Header / Footer

All classes

Agenda

- build-in headers and footers
- custom / blank headers
- insert date / page numbers
- tricks

Insert

- Insert different type of content
- Insert -> Header & Footer
  - header
  - footer
  - Page Number
- "build-in" headers / footers
  - suggestions
- different types of pre-defined layouts
- design + areas for content
  - "Content Control"

Insert

- Date & Time
  - Insert -> Text -> Date & Time
  - chose format
  - update automatically
- Page Number
  - Insert -> Header & Footer -> Page Number
  - top of page (header)
  - bottom of page (footer)
  - page margins (left or right area of the document)
  - current position

Tricks

- Open the header and place the cursor
- Hide page number on first page
  - Design -> Options -> Different First Page
- Different header for Odd / Even Pages
  - Design -> Options -> Different Odd & Even Pages