Course Name : O Level(B3,B4-Ist sem.)   Subject : ITT&NB

Topic : Creating headers & footers   Date   : 24-06-20

Creating headers and footers

A header is an area that appears at the top of a page above the margin. Footer appears at the bottom of the page below the margin. Information such as page number is inserted into the header or footer of a page style. That information is then displayed on every page with the same page style (unless the page style enables separate settings for the first page or for left and right pages).

Inserting a header or footer

We can insert a header in several ways. Here is the easiest:
Click above the top margin (or below the bottom margin) to make the Header or Footer marker appear and then click on the **+**.
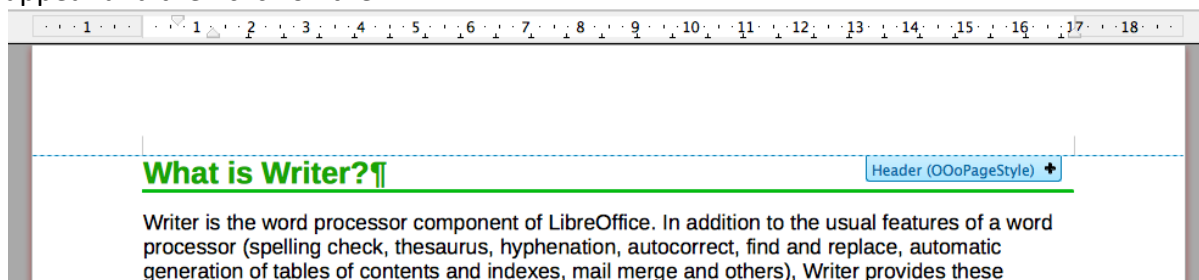
After a header/footer has been created, a down-arrow appears on the marker. Click on this arrow to drop down a menu of choices for working with the header.

Alternatively, you can choose **Insert > Header and Footer > Header > Default Style** (or some other page style, if not Default Style).

Formatting header and footer

To format a header (use similar settings for footer), we can either click on **Format Header** in the menu shown in or go to **Format > Page style... > Header**. Both methods take us to the same tab on the Page Style dialog. Here we can specify if headings on the left and right pages should be the same or different. You can also specify whether the first page will have no header or a different header than other pages.

Inserting document title in headers and footers:

1) Information such as a document title is also put into the header or footer. These items are best added as fields. That way, if something (such as the name) changes, the headers and footers are updated automatically.

Here is one common way to use fields to insert the document title into the header:

2) Choose **File > Properties > Description** and type a title for your document.
3) Add a header with **Insert > Header and Footer > Header > Default Style** (or appropriate page style).
4) Place the cursor in the header area at the top of the page. If needed, click on the **+ to be able to click in the header**.
5) Choose **Insert > Fields > Title**. The title should appear on a gray background.

    The background does not show when printed and can be turned off in **Tools > Options > LibreOffice > Application Colors**.
6) To change the title for the whole document, go back to **File > Properties > Description.**

Numbering pages

Displaying the page number:

To display page numbers automatically:
1) Insert a header or footer.
2) Place the cursor in the header or footer where we want the page number to appear and choose **Insert > Page Number.**

Including the total number of pages:

To include the total number of pages:
1) Type the word "page" and a space, then insert the page number as above.
2) Press the space bar once, type the word "of" and a space, then choose **Insert > Field > Page Count**.

Restarting page numbering:

We will want to restart the page numbering at 1, for example on the page following a title page or a table of contents. In addition, many documents have the "front matter" (such as the table of contents) numbered with Roman numerals and the main body of the document numbered in Arabic numerals, starting with 1.

To restart page numbering:
Place the cursor in the first paragraph of the new page.
1) Choose Format > Paragraph.
2) On the Text Flow tab of the Paragraph dialog, select Breaks.
3) Select Insert and then With Page Style and specify the page style to use.
4) Specify the page number to start from, and then click **OK**.
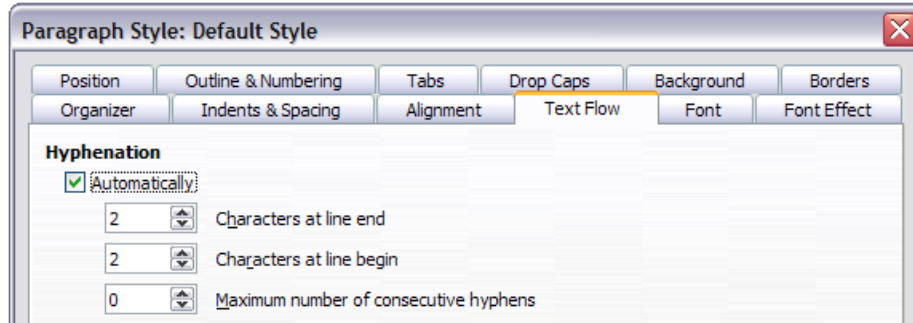
Changing page margins:

We can change page margins in three ways:
• Using the page rulers—quick and easy, but does not allow fine control.
• Using the Page Style dialog—can specify margins to two decimal places.
• Using the Page deck of the Sidebar.

To change margins using the rulers:
1) The gray sections of the rulers are the margins. Put the mouse cursor over the line between the gray and white sections. The pointer turns into a double-headed arrow and displays the current setting in a tool-tip.
2) Hold down the left mouse button and drag the mouse to move the margin.
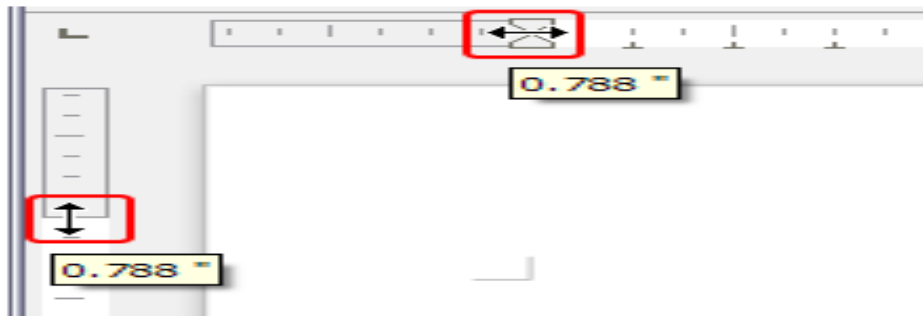
To change margins using the Page Style dialog:
1) Right-click anywhere in the text area on the page and select **Page** from the context menu.
2) On the **Page** tab of the dialog, type the required distances in the Margins boxes.

To change margins using the Page deck of the Sidebar:
1) On the Sidebar (**View > Sidebar**) open the **Page** tab.

2) In the Format panel, use the Margins drop-down list to select the desired margins. Click the **More Options** button to open the Page Style dialog where you can enter exact margin distances.

Footnotes and Endnotes

Footnotes appear at the bottom of the page on which they are referenced. Endnotes are collected at the end of a document.

Inserting footnotes and endnotes:

- To insert a footnote or an endnote, put the cursor where you want the footnote or endnote marker to appear. Then select Insert > Footnote and Endnote from the Menu bar and choose Footnote or Endnote, or click the Insert Footnote or Insert Endnote button on the Standard toolbar.
- You can also choose use Insert > Footnote and Endnote > Footnote or Endnote to open the Insert Footnote/Endnote dialog.
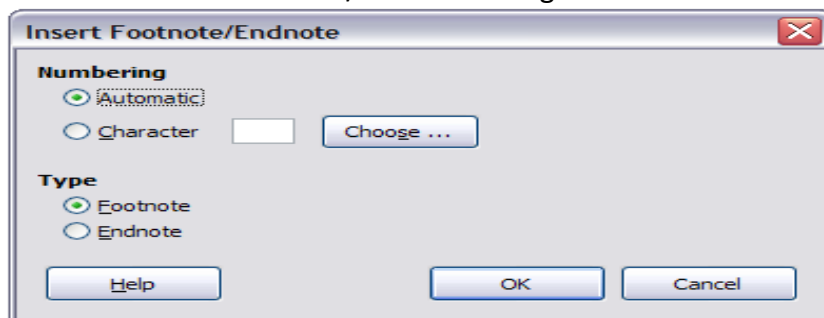
Defining the format of footnotes/endnotes

To format the footnotes themselves, click Tools > Footnotes and Endnotes. On the Footnotes/Endnotes Settings dialog choose settings as required.
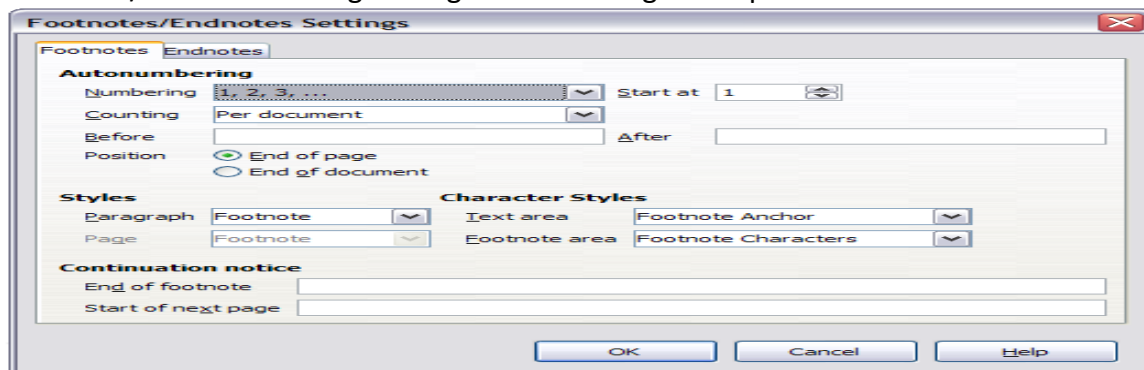
Exercise:
 Write short notes on followings:
   a.   Headers and Footers
   b.   Endnotes and Footnotes