

Word

For Internal Use Only

Applying a Different Header and Footer in the First Page of a Document

By default, Word inserts the same header and footer in all the pages of a document.

However, you can have a unique first page header or footer.

<u>Click here</u> to know how to apply the different first page header and footer to a document.

Prepared by Information Security and IT Governance Division of ICT. ProductivI.T.y showcases tips & tricks on various office and branch applications.

Applying a Different Header and Footer in the First Page of a Document	
MS Word 2003	MS Word 2007
1. On the <u>V</u> iew Menu, select <u>H</u> eader and Footer.	1. On the first page of the document, double click the header or footer area.
Document1 - Microsoft Word Ele Edit View Insert Format Tools Dormal	2. Under Header & Footer Tools, on the Design tab, in the Options group, select the Different First Page check box.
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Ioolbars Ruler Document Map Intumbnals Header and Footer Ecothotes Markup Full Screen Zoom	
2. On the Header and Footer toolbar, click Page Setup icon	
 Ingert AutoText • 3. Page Setup dialog box will pop-up. Click the Layout tab. 	
Select the Different first page check box , and then click OK.	

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Margins Paper Layout	
Section Section start: New page	
Suppress endnotes	
Headers and footers	
Different first page	
From edge: Header: 0.5"	
Page	
Vertical alignment: Top	
Apply to:	
Whole document	=
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You may now apply	different h

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