

HEADER INSERTED

© Darry D Eggleston, 813.677.2871, DarryD@darryd.com
Click on the blue, underlined text to go to its linked reference.



In multi-paged documents, it's helpful to place a line at the top of the page indicating the title of the document and some times the page numbers. Here's how to do that. In this example, I'll create a title and page numbers.

1. From the MenuBar, select Insert ► Header.

2. In the popup window, click on “Create” button (Figure 1).

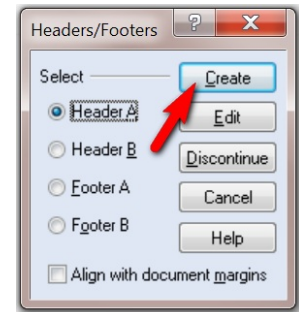


Figure 1

3. Type the title (Figure 2).

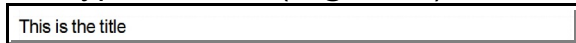


Figure 2

4. Use Alt+F7 keys to create a “flush right” for the page numbers.



Figure 3

5. From the MenuBar, select Format ► Page ► Insert Page Number (Figure 4).

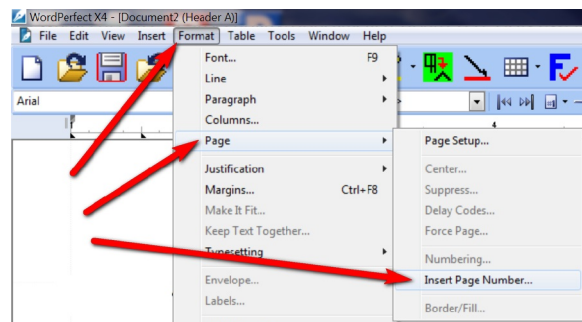


Figure 4

¹ Permission for reproduction in whole or in part is granted to groups and organizations for internal, non-profit use provided credit is given to the author along with the copyright notice: Article reprinted with permission. Copyright © 2010 Darry D Eggleston, <http://DarryD.com>. Editors: PegEgg Eggleston & Parker Monroe.

6. With the “Page” selected, click on “Insert” and then “Close” buttons (**Figure 5**).

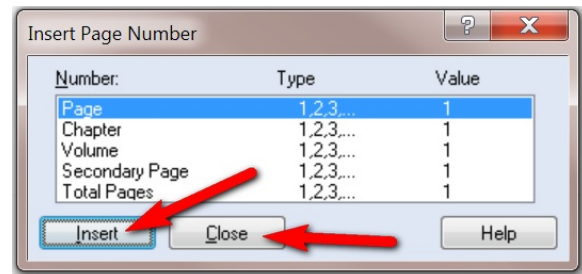


Figure 5

7. The page number appears at the right margin (**Figure 6**).



Figure 6

8. Type “of” to indicate that this is page 1 of some number of pages (**Figure 7**).



Figure 7

9. From the MenuBar, select Format ► Page ► Number. In the resulting window, click on “Total Pages”, the “Insert” button, and then the “Close” button (**Figure 8**).

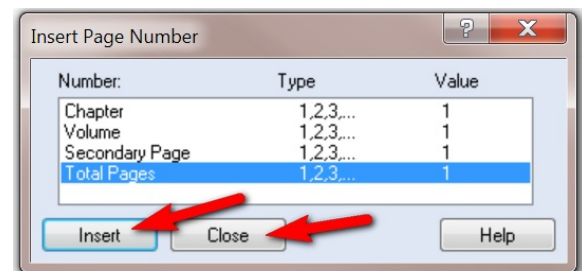


Figure 8

10. Now “1 of 1” shows at the right margin (**Figure 9**). If there were three pages, it would be “1 of 3” (**Figure 10**).



Figure 9



Figure 10

11. From the MenuBar, select File ► Close to exit the Header.