Creating multiple Headers and Footers

Change the Header or Footer for part of a document
- Set up a Next page section break (see Lesson 1, page 4) before the page you want to change the header or footer for
- Click in the page that you want to change the header or footer for and display the Header or Footer
- Click on the Link to Previous button to turn it off.
- Click on the Page Setup button
- Click on the Layout tab and click to remove the tick from the Different first page option and click OK
- If there is already a header or footer there you will need to delete it
- Change the existing header or footer or create a new one for this section.
- Check the headers and footers in the remaining sections of the document and repeat the above steps if they need to be changed.

Restarting page numbers in a Header or Footer
You can use this option to restart page numbering for each chapter or to change from roman numerals on your preliminary pages to Arabic numerals on your main body pages of your document.
- Set up a Next page section break (see Lesson 1, page 4) before the page you want to restart the numbering for
- Click in the page that you want to restart the numbering for and display the Header or Footer
- Click in either the Header or the Footer, depending on where you would like the page number to display.
- Click on the Link to Previous button to turn it off.
- Click on the Page Setup button
- Click on the Layout tab and click to remove the tick from the Different first page option and click OK
- If there is already a page number there you will need to delete it
- Click on the Format Page Number button
- Select the Number Format you would like and click on the Start at checkbox, making sure it is starting at 1 and click OK
- Place the cursor in the position in the header or the footer where you would like the page number inserted and click on the Insert Page Number button
- Close the header and footer