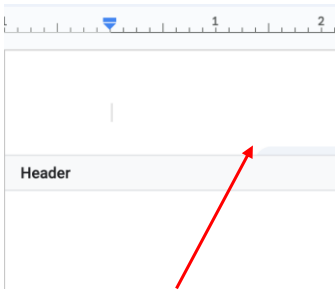




Creating Headers

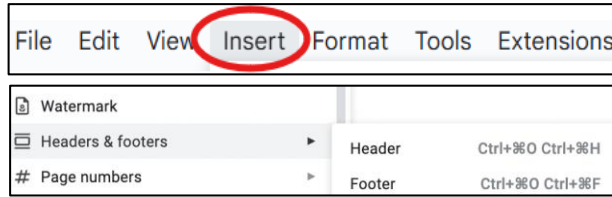
Speaking and Writing Center [1]: Headers are the sections at the top of pages that contain special information, such as page numbers or titles.

Google Docs

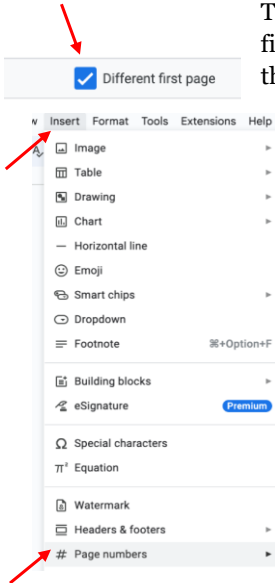


To add a header in Google Docs, simply double click the top of the document, underneath the toolbar. You can also insert a header or footer by going to the “Insert” tab on the toolbar and selecting the appropriate option from the “Headers & footers” tab.

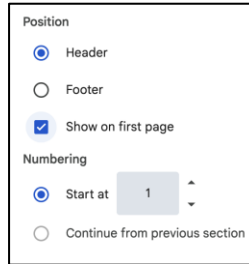
Speaking and Writing Center [2]: Footers can be created by double clicking the bottom of the page or click “Footer” under the “Headers & footers” tab.



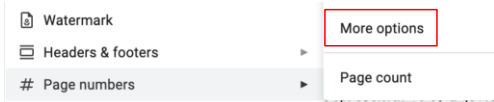
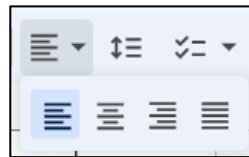
To have a different header for the first page, check the “different first page” box. The header on the first page will not transfer to the rest of the document.



If you want to add page numbers, select the page numbers under the “Insert” tab. Page numbers can appear in your header *or* footer.



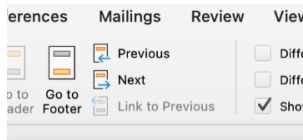
Alignment can be changed the same way you would for a paragraph through the align and indent tab.



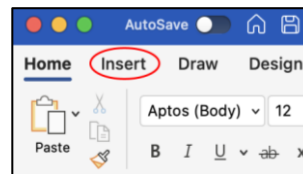
More page number settings can be found by clicking on “More options”.



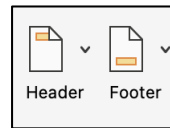
Microsoft Word



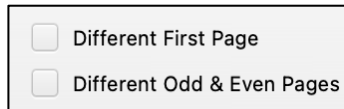
To add a header in Microsoft Word, simply *double click* the top of the document, underneath the resource bar.



You can also add a header by going to the “Insert” tab on the resource bar and selecting “Header”.



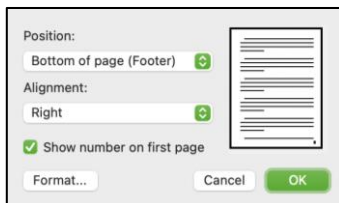
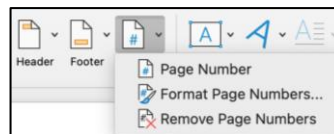
The following options located under the “Header & Footer” resource group allow you to change whether the content is the same on certain pages.



To have a **different header for the first page**, check the “Different First Page” box. The header on the first page will not transfer to the rest of the document.

Speaking and Writing Center [3]: Depending on which formatting style you are using, you may want a header with more information on the first page, and then abbreviated information (like just last name and page number) on all the subsequent pages.

To add page numbers to your header, click the “Insert” tab once again and click “Page Number”.



After clicking this you will be able to choose whether you want the page numbers at the top or bottom of the page and the alignment of your text.

More detailed options can be found by clicking on “Format”.

NOTE: To create footers, simply double click the bottom of the page or click “Footer” after clicking the “Insert” tab.