Condensed Quick Reference Card – Headers, Footers and Page Numbers

Charles Kyle Kenyon – based on Microsoft Web page

This is the instructions condensed from the 9-page version.

It is intended to be printed on two sides and possibly laminated.

Open headers and footers

Use one of three methods:

1. Double-click in the header or footer area of the document.
2. Right-click in the header or footer area, and click **Edit Header**.
3. Click the **Insert** tab, and in the **Header & Footer** group, click **Header**, **Footer**, or **Page Number**, and insert using a style from one of these galleries. That opens headers and footers.

Close headers and footers

Use one of two methods:

- Double-click in the body of the document. *(or)*
- On the **Header/Footer Tools Design tab**, click **Close** Header and Footer.

Insert content using header/footer or page number style galleries

The galleries contain pre-made header and footer content that has been positioned, formatted, and designed, and which contains controls and fields.

1. Click the **Insert** tab.
2. In the **Header & Footer group**, click either **Header**, **Footer**, or **Page Number**.
3. For **page numbers**, point to a position on the page for the number, and that opens the gallery.
4. In the **Header**, **Footer**, or **Page Number** gallery, click a building block from the gallery to apply it, and fill in content as appropriate.
5. When a building block is applied, the **Header & Footer Tools Design tab** opens with more commands to support authoring, navigating, and editing.
6. Note that inserting anything from one of these galleries will replace existing content in that position. Use **Ctrl+Z** if you do not like what you get.

Insert content manually or use Quick Parts

Working in a customized way to create header and footer content gives you comfortable control over it, and you might prefer this to applying gallery styles.

1. At the top or bottom of a page, double-click to open headers and footers; or, right-click and click **Edit Header** or **Edit Footer**.
2. The **Header & Footer Tools Design tab** opens when headers and footers are open.
3. **Insert text** by typing it, or use **Quick Parts**, on the **Header & Footer Tools Design tab**.
   - **AutoText:** Point to this, and click an AutoText style in the gallery. (You have to create these using the Building Blocks Organizer, also on the Quick Parts menu.)
   - **Document Property:** Point to this, and on the submenu, select from the list. If there is no content when you insert a document property content control, type what you want there. This will also change the document property's content.
   - **Field:** Click this, and select a field in the Field Names list. Select special formatting, if appropriate, for the field.
4. To position the cursor, use the **Insert Alignment Tab** on the **Header & Footer Tools Design tab**. This sets up the content to adapt if page margins in the document should change. See below for tips on this.
5. To **format the text**, select it and apply font and character commands from the Home tab of the ribbon or the mini-toolbar.

Tips on using the Insert Alignment Tab

Use this special kind of tab, available on the **Header & Footer Tools Design tab**, to position content in headers and footers. *The tab sets up content to adjust automatically if you change page margins.*

- With the cursor flush left in an empty header or footer, click the **Insert Alignment Tab**, and click either **Center** or **Right** to place the cursor center or to the far right.
- If you have content flush left in the header or footer, put the cursor at the end of the content before using the **Insert Alignment Tab** dialog to place the cursor center or right.
- If you have content in the center or on the right, put the cursor to the left of the content before using the **Insert Alignment Tab** dialog to place the cursor center or left.
- To place the cursor outside a content control, press the **RIGHT ARROW** or **LEFT ARROW** key.
- If the tab isn't available after you insert a content control and have placed the cursor outside it, add one space. You can delete the space. This will enable the tab.

Edit document properties

To update or edit document properties with current information for your headers and footers, follow these steps.

Method One – Advanced Properties

1. Click the File tab.
2. On the Info tab, click the arrow next to Properties, in the right of the window.
3. Click Advanced Properties.
4. On the Summary tab, fill in the desired information.
5. When you use Document Property or Field on the Quick Parts menu, Word will pull in properties information for controls and fields Author, Company, and Title.
6. Click OK to close the Properties dialog box, and click File to close the tab.

Method Two – Change content in a Document Property Content Control

1. Insert the Document Property from Quick Parts. (This inserts a Document Property Content Control.)
2. Type what you want in that property in the Content Control you just inserted. This changes the content not only where you typed but also in the advanced document property and anywhere else that control was used in the document. See Repeating Data Using Document Property Content Controls.

Insert page numbers and use "Page X of Y" formatting

Use the Page Number gallery:

- On the Insert tab, click Page Number, point to the page position you want, and click a style from the gallery.
- Note, choosing anything from a gallery other than "Current position" can replace existing content in a header or footer.

For "Page X of Y" formatting Scroll to that section in the gallery and pick a style there.

Use a Page field directly:

Method One – Quick Parts - Fields

1. Double-click in the header or footer area to open the space.
2. Position your insertion point where you want the page number.
3. On the **Header and Footer Tools Design** tab, click **Quick Parts**, and click **Field**.
4. In the Field names list, click **Page**.
5. To select a format other than the default, do that under Field Properties in the dialog.
6. Click OK.

Method Two – Keyboard Shortcut

1. Double-click in the header or footer area to open the space.
2. Position your insertion point where you want the page number.
3. Press **Alt+Shift+P** – This inserts a Page field formatted in the Page Number character style..

Method Three – Manual insertion of Page field

1. Double-click in the header or footer area to open the space.
2. Position your insertion point where you want the page number.
3. Type "page" without the quotation marks.
4. Select the word "page" and press **Ctrl+F9**, then **F9**. This inserts a Page field without any special formatting.

For "**Page X of Y**" formatting using fields – After you apply the Page field, do the following:

Method One – Quick Parts - Fields

1. Place the cursor in front of the inserted field, and type Page and a space.
2. After the field, insert a space and type of and a space.
3. Click **Quick Parts**, **Field**, and choose **NumPages** from the Field names list.
4. To select a format other than the default, do that under Field Properties in the dialog.
5. Click **OK**.

Method Two – Manually insert NumPages field

1. Double-click in the header or footer area to open the space.
2. Position your insertion point where you want the number of pages in the document number.
3. Type "numpages" without the quotation marks.
4. Select the word "numpages" and press **Ctrl+F9**, then **F9**. This inserts a NumPage field without any special formatting.

Format page numbers or change the starting number

To change the default settings for page numbers in the document:

1. On the **Insert** tab or the **Header & Footer Tools Design** tab, click **Page Number**, and choose…
2. **Format Page Numbers** on Page Number menu
3. Change the number format or starting number, and click OK.

Tip for documents with *multiple sections* Place the cursor in the desired section and then complete the above steps.

Tip for "Page X of Y" formatting The page number formatting will apply to the Page field but not the NumPages field. In the header or footer, select the portion of the number that is the NumPages field, right-click, and click Edit Field. In the Field dialog box, change the format.

More about page numbering

Condensed Quick Reference Card – Headers, Footers and Page Numbers

Insert date and time

Use the **Date & Time** command:

1. At the top or bottom of a page, double-click to open headers and footers.
2. Position the cursor where you want it in the header or footer.
3. On the **Insert** tab or **Header & Footer Tools Design** tab, click the **Date & Time** command.
4. Select a format, select Update automatically, and click OK. This inserts a Date field.
5. *If you don't want automatic updating, clear that check box. Doing this will insert the date or time as text, not a field.*
6. To manually **update** the field before printing, click it and then click the **Update** tab.
7. To edit the field, right-click it and click **Edit Field**.

Note that if set for automatic update, this field will likely update whenever the document is opened or printed.

Use a Date field:

1. At the top or bottom of a page, double-click to open headers and footers.
2. Position the cursor where you want it in the header or footer.
3. On the **Insert** tab or **Header & Footer Tools Design** tab, click **Quick Parts**, and click **Field**.
4. Select **Date** (or **CreateDate**).
5. Select a **Date** format, and click OK
6. To edit the field, right-click it and click **Edit Field**.

Use a building block in a style from the Header or Footer gallery:

1. On the **Insert** tab or **Header & Footer Tools Design** tab, click **Header** or **Footer**.
2. Select a **building block** in a style that includes the date.
3. If the date in a Date Picker Content Control shown isn't what you want, click the arrow on the control and select the desired date.

Note If the Date control applied within a gallery style doesn't have the Update automatically option enabled, and you want that, replace it with a field using the Date & Time command. Click the tab on the inserted Date control to select it, and press DELETE. Then click Date & Time on the Design tab or Insert tab.

More about Date Fields

Insert a filename and path

To insert the path, you must save the document first.

1. With headers and footers open, position the cursor where you want the filename and path.
2. On the Design tab, click Quick Parts, and click Field.
3. In the Field names list, click Filename.
4. Under Field options, select Add path to filename, and click OK.
5. To update the field, right-click it, and click Update Field.
6. To edit the field, right-click it, and click Edit Field.

Insert an art logo into a header or footer

1. With headers and footers open, position the cursor where you want the logo.
2. On the Header & Footer Tools Design tab, click Picture to insert your picture file.
3. To position the picture free of the text line, click the picture, and click the Picture Tools Format tab.
4. Click **Wrap Text**, and choose an option other than **In Line with Text**.
5. To work with the picture, you must have the header or footer open, even if you've moved the picture out of the visible header and footer space. It's still part of the header and footer layer.
6. To format the picture, use commands on the **Picture Tools Format** tab.

Change header or footer position on the page

Note A best practice is to check print preview to make sure your headers and footers will print as you expect. If you need to adjust their position, do the following:

1. Open headers and footers.
2. On the **Header & Footer Tools Design** tab, click **Header from Top** or **Footer from Bottom** and adjust the number there to move the header or footer closer to or farther from the page edge.

Adjust the page margins To adjust the spacing between body text and a header and footer, adjust the page margins. On the Page Layout tab, click Margins. There are several choices on the menu to adjust all margins. To customize selectively, click Custom Margins. Change margin settings in the Page Setup dialog box.

Make the page setup the default To save your custom margins and your header and footer postions as the default for the current template, click Set as Default in the Page Setup dialog box.

Create varying headers and footers for document sections

- If all you want is to have the header or footer reflect current document content as in a chapter name or subsection, look into the StyleRef field.
- If all you want to do is add a **cover page**, see the steps below for adding a cover page. If you want to create varying headers for additional sections in the document, create those sections first and add the cover page last.

Step 1: Create document sections

1. Close headers and footers if they're open.
2. Place the cursor where you want a section to begin.
3. Click the **Page Layout** tab.
4. In the **Page Setup** group, click **Breaks**, and under **Section Breaks**, click **Next Page**.
5. The break is inserted at the end of the page preceding the section, and (with hidden marks displayed) looks like this:

View section breaks Display hidden formatting marks to see the section break. Either click **Show/Hide** on the **Home** tab, or press **CTRL+SHIFT+8**.

Delete a section break Display the break, drag to select the break and press DELETE. The pages that were in the section will take on the header and footer content from the preceding pages or section.

Step 2: Break links between sections

Place the cursor in the header in the section, and on the Design tab, click Link to Previous to turn it off.

Place the cursor in the footer in the section, and on the Design tab, click Link to Previous to turn it off.

Once the links are broken, you can create header and footer content for each section.

Navigation tips Use the Go to Footer and Go to Header commands on the Design tab to move between headers and footers. To get to the header or footer in a preceding or following section, put the cursor in the current header or footer, and click Previous or Next on the Design tab.

Add or remove a cover page

Adding a **Cover Page** should be the *last* thing done, not the first. It should be done after any other sections are added or it will complicate things.

1. Click the Insert tab. On the left, in the Pages group, click Cover Page.
2. In the gallery, choose a cover page (a plainer design is easier to work with in terms of headers and footers).
3. Fill in the content controls as appropriate.
4. To replace the cover page, apply a different design from the gallery.
5. To remove the cover page, on the Insert tab, click Cover Page, and click Remove Current Cover Page.

Note When a cover page is inserted, the option **Different First Page**, on the **Header and Footer Tools Design** tab, is automatically selected. This is part of the reason you want to add the cover page last; doing so before adding other sections, sets this option for other sections as well. *(The Microsoft page and video say this creates a different section; it does not. It sets an option in a section.)*

Add different headers and footers on odd and even pages

1. Open headers and footers.
2. On the Header & Footer Tools Design tab, in the Options group, select the Different Odd & Even Pages check box.
3. On one of the odd pages in the document, add the header, footer, or page numbering that you want on odd pages.
4. On one of the even pages, add the header, footer, or page number that you want on even pages.

Remove page numbers, headers, and footers

Method 1: Use "remove" commands

- On the Insert tab, click either Header, Footer, or Page Number, and click either Remove Header, Remove Footer, or Remove Page Number, at the bottom of the menu.

Note These tend to work best if you've inserted the content from one of the galleries.

Tip If you only want to remove part of a header or footer, do it manually rather than use one of these commands.

Method 2: Delete content manually

- Select the text or control, and press DELETE. If you're deleting a whole line of content, point in the margin until you see the arrow cursor, and click to select.

Method 3: Run Document Inspector

Only run this if you want no header or footer content of any kind to remain in the document.

1. Click the File tab.
2. On the Info tab, click Check for Issues.
3. Click Inspect Document.
4. Make sure Headers, Footers, and Watermarks is selected, and clear any other check boxes that you don't want the inspector to clear.
5. Click Inspect.
6. Click Remove All, then Close.
7. Click the File tab to close it.

Watermarks are a component of Headers

See links at end of non-condensed version or Watermarks in Ribbon Versions of Word.

Notes as to source and original Microsoft pages.

This Quick Reference Card is based on a Microsoft web page. That seems to have gone missing. Here is an archived version.

That page accompanies an excellent set of short videos available here. Note there are ten short (1-6 min.) videos although only four show on the page. You have to scroll that area horizontally.

I have made changes to this from the Microsoft web page. If there are errors, I take responsibility.

This Quick Reference Card is valid for Word versions 2007 and later although the section on Cover Pages is not correct for Word 2007.

You can download the latest version of this pdf from my website. Note the version number in the footer. This is version 123.4 last updated on 1 December 2025.

Much more can be found at Sections / Headers and Footers in Microsoft Word (Ribbon Versions)

Quick Reference Card – Headers, Footers and Page Numbers *(and Watermarks)*

Charles Kyle Kenyon – based on Microsoft Web page

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Open headers and footers

Use one of three methods:

1. Double-click in the header or footer area of the document.
2. Right-click in the header or footer area, and click **Edit Header**.
3. Click the **Insert** tab, and in the **Header & Footer** group, click **Header**, **Footer**, or **Page Number**, and insert using a style from one of these galleries. That opens headers and footers.

Close headers and footers

Use one of two methods:

- Double-click in the body of the document. *(or)*
- On the **Header/Footer Tools Design tab**, click **Close** Header and Footer.

Insert content using header/footer or page number style galleries

The galleries contain pre-made header and footer content that has been positioned, formatted, and designed, and which contains controls and fields.

1. Click the **Insert** tab.
2. In the **Header & Footer group**, click either **Header**, **Footer**, or **Page Number**.
3. For **page numbers**, point to a position on the page for the number, and that opens the gallery.
4. In the **Header**, **Footer**, or **Page Number** gallery, click a building block from the gallery to apply it, and fill in content as appropriate.
5. When a building block is applied, the **Header & Footer Tools Design tab** opens with more commands to support authoring, navigating, and editing.
6. Note that inserting anything from one of these galleries will replace existing content in that position. Use **Ctrl+Z** if you do not like what you get.

Insert content manually or use Quick Parts

Working in a customized way to create header and footer content gives you comfortable control over it, and you might prefer this to applying gallery styles.

1. At the top or bottom of a page, double-click to open headers and footers; or, right-click and click **Edit Header** or **Edit Footer**.
2. The **Header & Footer Tools Design tab** opens when headers and footers are open.
3. **Insert text** by typing it, or use **Quick Parts**, on the **Header & Footer Tools Design tab**.
    - **AutoText:** Point to this, and click an AutoText style in the gallery. (You have to create these using the Building Blocks Organizer, also on the Quick Parts menu.)
    - **Document Property:** Point to this, and on the submenu, select from the list. If there is no content when you insert a document property content control, type what you want there. This will also change the document property's content.
    - **Field:** Click this, and select a field in the Field Names list. Select special formatting, if appropriate, for the field.
4. To position the cursor, use the **Insert Alignment Tab** on the **Header & Footer Tools Design tab**. This sets up the content to adapt if page margins in the document should change. See below for tips on this.
5. To **format the text**, select it and apply font and character commands from the Home tab of the ribbon or the mini-toolbar.

Tips on using the Insert Alignment Tab

Use this special kind of tab, available on the **Header & Footer Tools Design tab**, to position content in headers and footers. *The tab sets up content to adjust automatically if you change page margins.*

- With the cursor flush left in an empty header or footer, click the **Insert Alignment Tab**, and click either **Center** or **Right** to place the cursor center or to the far right.
- If you have content flush left in the header or footer, put the cursor at the end of the content before using the **Insert Alignment Tab** dialog to place the cursor center or right.
- If you have content in the center or on the right, put the cursor to the left of the content before using the **Insert Alignment Tab** dialog to place the cursor center or left.
- To place the cursor outside a content control, press the **RIGHT ARROW** or **LEFT ARROW** key.
- If the tab isn't available after you insert a content control and have placed the cursor outside it, add one space. You can delete the space. This will enable the tab.

Edit document properties

To update or edit document properties with current information for your headers and footers, follow these steps.

Method One – Advanced Properties

1. Click the File tab.
2. On the Info tab, click the arrow next to Properties, in the right of the window.
3. Click Advanced Properties.
4. On the Summary tab, fill in the desired information.
5. When you use Document Property or Field on the Quick Parts menu, Word will pull in properties information for controls and fields Author, Company, and Title.
6. Click OK to close the Properties dialog box, and click File to close the tab.

Method Two – Change content in a Document Property Content Control

1. Insert the Document Property from Quick Parts. (This inserts a Document Property Content Control.)
2. Type what you want in that property in the Content Control you just inserted. This changes the content not only where you typed but also in the advanced document property and anywhere else that control was used in the document. See Repeating Data Using Document Property Content Controls.

Insert page numbers and use "Page X of Y" formatting

Use the Page Number gallery:

- On the Insert tab, click Page Number, point to the page position you want, and click a style from the gallery.
- Note, choosing anything from a gallery other than "Current position" can replace existing content in a header or footer.

For "Page X of Y" formatting Scroll to that section in the gallery and pick a style there.

Use a Page field directly:

Method One – Quick Parts - Fields

1. Double-click in the header or footer area to open the space.
2. Position your insertion point where you want the page number.
3. On the **Header and Footer Tools Design** tab, click **Quick Parts**, and click **Field**.
4. In the Field names list, click **Page**.
5. To select a format other than the default, do that under Field Properties in the dialog.
6. Click OK.

Method Two – Keyboard Shortcut

1. Double-click in the header or footer area to open the space.
2. Position your insertion point where you want the page number.
3. Press **Alt+Shift+P** – This inserts a Page field formatted in the Page Number character style..

Method Three – Manual insertion of Page field

1. Double-click in the header or footer area to open the space.
2. Position your insertion point where you want the page number.
3. Type "page" without the quotation marks.
4. Select the word "page" and press **Ctrl+F9**, then **F9**. This inserts a Page field without any special formatting.

For "**Page X of Y**" formatting using fields – After you apply the Page field, do the following:

Method One – Quick Parts - Fields

1. Place the cursor in front of the inserted field, and type Page and a space.
2. After the field, insert a space and type of and a space.

3. Click **Quick Parts**, **Field**, and choose **NumPages** from the Field names list.
4. To select a format other than the default, do that under Field Properties in the dialog.
5. Click **OK**.

Method Two – Manually insert NumPages field

1. Double-click in the header or footer area to open the space.
2. Position your insertion point where you want the number of pages in the document number.
3. Type "numpages" without the quotation marks.
4. Select the word "numpages" and press **Ctrl+F9**, then **F9**. This inserts a NumPage field without any special formatting.

Format page numbers or change the starting number

To change the default settings for page numbers in the document:

1. On the **Insert** tab or the **Header & Footer Tools Design** tab, click **Page Number**, and choose…
2. **Format Page Numbers** on Page Number menu
3. Change the number format or starting number, and click OK.

Tip for documents with *multiple sections* Place the cursor in the desired section and then complete the above steps.

Tip for "Page X of Y" formatting The page number formatting will apply to the Page field but not the NumPages field. In the header or footer, select the portion of the number that is the NumPages field, right-click, and click Edit Field. In the Field dialog box, change the format.

More about page numbering

Insert date and time

Use the **Date & Time** command:

1. At the top or bottom of a page, double-click to open headers and footers.
2. Position the cursor where you want it in the header or footer.
3. On the **Insert** tab or **Header & Footer Tools Design** tab, click the **Date & Time** command.
4. Select a format, select Update automatically, and click OK. This inserts a Date field.
5. *If you don't want automatic updating, clear that check box. Doing this will insert the date or time as text, not a field.*

6. To manually **update** the field before printing, click it and then click the **Update** tab.
7. To edit the field, right-click it and click **Edit Field**.

Note that if set for automatic update, this field will likely update whenever the document is opened or printed.

Use a Date field:

1. At the top or bottom of a page, double-click to open headers and footers.
2. Position the cursor where you want it in the header or footer.
3. On the **Insert** tab or **Header & Footer Tools Design** tab, click **Quick Parts**, and click **Field**.
4. Select **Date** (or **CreateDate**).
5. Select a **Date** format, and click OK
6. To edit the field, right-click it and click **Edit Field**.

Use a building block in a style from the Header or Footer gallery:

1. On the **Insert** tab or **Header & Footer Tools Design** tab, click **Header** or **Footer**.
2. Select a **building block** in a style that includes the date.
3. If the date in a Date Picker Content Control shown isn't what you want, click the arrow on the control and select the desired date.

Note If the Date control applied within a gallery style doesn't have the Update automatically option enabled, and you want that, replace it with a field using the Date & Time command. Click the tab on the inserted Date control to select it, and press DELETE. Then click Date & Time on the Design tab or Insert tab.

More about Date Fields

Insert a filename and path

To insert the path, you must save the document first.

1. With headers and footers open, position the cursor where you want the filename and path.
2. On the Design tab, click Quick Parts, and click Field.
3. In the Field names list, click Filename.
4. Under Field options, select Add path to filename, and click OK.
5. To update the field, right-click it, and click Update Field.
6. To edit the field, right-click it, and click Edit Field.

Insert an art logo into a header or footer

1. With headers and footers open, position the cursor where you want the logo.
2. On the Header & Footer Tools Design tab, click Picture to insert your picture file.
3. To position the picture free of the text line, click the picture, and click the Picture Tools Format tab.
4. Click **Wrap Text**, and choose an option other than **In Line with Text**.
5. To work with the picture, you must have the header or footer open, even if you've moved the picture out of the visible header and footer space. It's still part of the header and footer layer.
6. To format the picture, use commands on the **Picture Tools Format** tab.

Change header or footer position on the page

Note A best practice is to check print preview to make sure your headers and footers will print as you expect. If you need to adjust their position, do the following:

1. Open headers and footers.
2. On the **Header & Footer Tools Design** tab, click **Header from Top** or **Footer from Bottom** and adjust the number there to move the header or footer closer to or farther from the page edge.

Adjust the page margins To adjust the spacing between body text and a header and footer, adjust the page margins. On the Page Layout tab, click Margins. There are several choices on the menu to adjust all margins. To customize selectively, click Custom Margins. Change margin settings in the Page Setup dialog box.

Make the page setup the default To save your custom margins and your header and footer postions as the default for the current template, click Set as Default in the Page Setup dialog box.

Create varying headers and footers for document sections

- If all you want is to have the header or footer reflect current document content as in a chapter name or subsection, look into the StyleRef field.
- If all you want to do is add a **cover page**, see the steps below for adding a cover page. If you want to create varying headers for additional sections in the document, create those sections first and add the cover page last.

Step 1: Create document sections

1. Close headers and footers if they're open.
2. Place the cursor where you want a section to begin.

3. Click the **Page Layout** tab.
4. In the **Page Setup** group, click **Breaks**, and under **Section Breaks**, click **Next Page**.
5. The break is inserted at the end of the page preceding the section, and (with hidden marks displayed) looks like this:

View section breaks Display hidden formatting marks to see the section break. Either click **Show/Hide** on the **Home** tab, or press **CTRL+SHIFT+8**.

Delete a section break Display the break, drag to select the break and press DELETE. The pages that were in the section will take on the header and footer content from the preceding pages or section.

Step 2: Break links between sections

Place the cursor in the header in the section, and on the Design tab, click Link to Previous to turn it off.

Place the cursor in the footer in the section, and on the Design tab, click Link to Previous to turn it off.

Once the links are broken, you can create header and footer content for each section.

Navigation tips Use the Go to Footer and Go to Header commands on the Design tab to move between headers and footers. To get to the header or footer in a preceding or following section, put the cursor in the current header or footer, and click Previous or Next on the Design tab.

Add or remove a cover page

Adding a **Cover Page** should be the *last* thing done, not the first. It should be done after any other sections are added or it will complicate things.

1. Click the Insert tab. On the left, in the Pages group, click Cover Page.
2. In the gallery, choose a cover page (a plainer design is easier to work with in terms of headers and footers).
3. Fill in the content controls as appropriate.
4. To replace the cover page, apply a different design from the gallery.
5. To remove the cover page, on the Insert tab, click Cover Page, and click Remove Current Cover Page.

Note When a cover page is inserted, the option **Different First Page**, on the **Header and Footer Tools Design** tab, is automatically selected. This is part of the reason you want to add the cover page last; doing so before adding other sections, sets this option for other sections as well. *(The Microsoft page and video say this creates a different section; it does not. It sets an option in a section.)*

Add different headers and footers on odd and even pages

1. Open headers and footers.
2. On the Header & Footer Tools Design tab, in the Options group, select the Different Odd & Even Pages check box.
3. On one of the odd pages in the document, add the header, footer, or page numbering that you want on odd pages.
4. On one of the even pages, add the header, footer, or page number that you want on even pages.

Remove page numbers, headers, and footers

Method 1: Use "remove" commands

- On the Insert tab, click either Header, Footer, or Page Number, and click either Remove Header, Remove Footer, or Remove Page Number, at the bottom of the menu.

Note These tend to work best if you've inserted the content from one of the galleries.

Tip If you only want to remove part of a header or footer, do it manually rather than use one of these commands.

Method 2: Delete content manually

- Select the text or control, and press DELETE. If you're deleting a whole line of content, point in the margin until you see the arrow cursor, and click to select.

Method 3: Run Document Inspector

Only run this if you want no header or footer content of any kind (including Watermarks) to remain in the document.

1. Click the File tab.
2. On the Info tab, click Check for Issues.
3. Click Inspect Document.
4. Make sure Headers, Footers, and Watermarks is selected, and clear any other check boxes that you don't want the inspector to clear.
5. Click Inspect.
6. Click Remove All, then Close.
7. Click the File tab to close it.

Watermarks are in Headers *(Not in Microsoft original)*

Watermarks in Word are graphic elements (even text) inserted in headers and are a Section feature.

This is explored in my webpage on Sections. See:

- Watermarks in Ribbon Versions of Word
- Troubleshooting Watermarks

Notes as to source and original Microsoft web pages.

This Quick Reference Card is based on this Microsoft web page. *This is an archival copy on the web archive.*

That page accompanies an excellent set of short videos available here. Note there are ten short (1-6 min.) videos although only four show on the page. You have to scroll that area horizontally.

I have made changes to this from the Microsoft web page. If there are errors, I take responsibility. This Quick Reference Card is valid for Word versions 2007 and later although the section on Cover Pages is not correct for Word 2007.

You can download the latest version of this pdf from my website. Note the version number in the footer.

You can find more at Sections / Headers and Footers in Microsoft Word (Ribbon Versions) including:

- When to use Section breaks in Microsoft Word (and when to not use Section Breaks)
- Page Numbers in Word 2007-2024 (365)
- Header/Footer Settings Recap
- What gets carried over when you start a new section?
- Watermarks in Ribbon Versions of Word
- Continuous Page Numbering Add-In