

# Creating section/chapter headers and footers in MS Word

-A tutorial for UH College of Education faculty, staff, and students-

## Microsoft Word 2007—

Office Word 2007 is a powerful authoring program that gives you the ability to create and share documents by combining a comprehensive set of writing tools with the easy-to-use Microsoft Office Fluent user interface.

**Requirements—** Windows XP or Windows Vista, Microsoft Office 2007

## What do you want to do?


I have a MS Word document with several pages. I have already placed a title in the header and placed my footer to set page numbers.

1. What are some things to consider before I begin creating sections/chapters in my document?
2. What is the difference between a “Page Break” and “Section Break (Next Page)”
3. How do I give each chapter a new header?
4. How do I restart the page numbering system for each chapter?

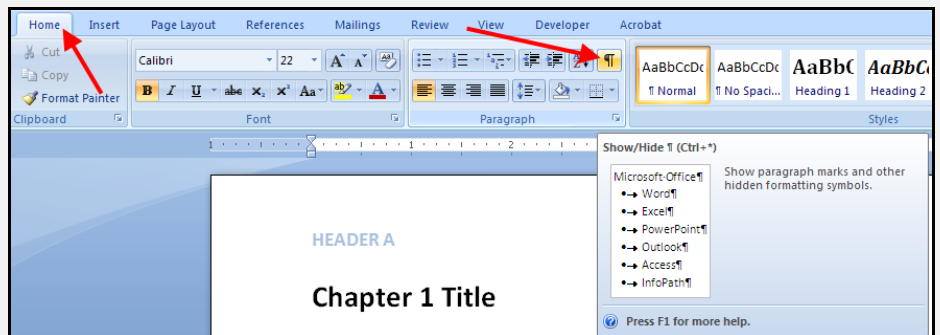
## Things to consider before you begin

### 1.1

To help view how your document will be divided, turn on the “hide/show


paragraph ” tool (located within the “Home” tab.

This tool shows paragraph marks and other hidden formatting symbols.



### 1.2




If the “hide/show

paragraph ” tool is turned on, the formatting style of the document will be visible.



### 1.3

Common formatting styles that may now be visible in the document.

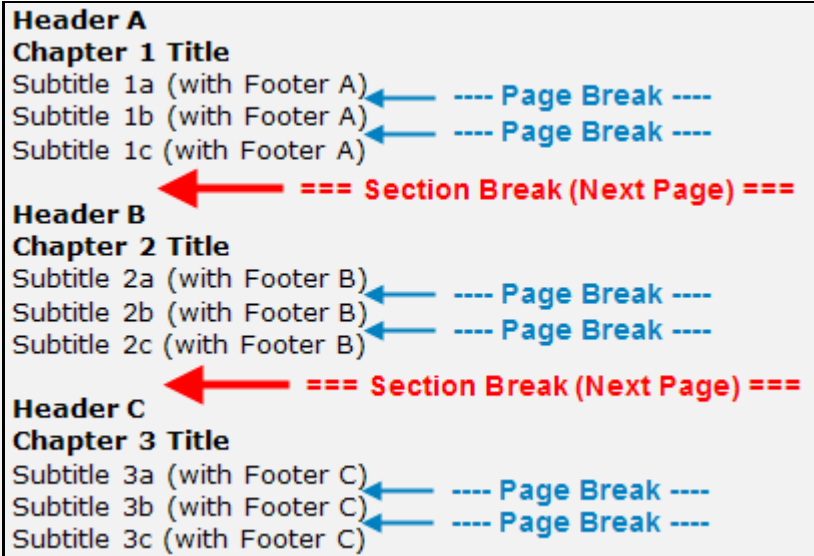
 = return  
 = space  
 = tab

# Creating section/chapter headers and footers in MS Word

-A tutorial for UH College of Education faculty, staff, and students-

## 1.4

In this example, <http://www.coe.uh.edu/cite/training/tutorials/office/chapters-example.doc>, the document has three chapters with subpages in each chapter.



# Creating section/chapter headers and footers in MS Word

-A tutorial for UH College of Education faculty, staff, and students-

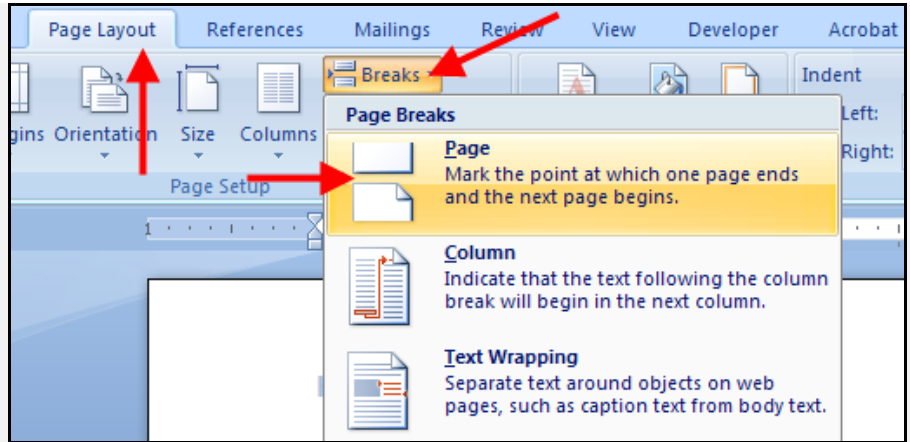
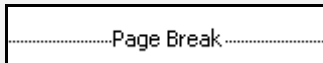
## Differences between "Page Break" and "Section Break (Next Page)"

### 2.1

A **"Page Break"** marks the point at which one page ends and the next page begins (while still being in the same section/chapter).

To insert a **"Page Break"**, click on the **"Page Layout"** tab → **"Breaks"** → **"Page"**

The paragraph format icon will look like:

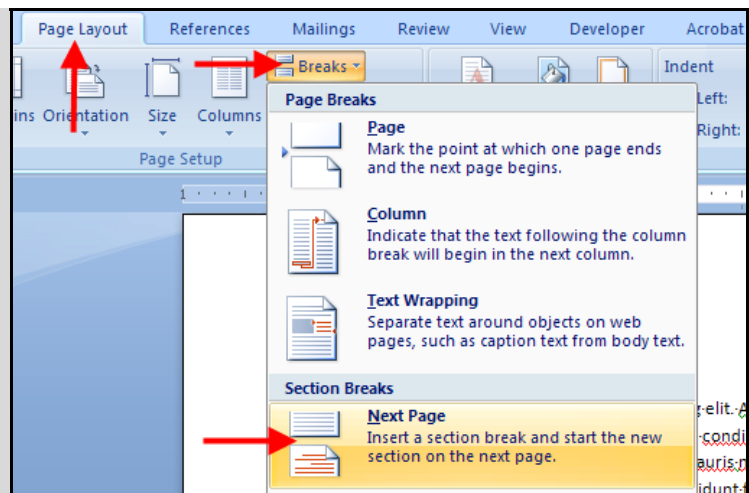
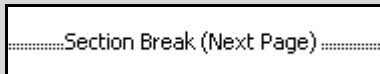


### 2.2

A **"Section Break (Next Page)"** inserts a break and starts the new section on the next page.

To insert a **"Section Break (Next Page)"**, place your cursor in the area to begin and new section/chapter, click on **"Page Layout"** → **"Breaks"** → **"Next Page"**

The paragraph format icon will look like:



### 2.3

Place **"Page Breaks"** and **"Section Breaks (Next Page)"** in the proper areas of your document (refer to graphic 1.4 as an example).

# Creating section/chapter headers and footers in MS Word

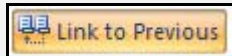
-A tutorial for UH College of Education faculty, staff, and students-

## Creating section/chapter headers

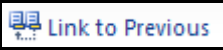
### 3.1

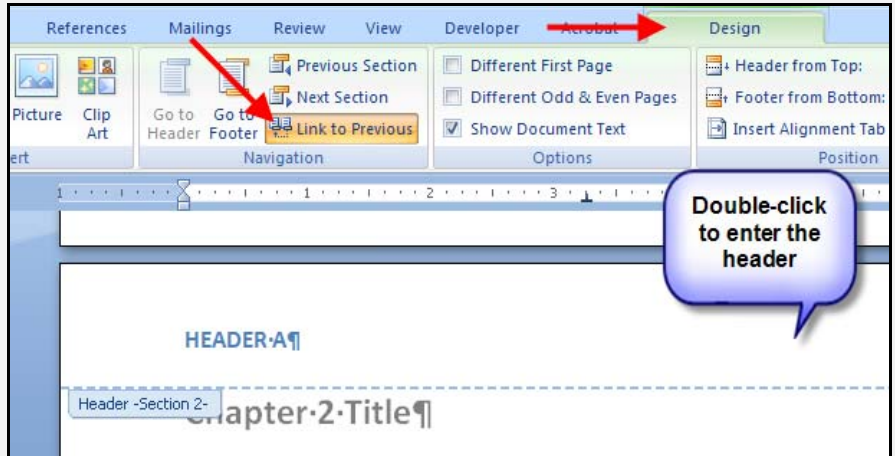
At the beginning of a **“section break”** double-click on the header. This will open the **“Design”** tab.

The **“Link to Previous”**



button will be orange and already selected.

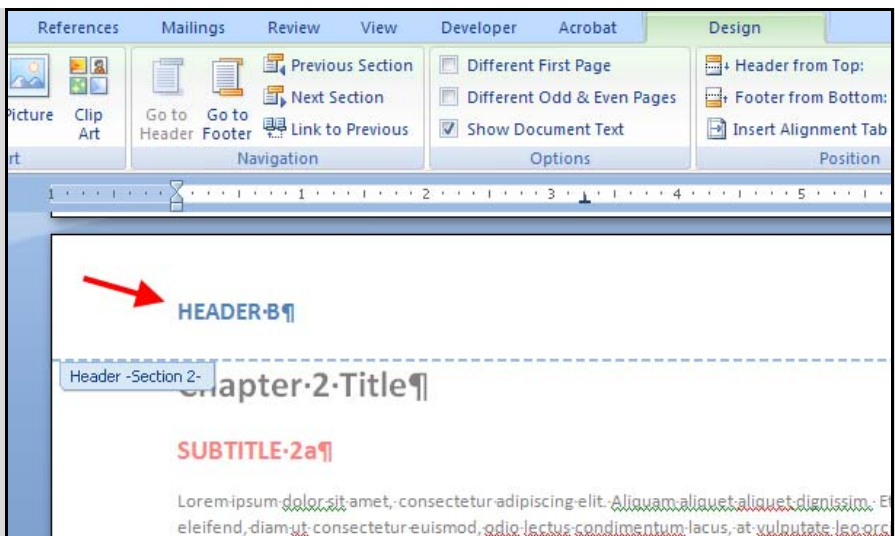
Click on it to deselect/turn it off. . The button will no longer be orange.



### 3.2

After the **“Link to Previous”** option has been deselected/turned off, this will make sure the header is not linked to the previous section/chapter.

Now make your text changes to the header (to reflect the new section/chapter).

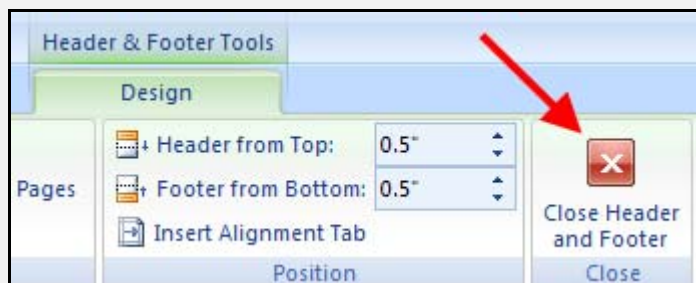
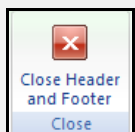


### 3.3

Repeat steps (3.1 to 3.2) to create different headers for the beginning of each section/chapter. Once the header has been changed, the new header will automatically continue until the next section/chapter.

### 3.4

To exit the header, click on the **“Close Header and Footer”** button (located within the **“Design”** tab).



# Creating section/chapter headers and footers in MS Word

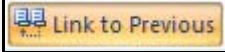
-A tutorial for UH College of Education faculty, staff, and students-


## Page number reset for each section/chapter

### 4.1

At the beginning of a **“section break”** double-click on the footer. This will open the **“Design”** tab.

The **“Link to Previous”**

 button will be orange and already selected.

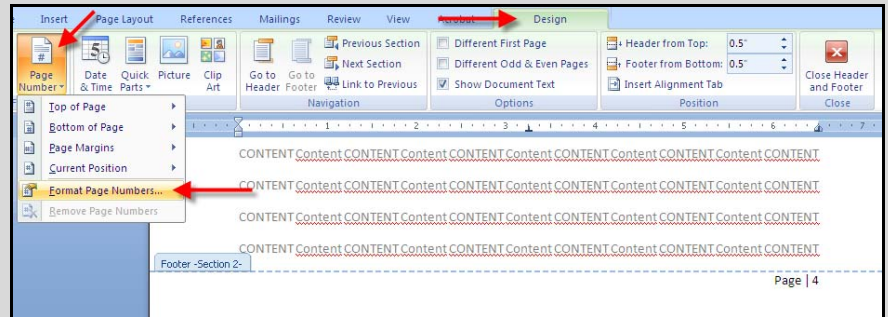
Click on it to deselect/turn it off . The button will no longer be orange.



### 4.2

After the **“Link to Previous”** option has been deselected/turned off, this will make sure the footer is not linked to the previous section/chapter.

To reset the page numbering for the section/chapter, click the **“Design”** tab, click on **“Page Number”** → **“Format Page Numbers...”**

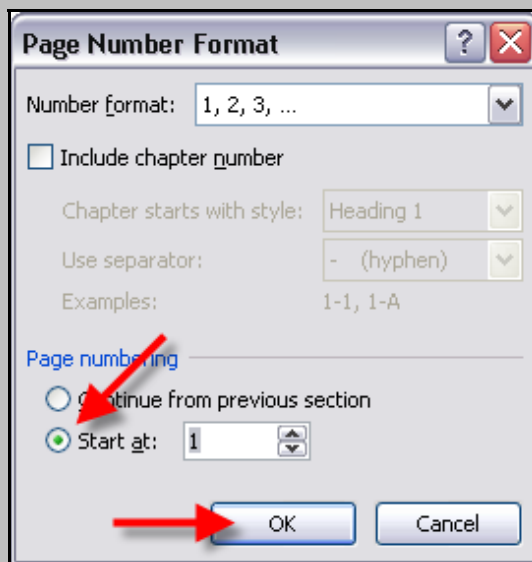


### 4.3

A **“Page Number Format”** window will appear.

Click on the **“Start at”** radial button and set it to **“1”**.

Then click on **“OK”**.

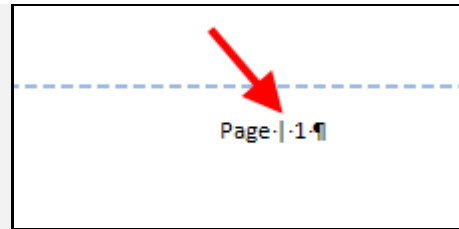


## Creating section/chapter headers and footers in MS Word

-A tutorial for UH College of Education faculty, staff, and students-

### 4.4

The footer has now been reset to reflect the start of the new section/chapter.

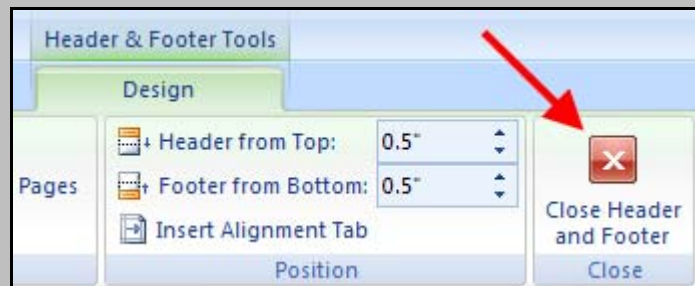


### 4.5

Repeat steps (4.1 to 4.4) to create different headers for the beginning of each section/chapter. Once the footer has been changed, the numbering system will automatically continue until the next section/chapter.

### 4.6

To exit the footer, click on the **"Close Header and Footer"** button (located within the **"Design"** tab).



**Congratulations!**

You have now created section/chapter headers and page numbering for your document!  
To view an example, please visit:

<http://www.coe.uh.edu/cite/training/tutorials/office/chapters-example.doc>

If you have any questions regarding the content of this tutorial please contact the CITE Lab Help desk @ 713-743-9833 or visit <http://www.coe.uh.edu/cite>.