

A. Headers and Footers:

- A “header” is text that prints at the top of all pages.
- A “footer” is text that prints at the bottom of all pages.

You create a header and/or footer just once and it prints on all pages, unless you instruct the feature to be applied selectively. The actual header and footer may or may not show in the on-screen display.

Common use for the header is the title of the article, or the chapter title. A common use for the footer is to put in page numbers. However, either the header or footer can contain chapter numbers, the file name of the document, the author or other references that the author feels are important.

Creating a header or footer.

Using Word

Go to the View Menu and choose “Header and Footers”.

A dashed outline will appear at in the top margin of the page with the cursor flashing for text entry. Also, the following “Footer Header Tool Bar” appears



Any text you want to appear in the header is typed in the dashed outline. This text may be formatted using any of the standard text format tools.

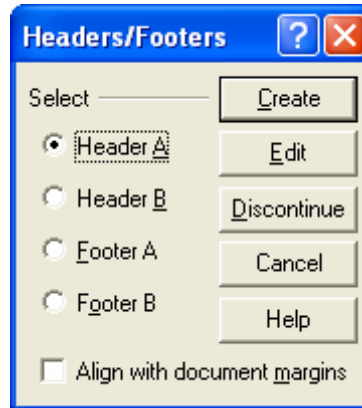
On the tool bar, if you click on “Insert AutoText”, you will be give a series of standard text entries. If you click on the next three icons you will be entering special page number formats. (Let your mouse hover over the icons for a description of the task) The next two icons enter date and time. The next two icons control page setup and hide text. The next icon (grayed out here) sets the header as either a left page or right page header (moves the header to allow for edge binding space). The next icon switches the input to be a “footer” tool. The final two icons are to switch between different sequential headers (or footers).

You may created a unique header and/or footer for each section in a document (making sections will be discussed in a later session. Headers and footers may also be suppressed for selected pages. Some formal documents do now want the header on the first page and some documents only put headers on odd or even numbered pages.

Using WordPerfect

Go to the Insert Menu and choose "Header/Footer"

The following dialog box appears:



You may choose one of two headers or one of two footers. (WordPerfect only allows two headers or two footers in a document)

Once you choose to create a header, the dialog box disappears and a dashed line shows up at the top of the body of the message, not in the upper margin. This is where you will type the text you want to include in the header.

Once you start the header text, inserting page numbers or date time requires you to go to the Format Menu, choose page and then the page number or date/time options.

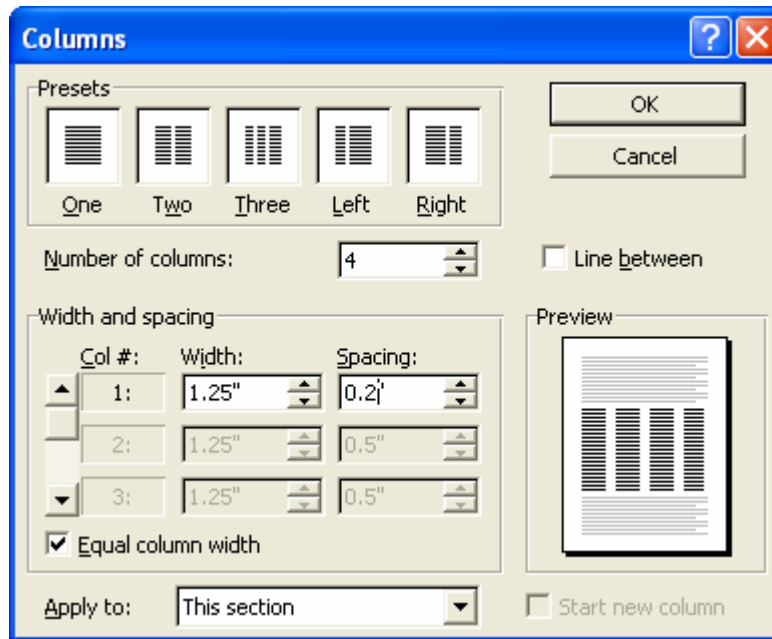
Did you notice that I have a different header and footer for page 1 than I used on the following pages?

B. Formatting the page for columns.

Newsletters and some brochures (that will be specially folded) are often formatted with the text in columns. Every full-featured word processor program provides this option.

Using Word

Go to the Format Menu and choose “columns”. The following dialog window will open

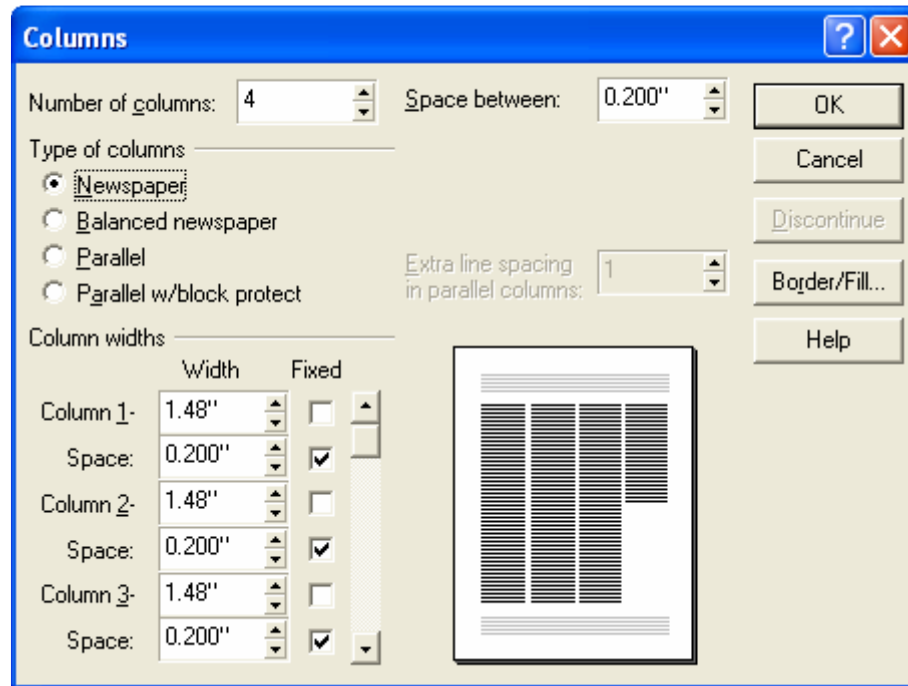


By default the window will open to the preset One windows. However you will note in the example that I used the box after “Number of columns:” to set it to 4. Below the number of columns you have the option to set each column individually to a set width and adjust the spacing between columns. There is also a box to check if you want a vertical line between the columns. Note also if I have more than one style section in this document, the column setting applies only to the style section that the cursor is in.

Some of you will have also noticed that on the tool bar there is an icon for columns. It looks like a series of horizontal lines arranged in to two columns. When you select this tool a series of vertical boxes appear. Slide your mouse over as many boxes as you want to have columns. Note you will get evenly divided columns unless you go back to the column format option.

Using WordPerfect

Go to the Format Menu and choose “columns”. The following dialog box will show.



This dialog box defaults to Newspaper format with 2 columns and 0.5 inch space between the columns. I have set this illustration to use 4 columns and only 0.2 inch spacing between columns. Word Perfect offers several column types and you may change the width of each column. To get lines between the columns, use the “Border/Fill” button on the side. Note. This column feature applies to the entire document.

Note: Parallel columns are unique to WordPerfect. In Word and OpenOffice, this feature is covered in tables.

C – Formatting text into tables

In basic column format, the text runs down one column and then continues at the top of the next column. This works okay for a news letter or brochure, but does not work at all for something where the text in the first column must be directly related to text in the second or third column in an across the page reference. For example:

Program	Starting Point	Next Step
MS Word	Table Menu	Insert Then specify the rows and columns
WordPerfect	Table Menu	Create Then specify the rows and columns

In the table format, related items can be kept in association across what appears to be columns. The text does not flow down one column and into the next.

(Note, in WordPerfect, the Parallel Column format has this same feature.)

The above diagram is actually the initial appearance of a table formed with 2 rows and 3 columns. All three word processor programs give you basically the same format and operate in the same manner.

You may begin typing in any of the boxes and the text will wrap within the box as required by the space allowed. If you use the Enter Key, you will create a second line (new paragraph) in the same box. You move between boxes by using the Tab Key. (Note, to use the normal indent feature of the Tab Key, within a box, you must use the Ctrl + Tab key combination)

You can adjust the width of a column by placing the mouse over one of the vertical lines, producing a double-headed arrow, and dragging the vertical line.

Two or more tables, created one under the other, give you the option to have more or less columns appear as one table.

The “Cell” borders can be hidden, visible and colored.

I encourage you to look into the Table menus. You will find many – many options, too many to cover in this short class.