Page Setup, Headers / Footers, and Continuous Page Numbering in Word

Page Setup

From the File menu choose Page Setup

In the Page Setup window click the Margins tab.
Choose how wide you would like your margins to be. APA style calls for 1 inch margins on all sides.

In this same window, click the Layout tab.
Choose how far the Header and Footer will be from the edge.

Click OK

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**Simple Header / Footer**

From the View menu click **Header and Footer**.

The Header and Footers are displayed.

Click in the box and begin typing.

Text can also be formatted.

Click the Close button on the Headers and Footers Toolbar when you are done editing the Header / Footer.

The header and footer will appear on every page of the document.
Continuous Page Numbering

From the Insert menu choose Page Numbers.

In the Page Numbers box select the Position.

Click the Format button for more options.

You can customize Page numbering from here.

Click OK.

The page number will appear on every page of the document.
Page Break

Place your cursor at the insertion point where the Break will occur.

From the Insert menu choose Break

Notice that the text continues mid-sentence on the next page.

Choose Page Break from the Break window.

The Page Break starts the cursor’s insertion point on a new page.

Page Breaks are much better than pressing the [Enter] button multiple times to reach the following page.
Section Break

Place your cursor at the insertion point where the Break will occur.

From the Insert menu choose Break.

Notice that the text continues mid-sentence on the next page.

Choose Section break types: Next Page from the Break window.

The Section Break starts the cursor’s insertion point on a new page.

When you view the Headers / Footers you can see the two sections.
Section Header / Footer

To change the Header or Footer of another section, click the **Link to Previous** button in the **Header and Footer Toolbar**.

Once the button is no longer Orange, the **Link to Previous** is turned off.

With the **Link to Previous turned off**, begin typing your new Header or Footer.

Click the **Close** button on the **Header and Footer Toolbar**.

The two sections of this document now have their own Header.