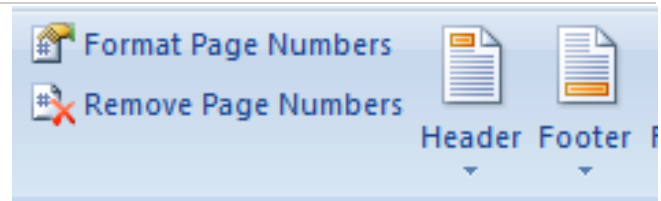

Managing Headers and Footer with Master Documents

The Header and Footer buttons are used for editing the Header and Footer. These tasks are done by the Desktop Publishing or Graphics Team. They are placed on this Ribbon because they are used in the Master Document and are helpful when Foldout (11 x 17) pages are inserted into a document.



The commands are all basic Word 2007 commands and do not need require any additional training. They are fairly self explanatory, but let's look at a common challenge when working with 11 x 17 pages. Some RFPs will require that an 11 x 17 count as two pages. In that case you will need to start the page following an 11 x 17 with a different page number. It will need to be one page number higher than it was previously numbered.

TIP: The Training Videos associated with these topics walk you through the basic functions of these standard commands.