

## Delete Header & Footer

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Subject Descriptors:

Header, Footer, OpenOffice, Writer

Application (Version):

OpenOffice.org 3.1.0 Writer

Windows XP, Windows Vista

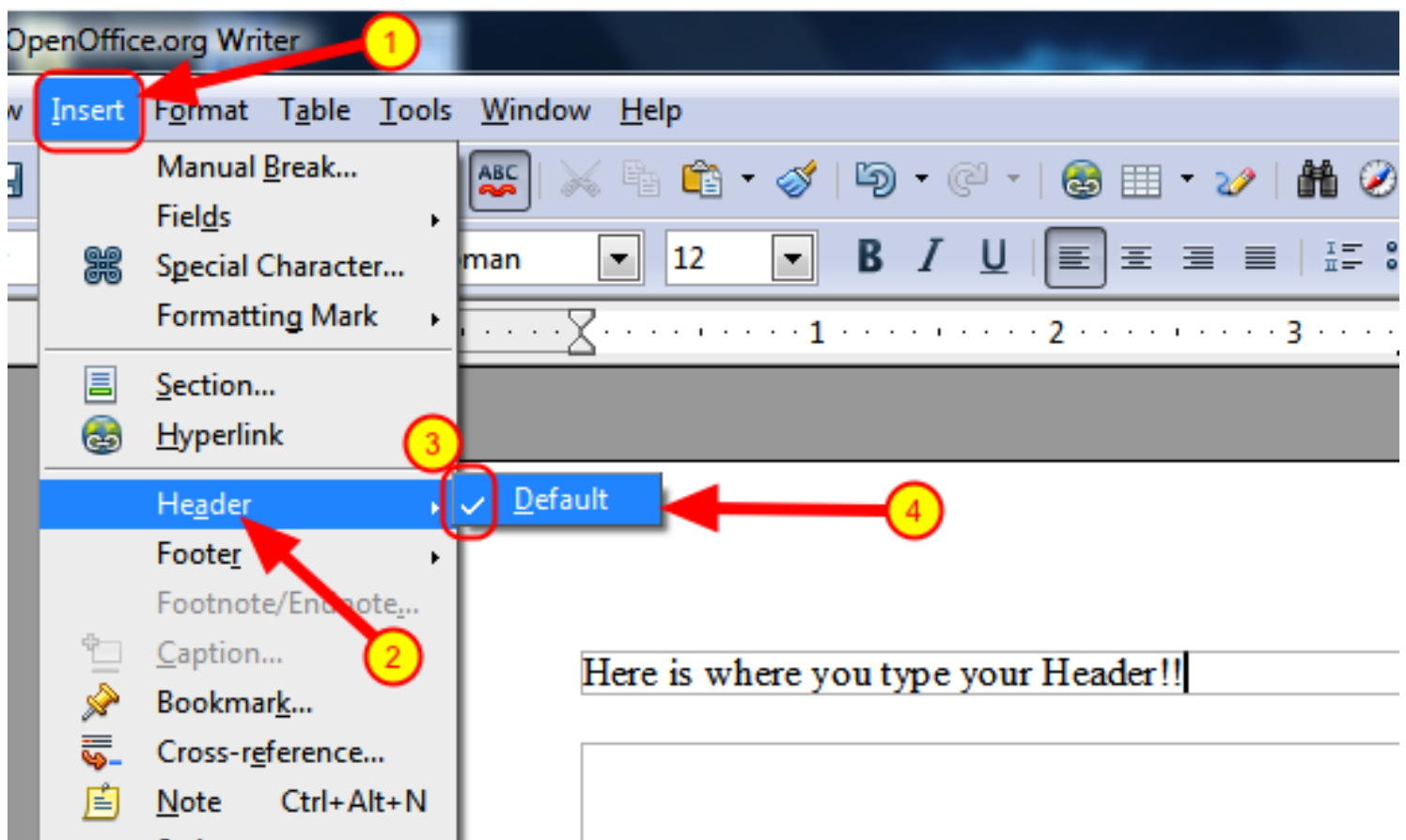
Task Description:

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

Tutorial Date:

20 May 2009, by Tim Holmes

### Delete Header



1) From the top menu toolbar, click **Insert**.

2) Next, place your cursor over the **Header** option.

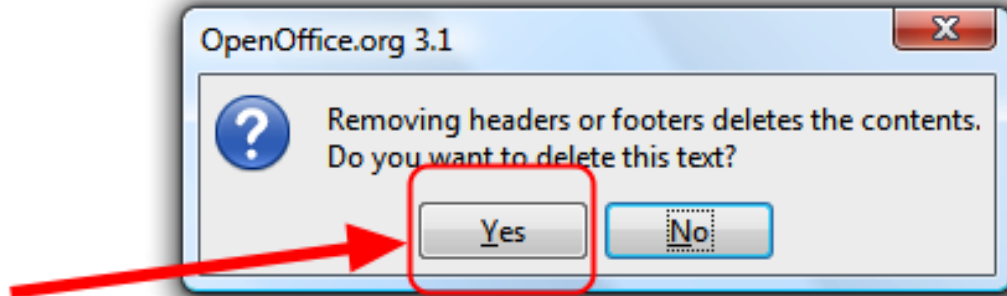
You'll see a side menu pop out.

3) If you have a header, you'll notice that on the left side of the word Default, there will be a **check mark**.

4) Click on **Default** from the side menu.

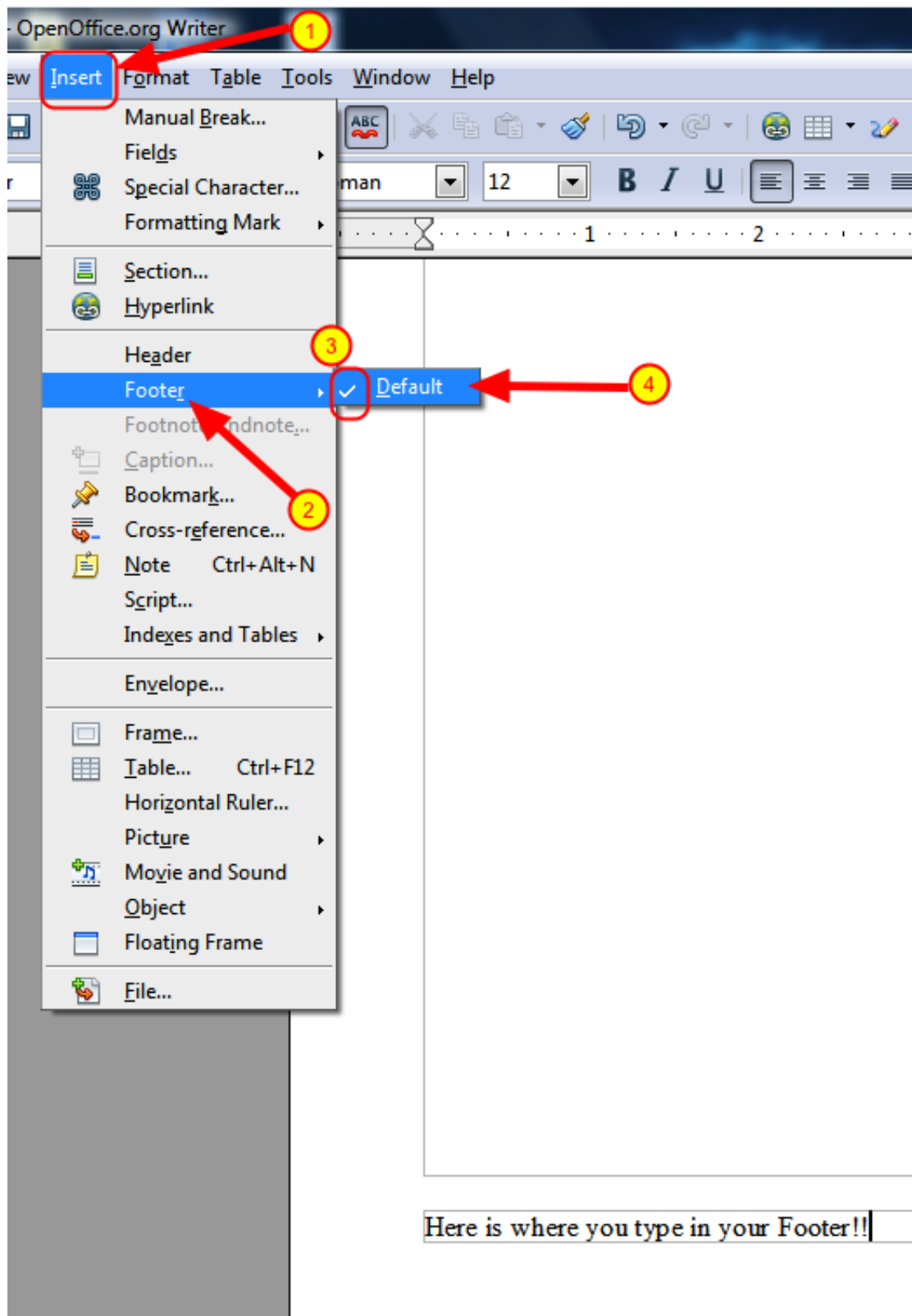
## Confirm Header Deletion

Here is where you type your Header!!



Next, you'll see a little dialog pop-up.  
Click **Yes**, to confirm header deletion.

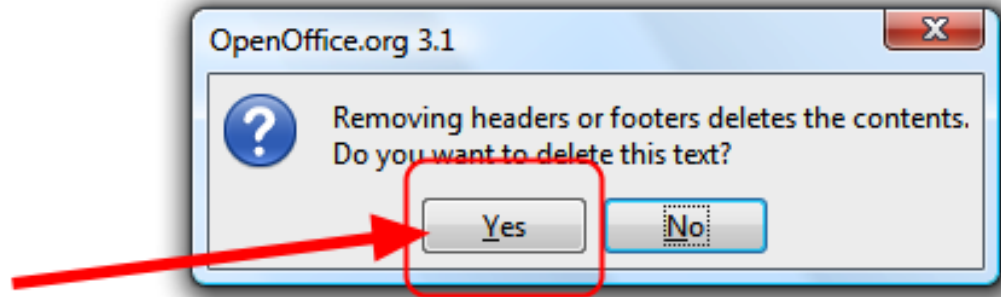
## Delete Footer



- 1) From the top menu toolbar, click **Insert**.
- 2) Next, place your cursor over the **Footer** option. You'll see a side menu pop out.
- 3) If you have a footer, you'll notice that on the left side of the word Default, there will be a **check mark**.

4) Click on **Default** from the side menu.

## Confirm Footer Deletion



Here is where you type in your Footer!!

Next, you'll see a little dialog pop-up.  
Click **Yes**, to confirm footer deletion.