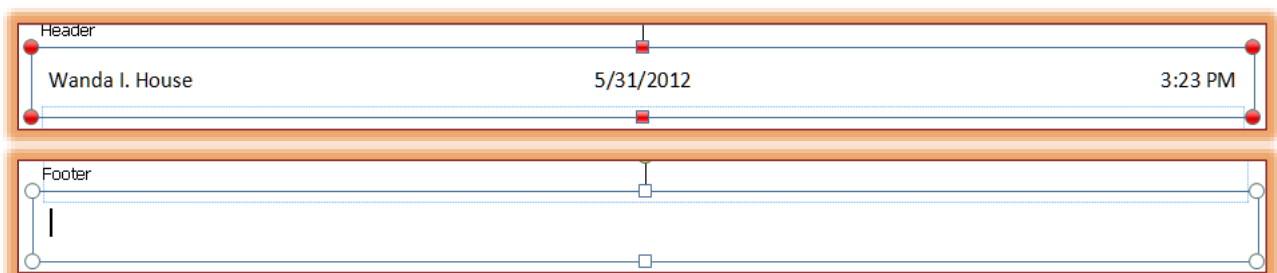
★ Press the **Tab** key on the keyboard.

★ The insertion point will appear on the right side of the header text box.

★ Input the information that is to appear on the right side of the **Header**.

✦ The top illustration shows how the text box will look before information is input.

✦ The bottom illustration shows how the text box will look after information has been input.



 Once all the information has been added to the **Header** or **Footer**, do one of the following to return to the body of the publication:

- ★ Double-click in the body of the publication.
- ★ Click the **Close Master Page** button on the **Master Page Tab** (see illustration at right).

