

# Troubleshooting for Headers and Footers

IN



Microsoft Word

## Basics

### WordPerfect

- **Insert** Header/Footer
- **Delay code** (on the page preceding the change (e.g., on page 1 for a change on page 2))
- Edit text of header/footer
- Header/Footer A; Header/Footer B, etc.

### Word

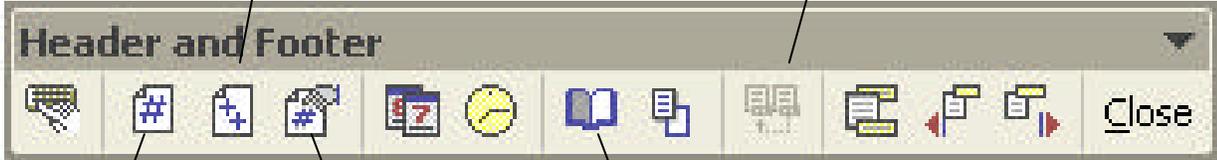
- **View** Header and Footer
- **Insert Break** to either an **Odd** or **Even** page. at the bottom of the page preceding the change or at the top of the page where header/footer change will be. **For a directive**, the first section break is to and **Even** page (2) where you will change margins and lose the page 1 footer (which will be on page 3).
- **View** header/footer, turn off the **Same as Previous** toggle and edit. A **MAJOR BREAKDOWN** is likely if you change the header before killing the "same as previous" toggle (which is the default). If you forget, go scrolling back to check the "previous" headers.
- On the Header/Footer toolbar, select the little book, which takes you to **Page Setup**.
- Set up margins for the new section, and choose **Different Odd and Even** pages. (Page numbering runs amuck if you check **Different first page**.)
- Choose the **Layout** tab and edit margins for the headers and footers.

## Changes

# Toolbar

**SAME AS PREVIOUS**  
The default is for the header following a section break to be the same as the previous section header. You'll rarely want this for a directive.

Number of pages in document



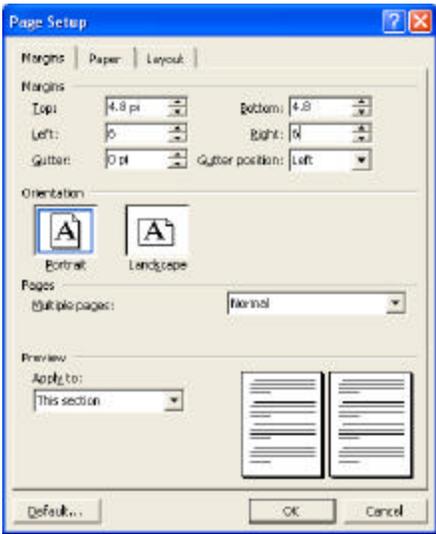
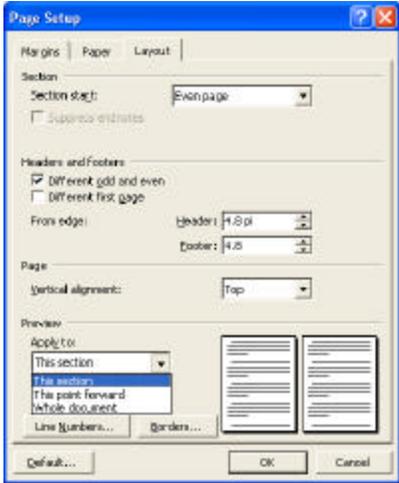
Page no.

Format page numbering

Page setup (for margins, etc.)

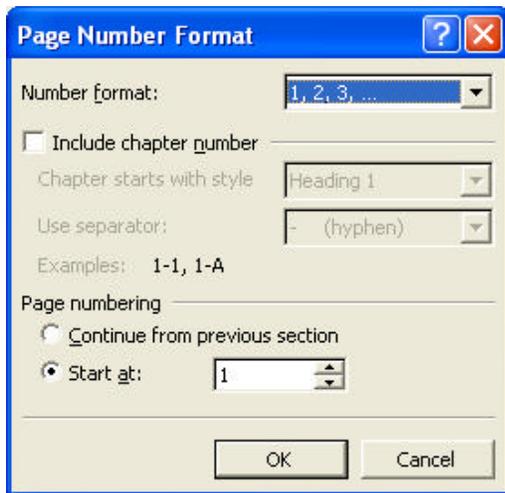
# Page Setup

Note that when you change margins, you **must** also select the **Layout** tab and change margins for **headers and footers**. Select the **different odd and even pages** option.



**MEASUREMENT UNITS.** Printers/publishers measure in picas and points, but not all directives authors/analysts do. Use whichever is easiest for you, but be sure you don't confuse the two. So here's the math. [Usually, margins are measured in picas (inches); lines and fonts, in points.]

6 picas = 1 inch	72 points = 1 inch
3 picas = 0.5 inch	12 points = 1 line
4.8 picas = 0.8 inch	12 points = 0.167 inch



**NEW SECTION PAGE NUMBERS.** After a section break, the default setting is for the first page to be page 1. If you want it to be page 7, use the **Format Page Number** option on the Header/Footer toolbar choose **Continue from Previous Section**.

**NEW CHAPTER?** In the **Page Number Format** box, choose the option to **Start at** page 1.

## Hints

**CHANGING HEADERS, FOOTERS, AND MARGINS.** DOE directives usually begin new chapters, attachments, appendixes, and CRDs on page 1, which calls for you to **Insert** a **Section Break** to an **Odd** page. Go to the screen menu and choose **View the Header and Footer**, turn off the **Same as Previous** toggle, and edit the page number (using the **Format Page Number** option on the toolbar). If you have different odd and even pages (odd numbers on the right, even on the left), you will have to edit page 2 of that same section (turn off **Same as Previous**, **Format Page Number**).

**SECTION ENDS ON AN ODD PAGE.** If the last page of the directive (before Attachment 1, for example) is an odd page, that page will be a section unto itself (Remember that you have to account for the blank even page as in the example.)

DOE O XXX.X  
DRAFT XX-XX-03 5 (and 6)

So, you **Insert** a **Break** to an **Odd Page**; **View** Header and Footer; kill the **Same as Previous** toggle and edit the header. Now, Attachment 1 will start on page 1, which requires yet another section break. **Don't be surprised** if your 3-chapter directive has 10 section breaks.

### LITTLE REMINDERS

**DON'T FORGET** to remove the page 1 footer from section 2, page 3.

**SPACING BETWEEN TEXT AND HEADER/FOOTER.** To get WP's .167-inch space between header/footer and text, hit a return, which gives you a 12 pt blank line that is equal to the 0.167 inch.

To **simplify** header/footer **setup**, remove the (default) center tab and move the flush right tab to the right margin.



**PAGE NUMBERS BLOW UP.** Check first to see if you have inserted a section break, inserted too many, made text changes that moved the break to the middle of a page, or didn't kill the Same as Previous toggle.

**TO SEE PAGE BREAKS.** Change to **Normal** view or use the **Show All** toggle.

**CONSIDER THIS.** Headers, footers, and section breaks will drive you to distraction if you put them in the document before you have finished writing and editing. Insertions and deletions along with the transport from PC to PC will move the breaks around, make the page 1 footer appear throughout the document and just generally play havoc with your work. It takes much longer to fix those imbedded problems than to create the headers and footers and insert section breaks—as a last hurrah after text review has been completed.