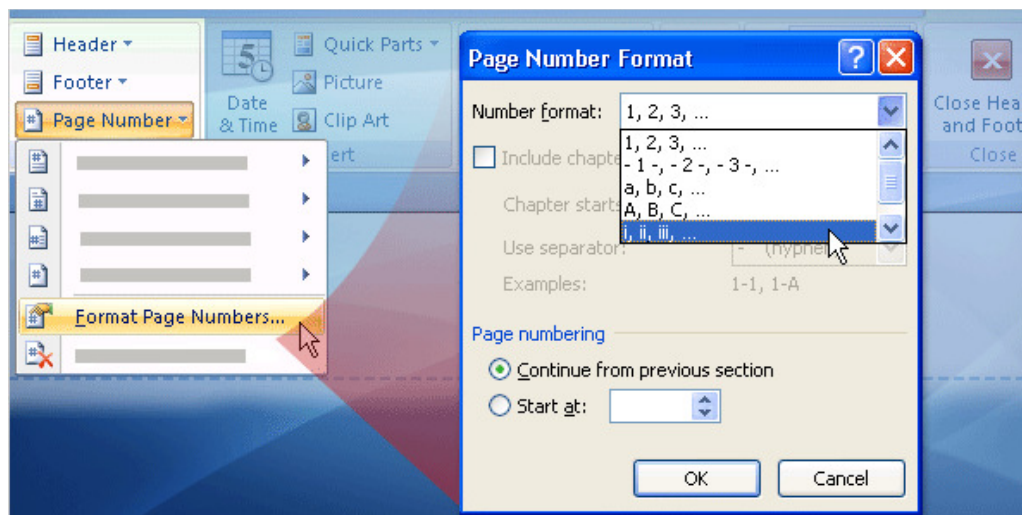


Tips for working with different headers and footers



Tip: Use the **Page Number Format** options to adapt page numbers to document parts.

Keep the following things in mind as you set up unique headers and footers in a document:

Break links for each document section

Each of the sections you create with a section break will start out with the **Same as Previous** setting in place. If you want headers to be unique in all sections (to put the title of each chapter in that section's headers, for example), you'll need to toggle off **Link to Previous** for the headers in each section.

Break header and footer links separately

Breaking the link in your headers will do nothing to the link in the footers. If you don't want footer content to be the same for all sections, you'll need to break the links accordingly. This also applies to headers and footers for odd and even pages (more about these, later).

Mind your page numbering

Chances are you will want the page numbering for your front matter to be different from that in the main body. Use the **Page Number Format** dialog box, shown in the picture here, to set the numbers to flow and look as you want. For example, for introductory material, you can use roman numerals. And this dialog box also allows you to restart the page numbers in a new section if you want to.

You'll change page number formatting in the practice session.

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Applies To: Word 2007

Was this information helpful? YES NO