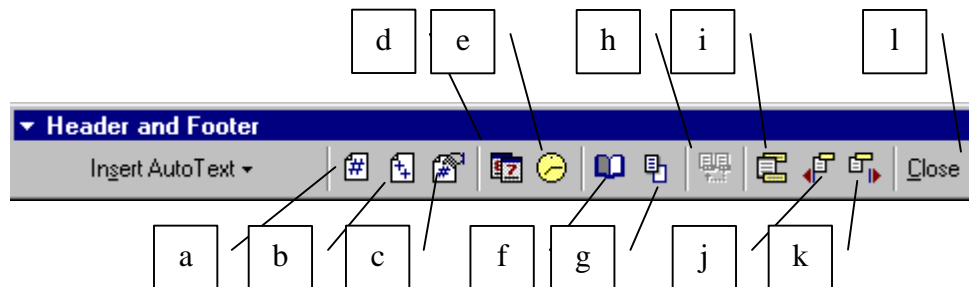


Headers and Footers

Headers and footers appear in the margins at the top or bottom of every page of a document. They are displayed in the correct position only in *Print Layout* view, in *Print Preview* or when the document is printed. They will not appear in *Outline* or *Normal* view since these views do not show the page margins of your document.

Headers and footers are added from the **View** menu, by choosing **Header/Footer**. The Header/Footer command changes the document to Print Layout view. The main text of the document is disabled (grayed out) and a Header/Footer Toolbar is displayed. A dotted box shows the position of the header or footer on the page. There is a center tab set at the center of the header/footer and a right tab set at the right margin. This creates the left, center and right sections of the header/footer.



You can add AutoText in your header/footer or type your own text. Headers and footers are formatted in the same way as any other text. You can change the font and paragraph formats as well as add borders and shading.

Other tools for formatting the header/footer include:

Insert Page Number – Insert page numbers that automatically update when you add or delete pages.

Insert Number of Pages – Prints the total number of pages in the active document. To print page numbers in the style “Page 3 of 12,” click Page Number where you want to insert the current page number, and then click Insert Number of Pages where you want to insert the total number of pages.

Page Number Properties – formats the page number in the header or footer.

Date – Inserts a date field that automatically updates so that the current date is displayed when you open or print the file.

Time – Inserts a time field that automatically updates so that the current time is displayed when you open or print the file.

Page Setup – Sets margins, paper source, paper size, page orientation, and other layout options for the active file. Options include a different header/footer for the first page and different headers/footers for odd and even pages. A different header/footer can also be entered for different sections of the document.

Show/Hide Document Text – Displays or hides the document text while you work in the header or footer area.

Same as Previous – Inserts the header or footer from the previous section in the current section, or creates a different header or footer by breaking the header or footer connection between the two sections.

Switch Between Header and Footer – Moves the insertion point between the areas in which you create or change headers and footers.

Show Previous – Moves the insertion point to the previous header or footer.

Show Next – Moves the insertion point to the next header or footer.

Close – Closes the header and footer area.

Footnotes and Endnotes

Footnotes and endnotes are often used in academic papers. Footnotes can be typed in either Normal or Print layout view. If they are inserted in Print Layout view, the Insertion point moves to the part of the document where you have selected the footnotes to be printed (either on the same page as the footnote reference mark or at the end of the document as endnotes). The text of the footnote can then be typed. In Normal view, a separate footnote window is opened where all the footnotes can be viewed.

1. Place your cursor at the end of the word or phrase to footnote.
2. Go to **Insert**→**Footnote...** From here you have the choice of creating a footnote or an endnote. Select **OK**. Your cursor will move to the footnote/endnote area.
3. Type your note.
4. Click on the reference number and you'll return to your referenced text. Click on the reference number in your text and you'll jump to the footnote or endnote.

A footnote can be deleted by deleting the footnote reference mark in the document - the footnote text is deleted along with the reference mark. Deleting the footnote text alone does not delete the footnote reference mark.

Since the reference mark in your text stays with the word or phrase, if you add, delete and move pages, the reference mark and footnote will move to the same page as the text.

Inserting a Table of Contents

The simplest way to compile a table of contents is to format headings in your document using heading styles. You can then compile a table of contents directly from the headings. Once you have created the table of contents, you can click on any heading in the table and you will jump to that section of your document.

To create a table of contents using built-in heading styles

1. Make sure the headings to be included in the table of contents are formatted with Word's heading styles (i.e. Heading 1, Heading 2, etc.).
2. Position the insertion point where you want to create the table of contents.
3. Go to **Insert**→**Index And Tables**.
4. Select the Table of Contents tab.

5. In the Formats field, select the format you want for the table of contents. You can also make other choices such as displaying page numbers and tab leaders in the table of contents.
6. Click **OK** when you have made all the choices you want.

If you do see code instead of your table of contents, press [Shift][F9] to toggle the field codes on or off.

Updating a Table of Contents

To update a table of contents, use the right mouse button to click on the table of contents and select **Update Field** from the shortcut menu. You can choose the *Update Page Numbers Only* option to update page numbers. This retains any direct formatting you have applied to the table of contents. Alternatively you can update the entire table of contents if you have added sections or changed section headings.

To Edit a Table of Contents

To edit an entry in a table of contents, edit its corresponding heading in the body of the document. These edits are reflected next time you compile or update the table of contents. If you make changes to the document that affect page breaks, you can update a table of contents. **TIP:** *Always update the table of contents before printing.*

Bookmarks

Bookmarks are used to mark items or locations in a document. Bookmarks are only for navigation in your document. Each bookmark has a unique name. Use GoTo to locate the position of the item in the document. They are especially helpful when creating macros since you cannot use your mouse to navigate your document while recording a macro.

To define a bookmark

1. Select the word, phrase or paragraph you wish to mark.
2. Go to **Insert→Bookmark**
3. In the Bookmark Name field, type in a name (names must begin with a letter, be no more than 40 characters and must not include spaces).
4. Click **Add**.

View all bookmarks defined in your document

1. Go to **Tools→Options**.
2. On the View tab under Show, select **Bookmarks**.
3. Click **OK**. The beginning and end of a bookmark is indicated by square brackets.

Locate a bookmark

- Go to **Insert→Bookmark** (or press [Ctrl][G]), select the name of the bookmark and click Go To.
- Click the Browse Select button on the vertical scroll bar. Select the arrow for GoTo.
- Press [F5] and select the name of the bookmark.

Captions

Inserts captions for tables, illustrations, graphs, equations and other items. Captions can be used to automatically caption tables and other items as you create them. As you insert tables, Word automatically rennumbers the captions accordingly. For automatic captions, go to **Insert**→**Caption**→**AutoCaption** and select the options you require captions for.

To add a caption:

1. Select the item to which you want to add a caption
2. Go to **Insert**→**Caption**. Word displays the label and number of the item in the Caption box.
3. Choose where to position the caption and the numbering format you desire.
4. Click **OK**.

Word inserts the caption as a field and formats it to prevent a page break between the caption and the item. Text can be added to the caption if required. You can also create a table of figures by following the steps for a table of contents, but choose table of figures instead.

Cross-referencing

To insert a cross-reference:

1. In the document type the introductory text that begins the cross-reference, e.g. *For more information see.....*
2. Go to **Insert**→**Cross-reference**.
3. In the Reference Type field, select the type of item you want to refer to e.g. heading or footnote.
4. In the Insert Reference To field, select the information you want Word to insert in the document, for example a footnote number.
5. In the For Which field, select the specific item you want to refer to. If you chose Footnote in the Reference Type field and the document has six footnotes, select the footnote number you want to refer to.
6. Click **Insert**.
7. When you finish inserting cross-references, click **Close**.