

## Create Header & Footer

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Subject Descriptors:

Header, Footer, OpenOffice, Writer

Application (Version):

OpenOffice.org 3.1.0 Writer

Windows XP, Windows Vista

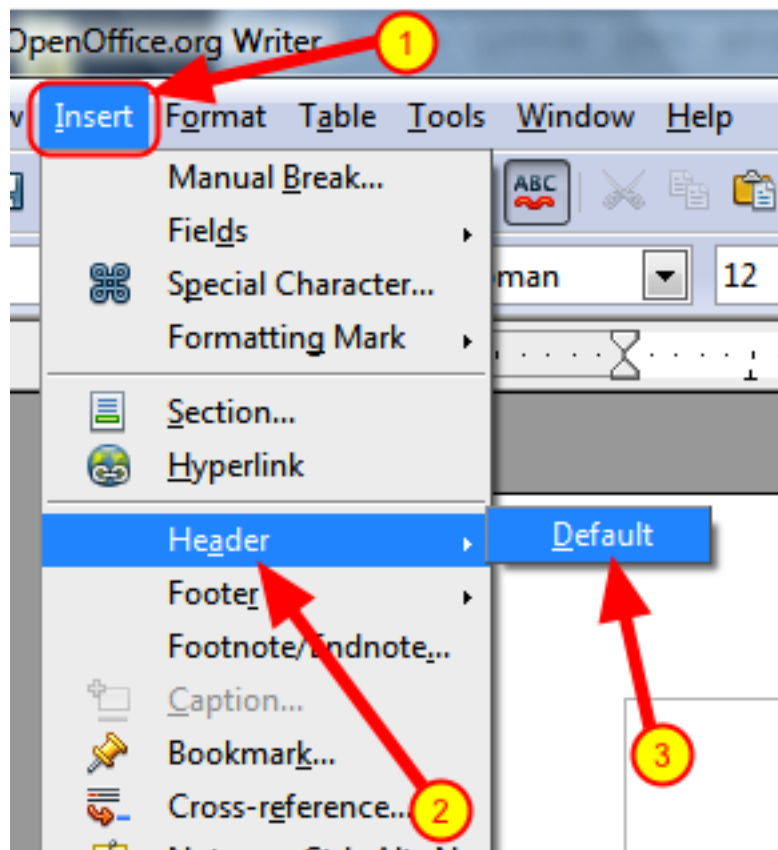
Task Description:

How do I create a header in OpenOffice? How do I create a footer in OpenOffice?

Tutorial Date:

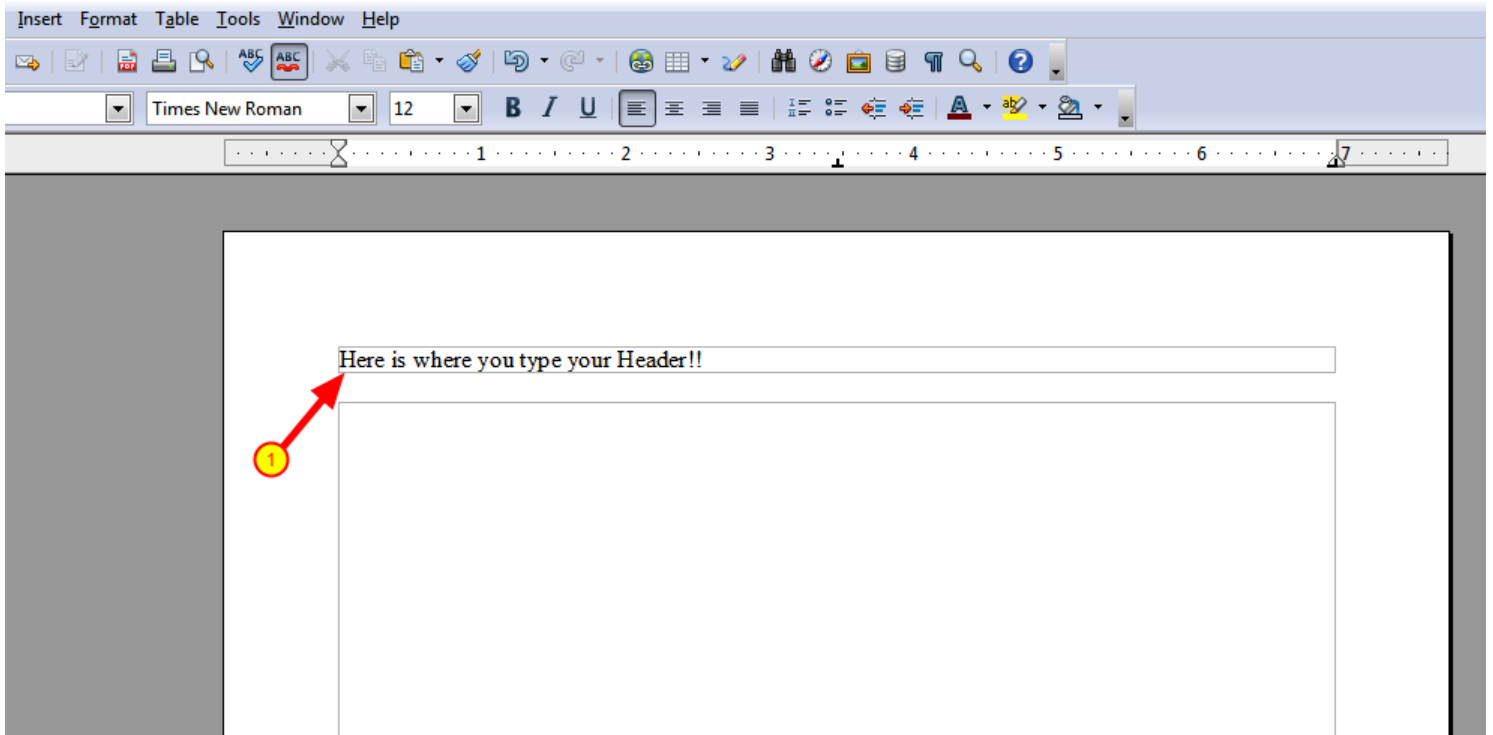
20 May 2009, by Tim Holmes

### Insert Header



- 1) From the Menu toolbar, select **Insert**.
- 2) Next, place your cursor over **Header**, and a side menu will show.
- 3) Click on **Default** from the side menu.

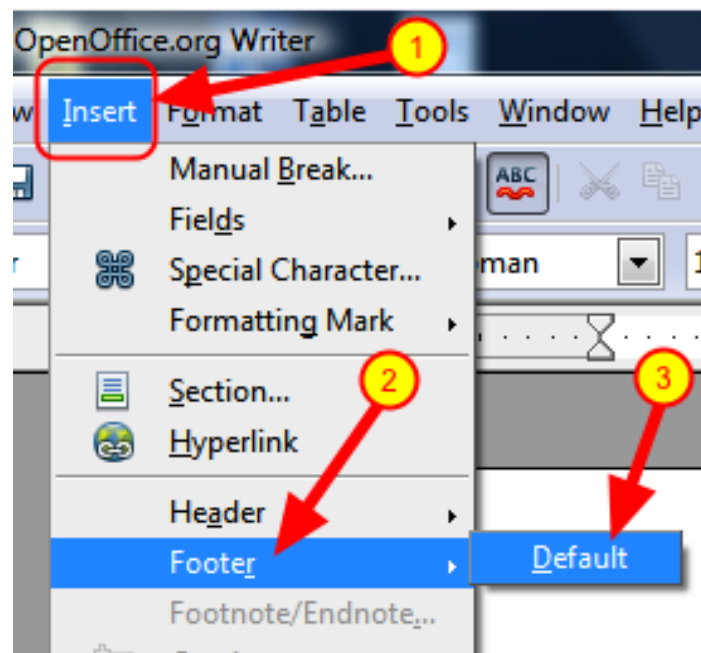
## Typing In The Header



You'll notice there is a small rectangle at the top of your page now.

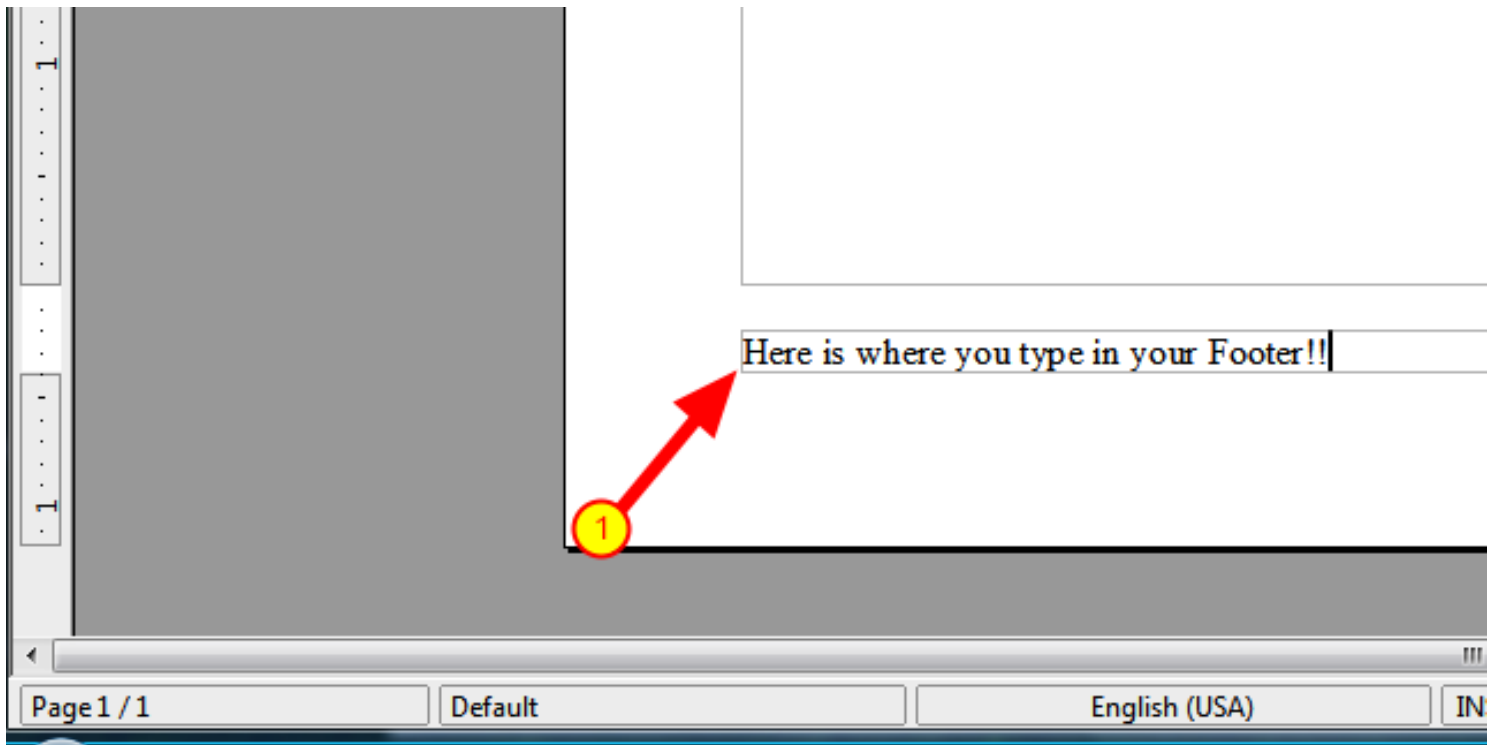
1) This is where you can type in your Header.

## Insert Footer



- 1) From the Menu toolbar, select **Insert**.
- 2) Next, place your cursor over **Footer**, and a side menu will show.
- 3) Click on **Default** from the side menu.

## Typing In The Footer



You'll notice there is a small rectangle at the bottom of your page now.

1) This is where you can type in your Footer.