

GSD. Word – How to Insert a Header or Footer in Microsoft Word

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Author: {'link':

'https://fmcnadev.service-now.com/api/now/table/sys_user/acaf843397d74958f7e3bb8fe153afe3',

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Category: {'link':

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General Information:

Possible symptoms/errors:

How to Insert a Header or Footer in Microsoft Word.

Alternative names of the system:

N/A

IMPORTANT NOTICE:

N/A

Solution:

Header is a section of the document that appears in the top margin, while the footer appears in the bottom margin. Headers and footers contain information such as the page number, date, and document name.

Details:

Ask user to go to Insert > Header or Footer.

Let the user choose the style they want to use.

Advise user to add or change text for the header or footer. For more info on things they can do with headers, user can see Edit your existing headers and footers.

Inform user that now they should select Close Header and Footer or press Esc to exit.

To delete, advise user to select Insert > Header (or Footer) > Remove Header (or Remove Footer).

Assignment Group:

3rd Party e-mail address: One365Support@freseniusmedicalcare.com

Ticket Creation:

Template: N/ACategorization:

Configuration Item: N/ACategory: N/ASubcategory: N/A

Important Links:

N/A