



A BiblioYou Tutorial

Setting up the Headers and Footers in your book.

There are many ways to format a book for publication. This tutorial works through a basic formatting of a simple Microsoft Word based book. Once these techniques are learned, there are many simple steps that can be added to “spice up” the design of the book. It is best to follow this step-by-step tutorial with your book file open, repeating the steps outlined on the book you are preparing.

*Note that this reformat is being done in Microsoft Word 2007. The window may look different versions of Word. Word’s formatting preference selections in this document are underlined. These are items that may look different or that may be found in a different placement on other versions of Word. Often these selections are also found in drop down menus at the top of a Word window.

Remember, BiblioYou offers a list of publishing professionals that can help prepare your book. Need Help? ([Click Here](#))

26. Now it's time to set up the Header and Footers for the book. This is a slightly complicated process in which you essentially "Train" the word file as to how you would like the header and footer to appear. First double click in the area above, or below the text on the page to open the Header/Footer area for editing. Notice that the text for the book is grayed out and not editable, and there is some extra information shown in the tabs for the header and footer. You will find the Even/Odd Page designations, the Section number, and whether the header for a particular page is connected to pages before it (Same as Previous). Note that Same as Previous not only refers to the page right before the page in questions, but also to the page that matches it in Odd/Even designation (The page that is two pages before the page in question). This is an important theory to keep in mind when setting up the header and footer text in directions to follow. Notice in Figure 25 that the tools panel at the top has changed. The Header & Footer Tools panel is now available. You will be leaving from and returning to this panel during this process, so remember where it is. (Figure 25)

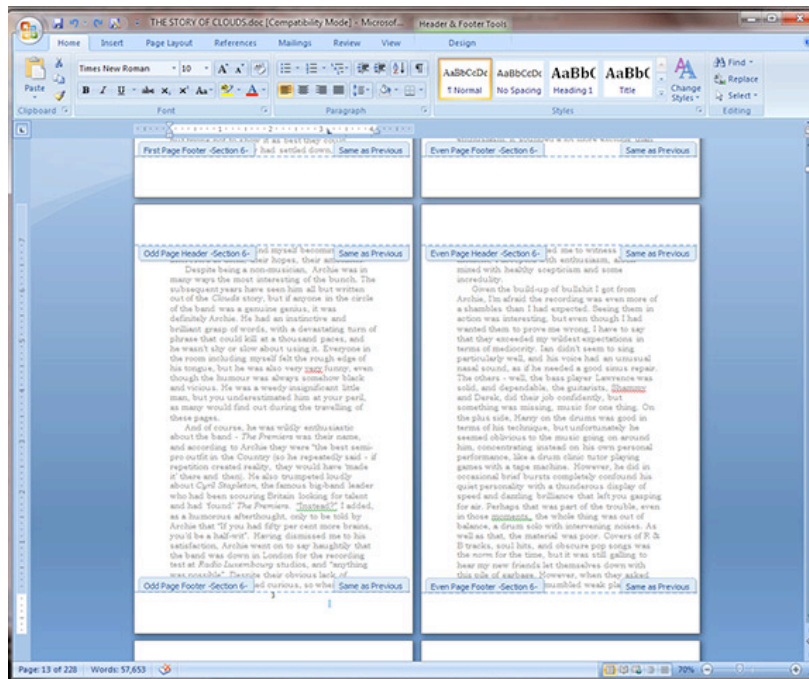


Figure 25

27. To start the process, return to the beginning of the document. (Figure 26)

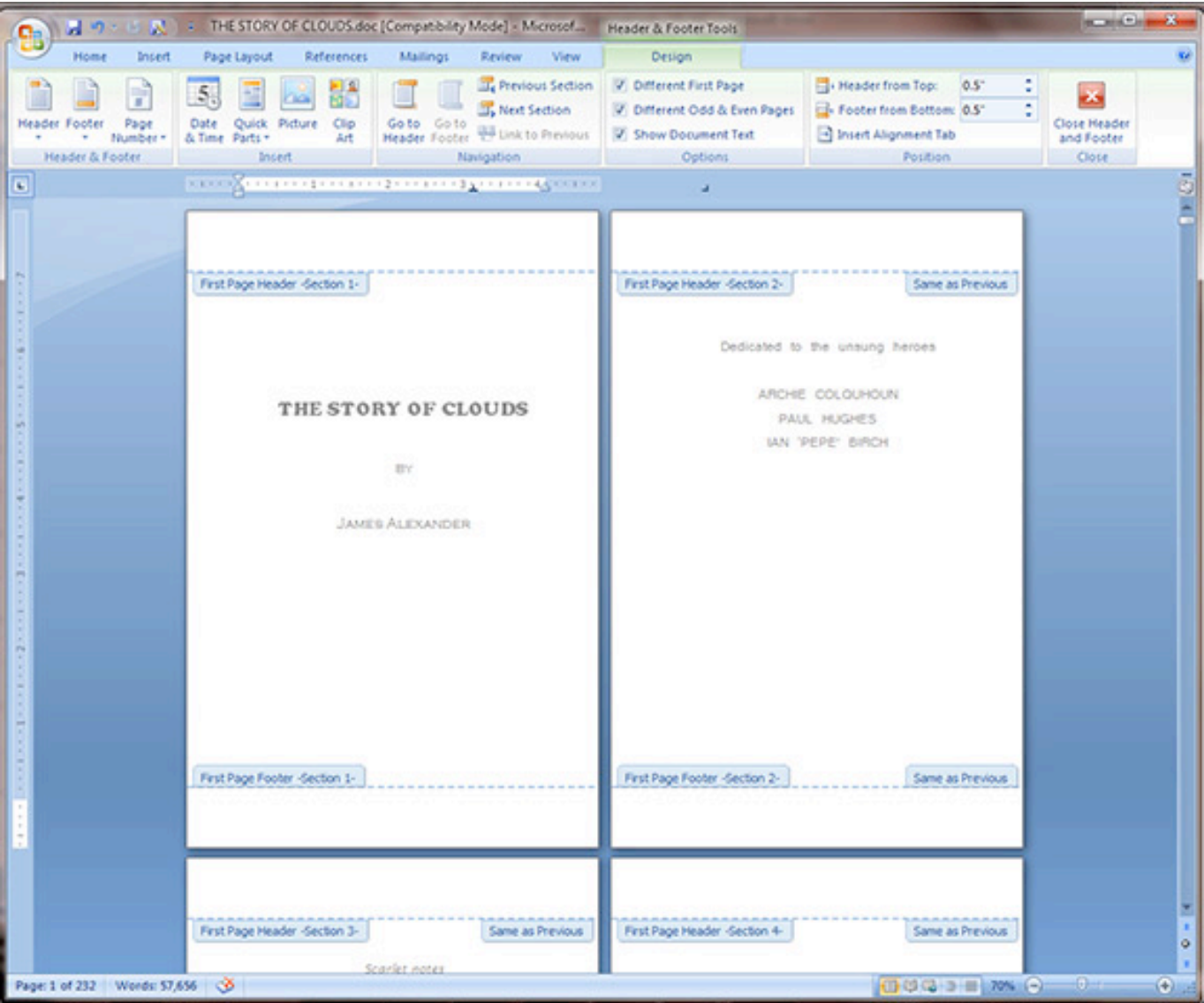


Figure 26

28. Notice that you can click on the Home tab to access the font tools. We will be going back and forth between the font tools and the Header & Footer Tools tab. (Figure 27)

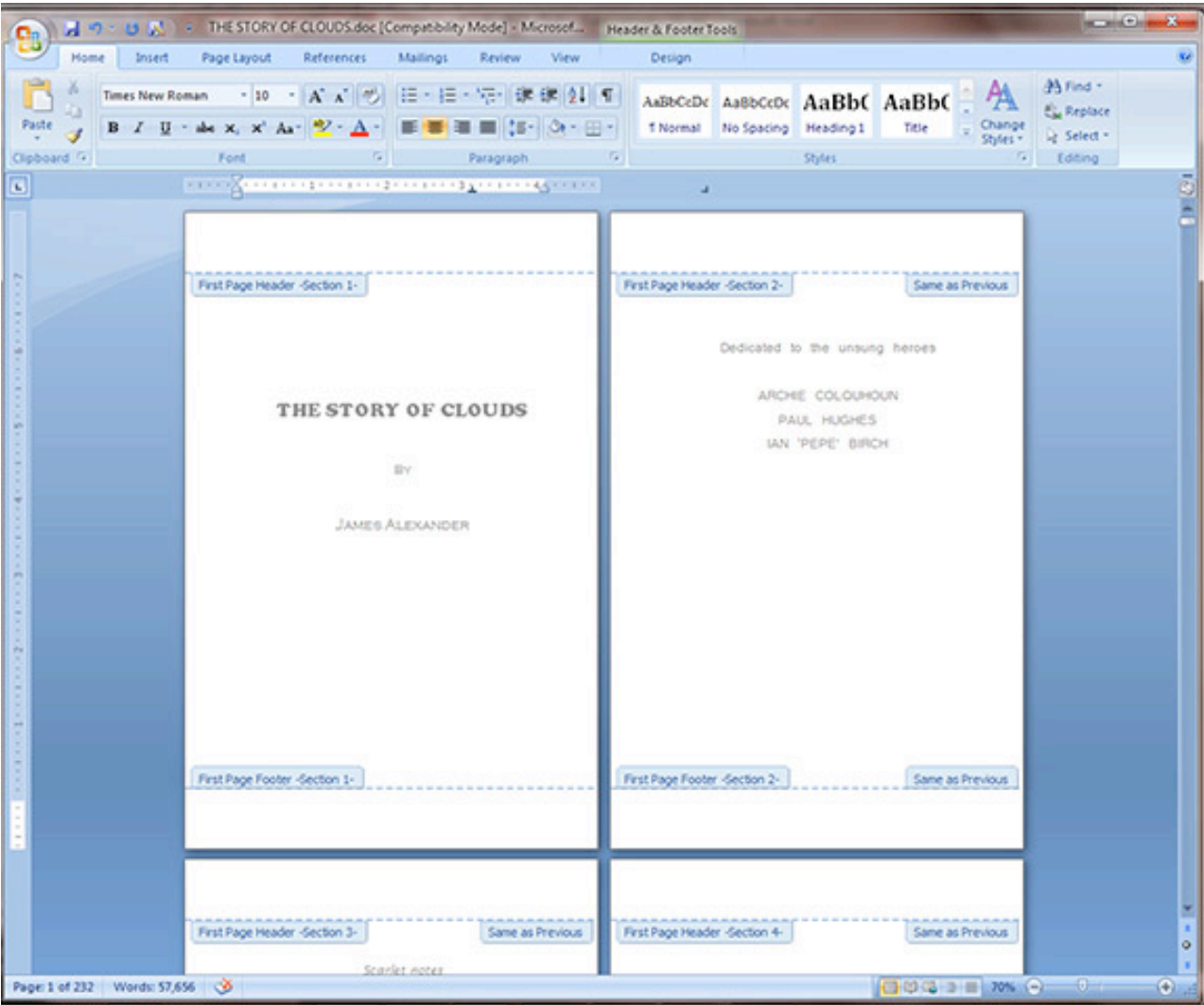


Figure 27

29. We will start with the insertion of pagination. Place an insertion point into the footer of the first page. (Figure 28)

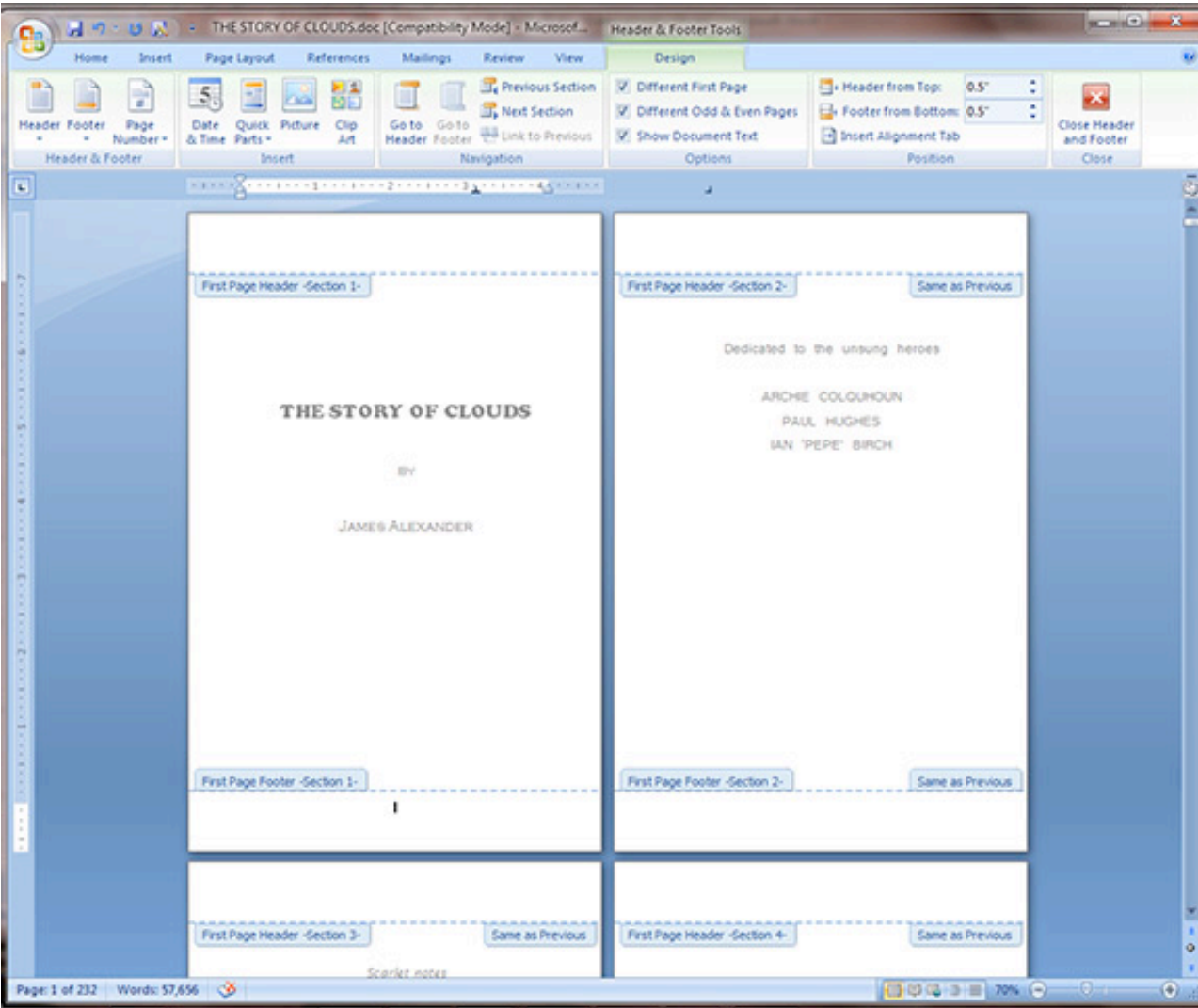


Figure 28

30. In the Header & Footer Tools tab, click on the Page Number button, and drop down to and click Format Page Numbers. (Figure 29)

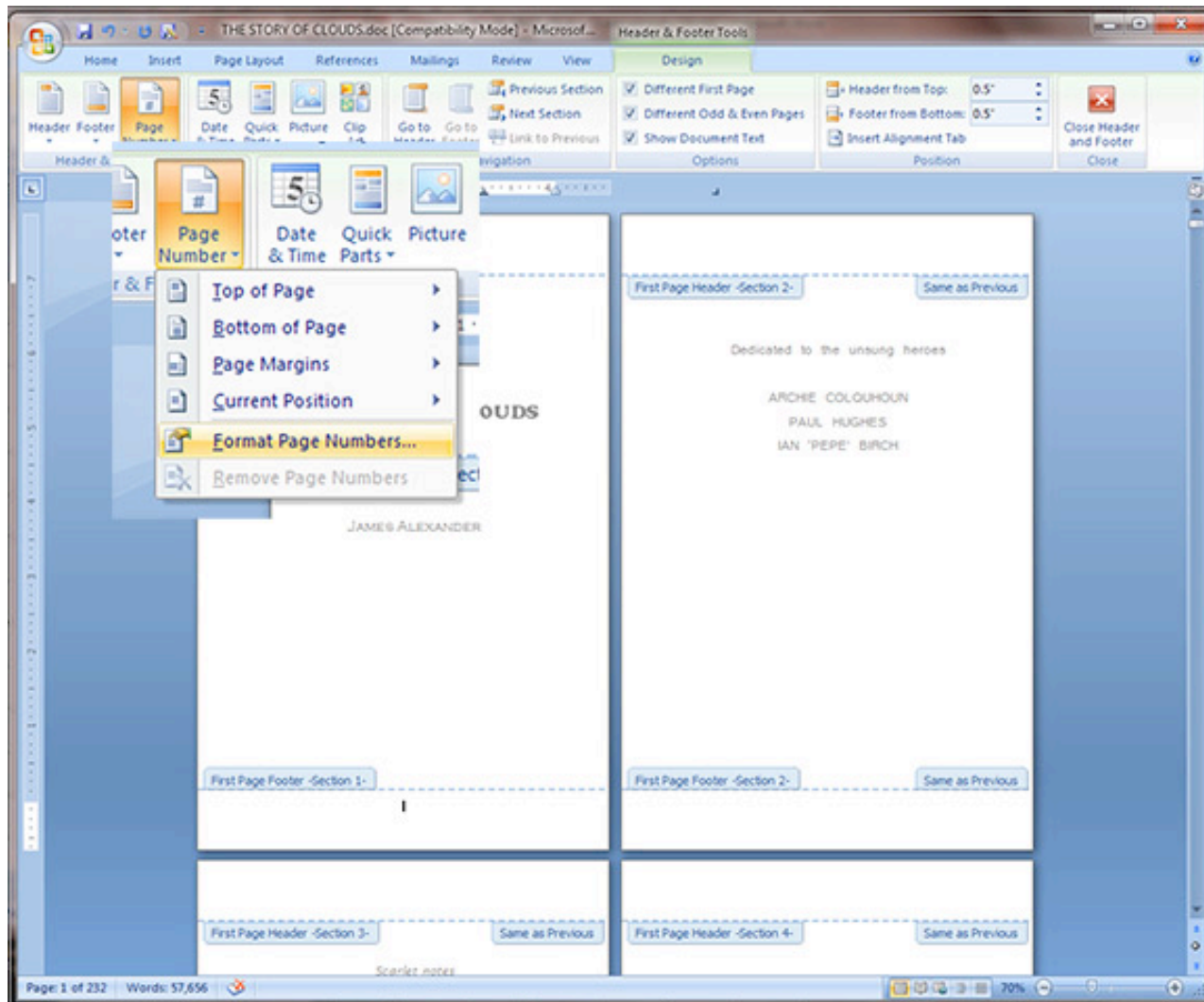


Figure 29

31. The Page Number Format window opens. Note that there 2 sets of items that you will be working with. The Number format and the Page numbering. In this case, we will adjust the Number Format to small roman numerals for the beginning section of the book, followed by numbers for the rest of the book. For the Page Numbering, we will adjust between “Start at” and “Continue from previous section.” (Figure 30)

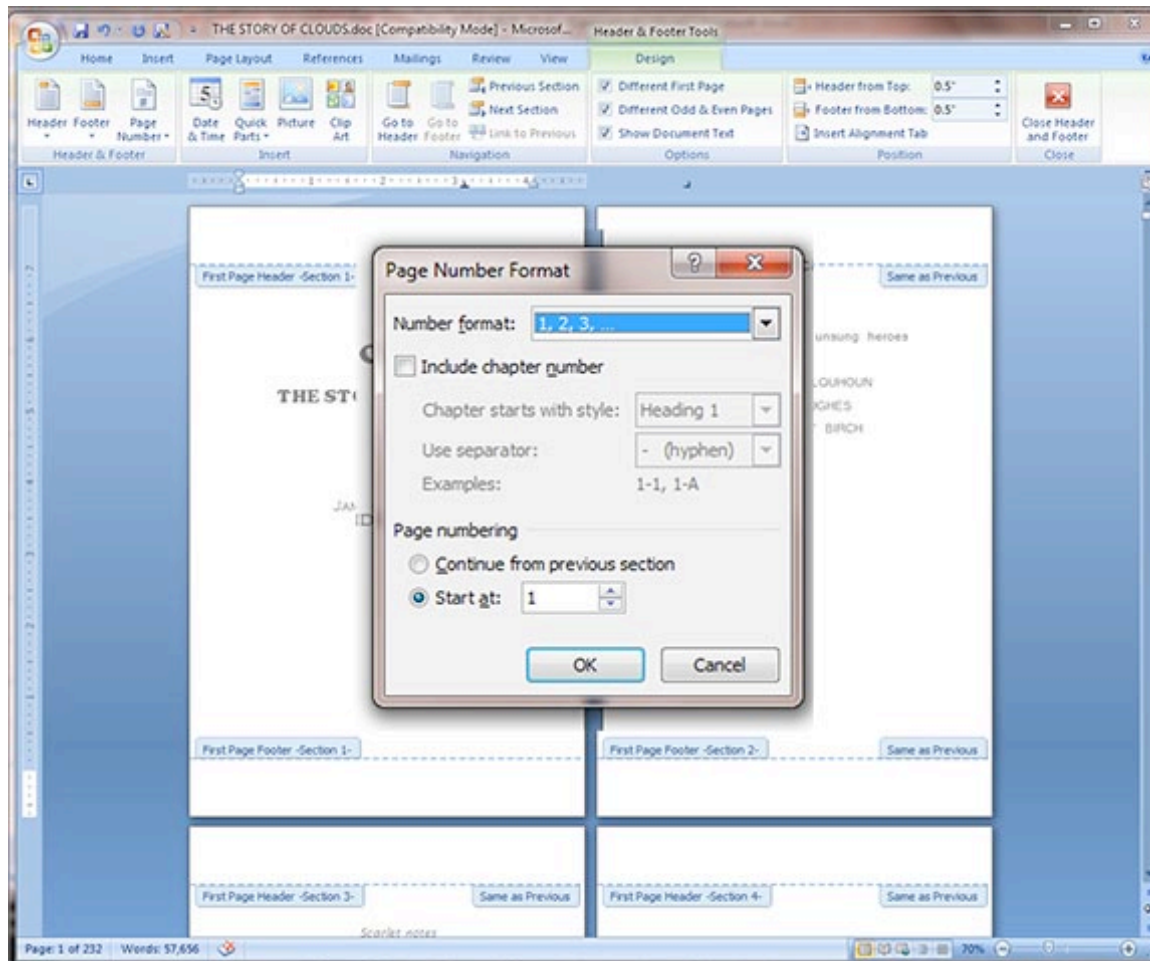


Figure 30

32. We will set the page number for the first page in the book. Under Number Format, change the drop down to small roman numerals. Leave Page numbering at “Start at” i. (Figure 31)

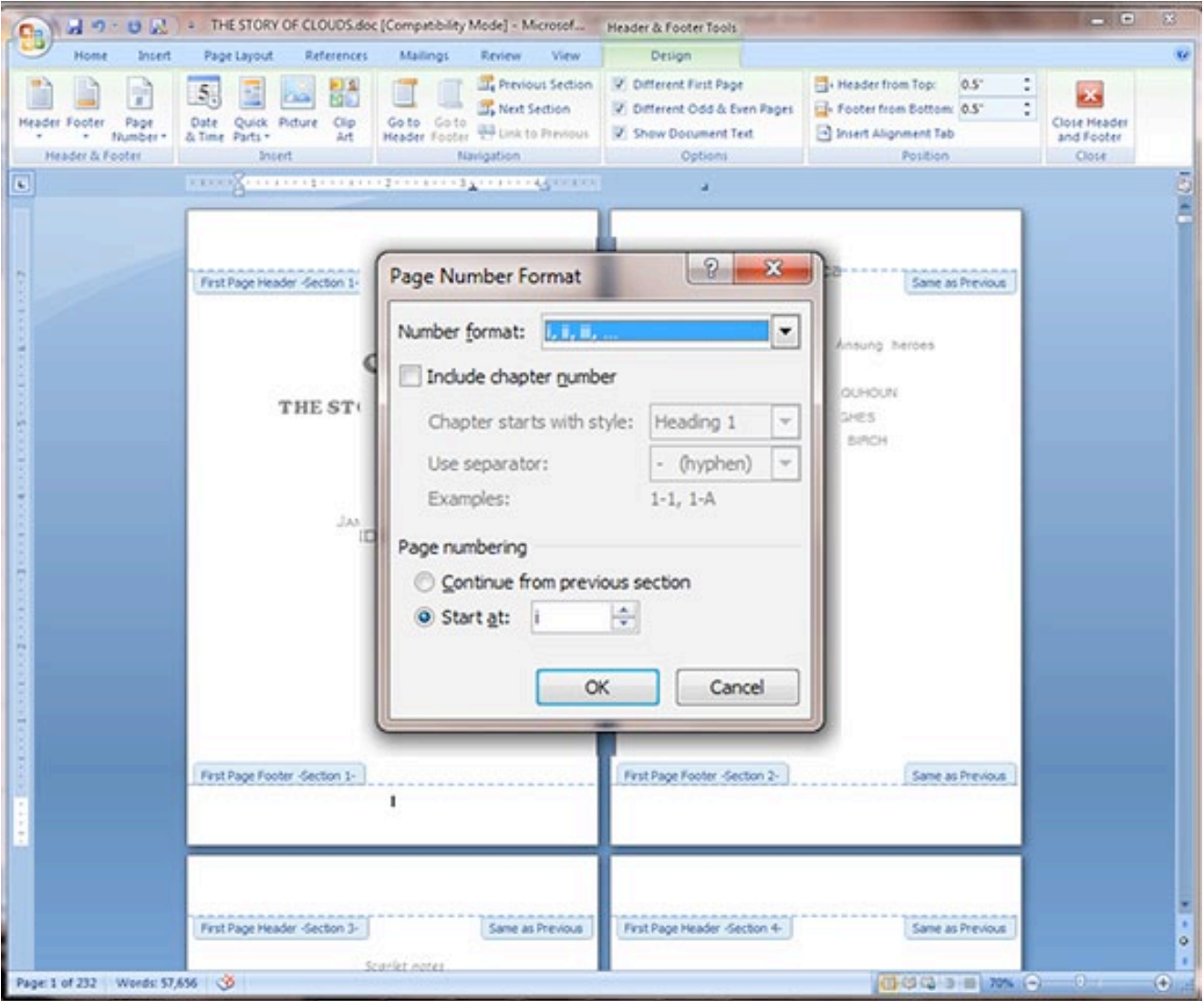


Figure 31

33. Now, click in the Page Number button, drop down to Bottom of Page, then drop down to Plain Number 2 which will center a page number at the bottom of the page. Note that there are numerous options for page number placement under the Page Number dropdown, and under the Footer button found just to the left of the Page Number button. . (Figure 32)

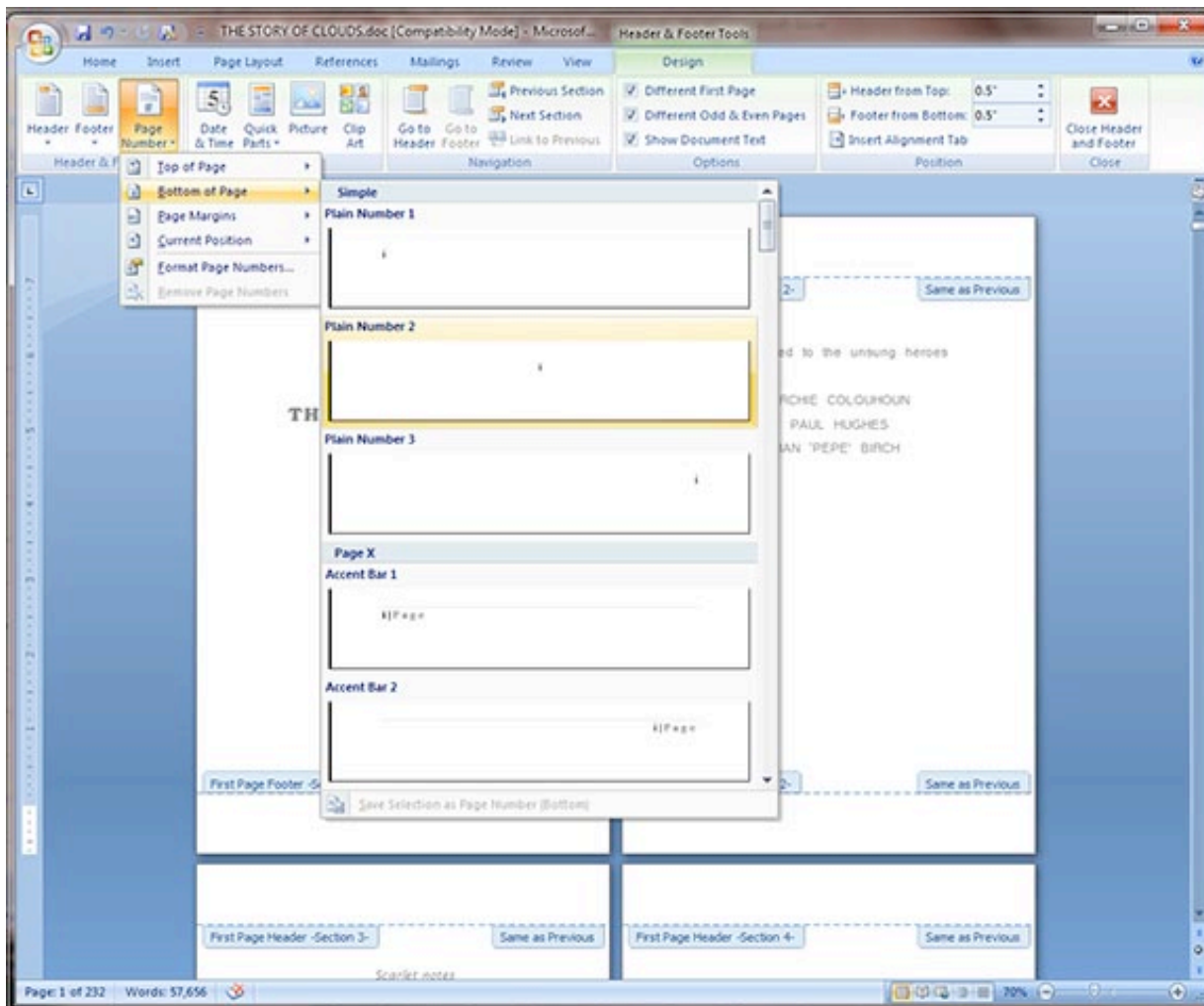


Figure 32

34. Notice that the first page now has page number i, and the second has page number 1. (Figure 33)

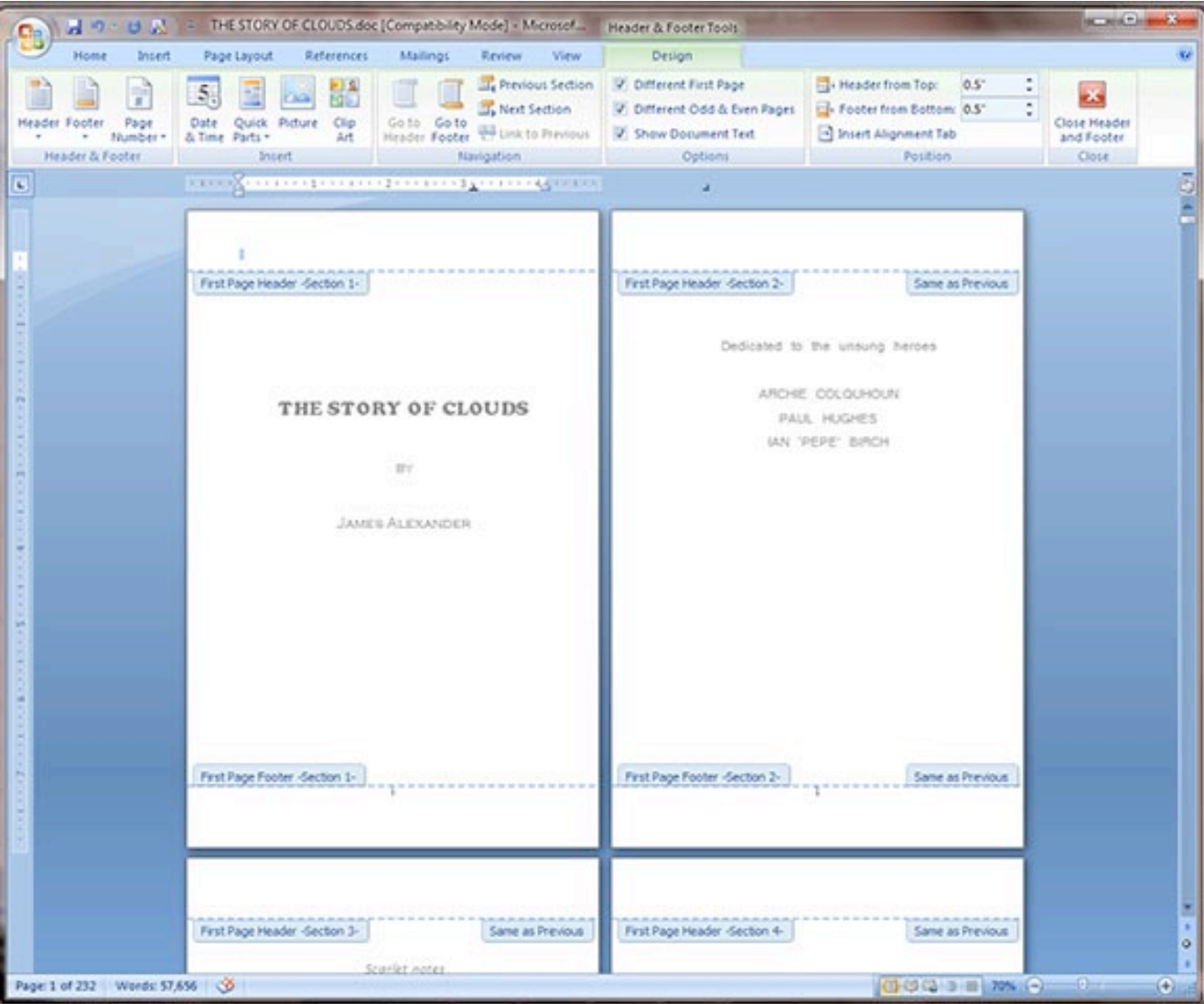


Figure 33

35. Now highlight the page number on the second page. Click the Page Number button and drop down to Format Page Numbers. (Figure 34)

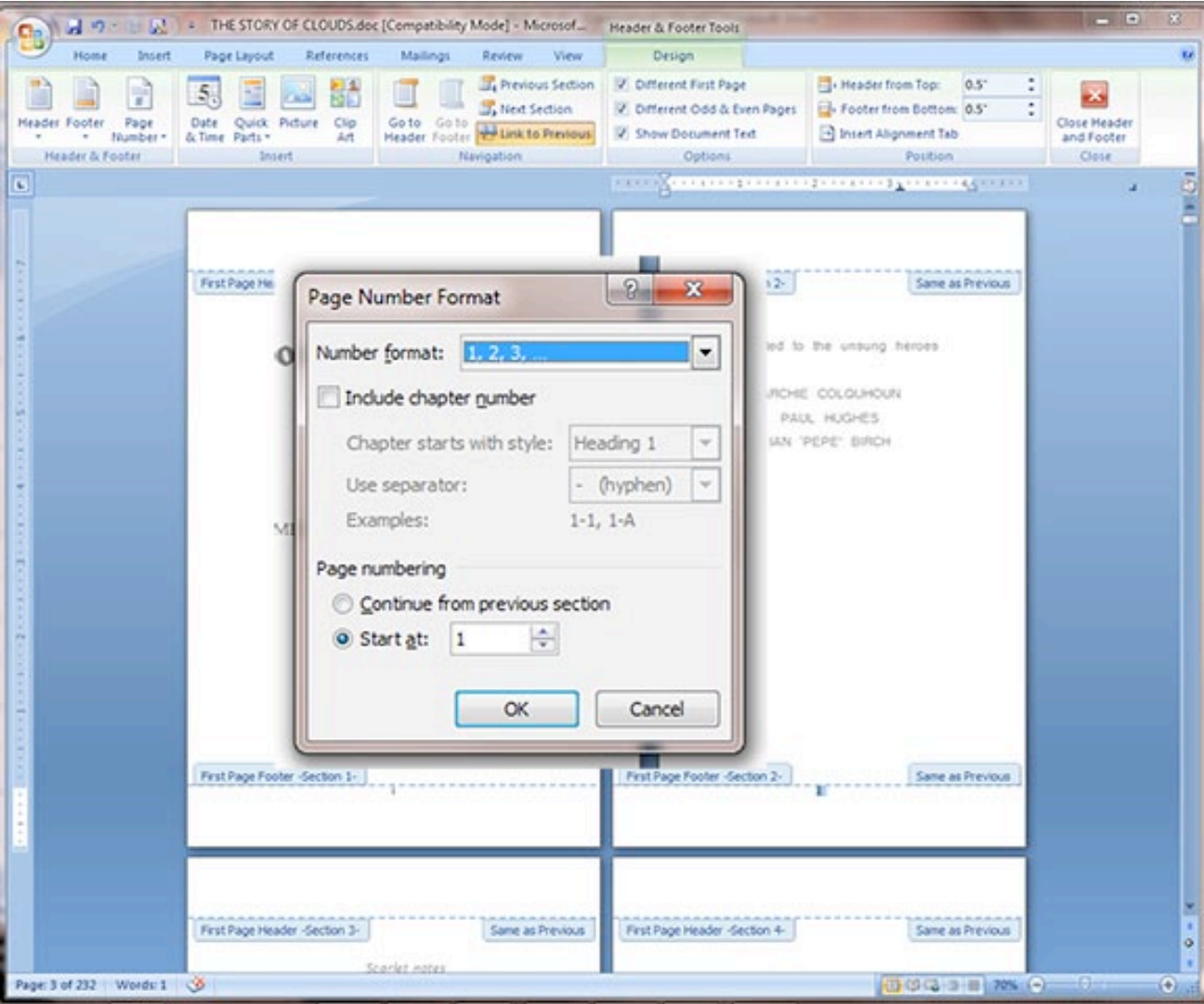


Figure 34

36. Under the Number format setting, select the small roman numerals setting. Under Page numbering, click the Continue from previous section radio button. (Figure 35)

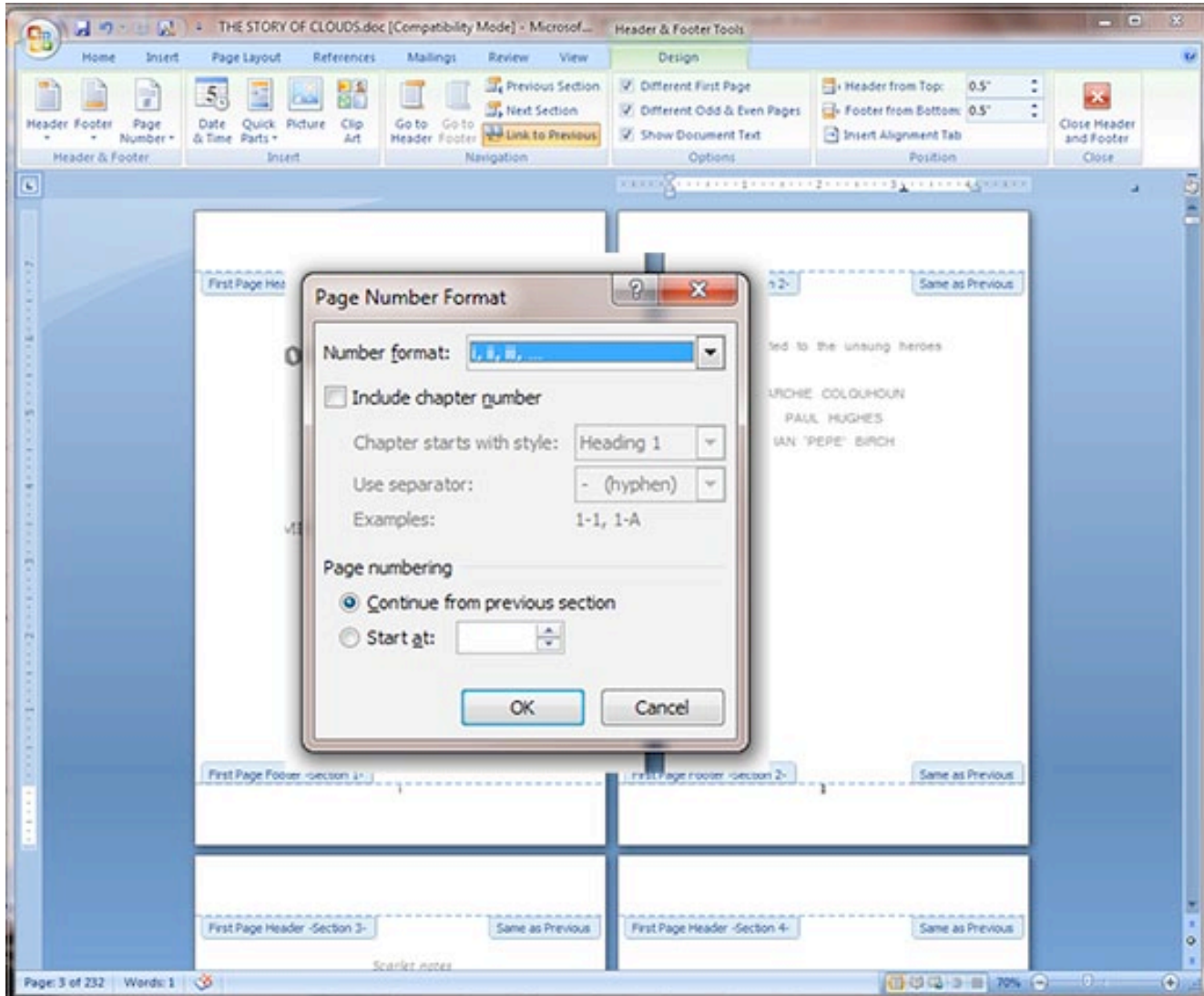


Figure 35

37. Note that the first two pages are now number i and ii. (Figure 36)

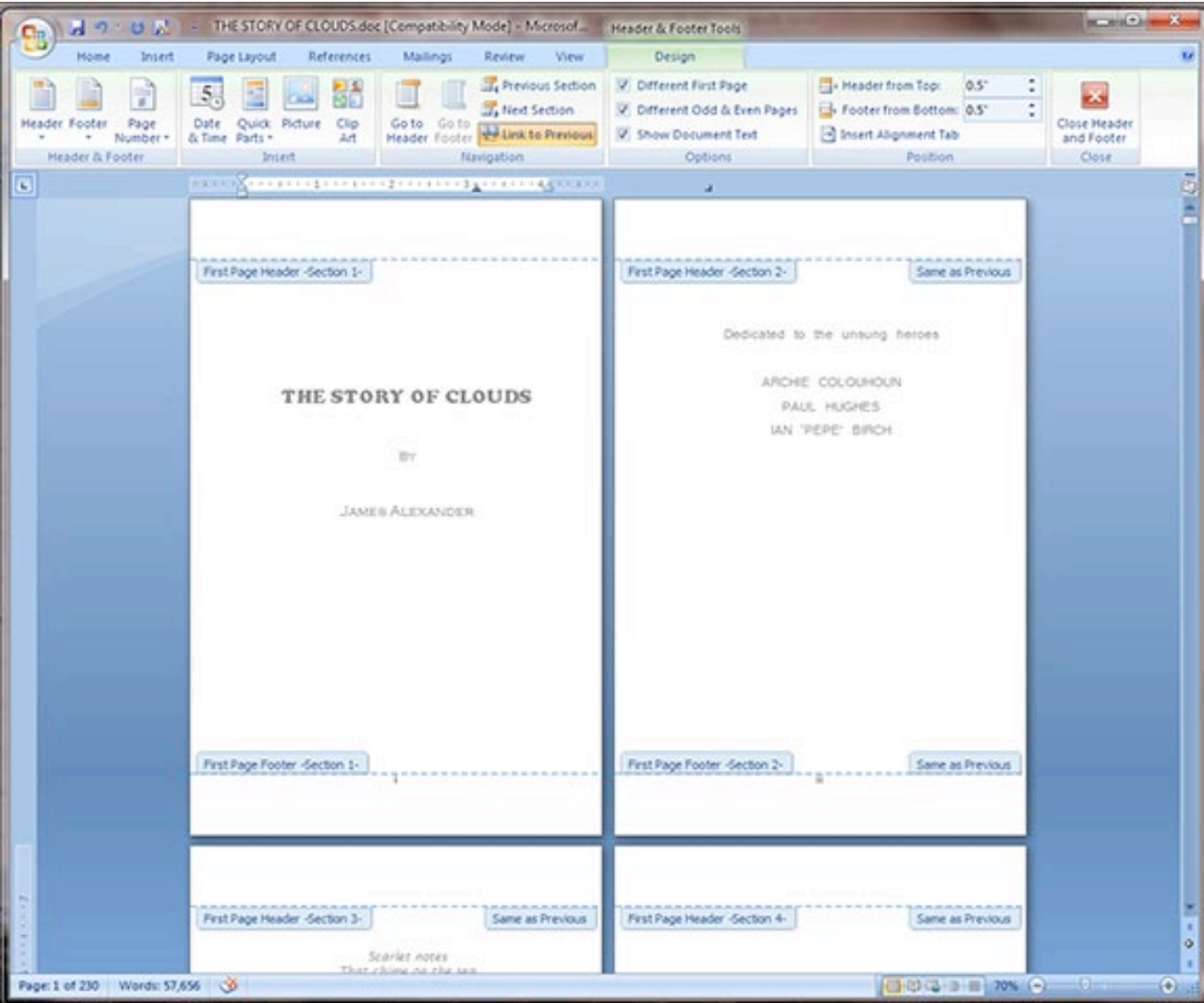


Figure 36

38. Continue this process through the rest of the pages for the opening portion of the book. Note that for this book, the opening pages continued to page viii. Now, the beginning of the main portion of the book should be starting at page 1, and should continue numbering properly. If not, follow the procedure above, using the numbers selection for Number format. (Figure 37)

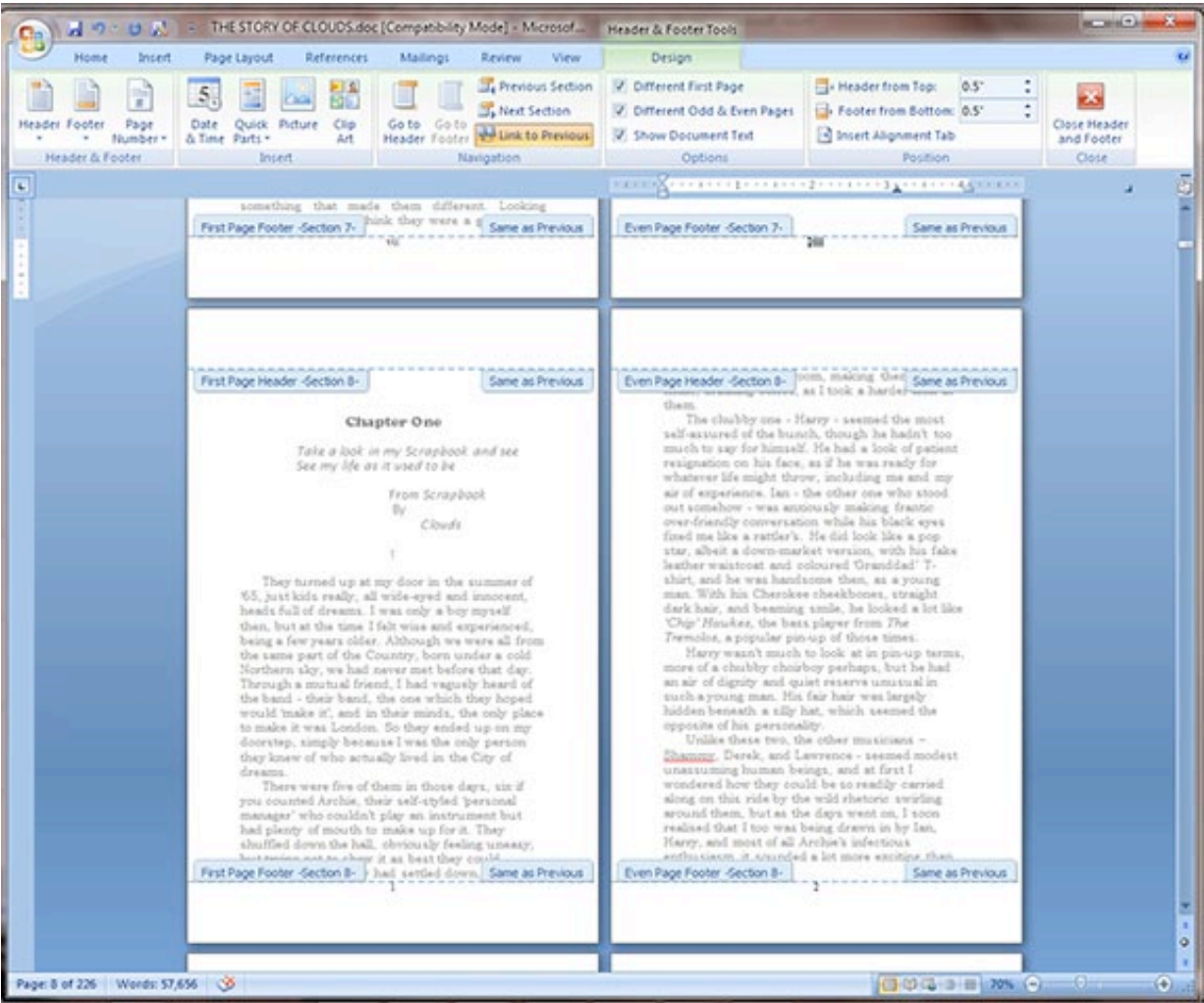


Figure 37

39. Note that as the book proceeds from Section 8 to section 9, in this case from Chapter one to chapter two, the page numbers restart at 1. This does not always happen, but if it does, highlight the page number 1, click the Page Number button and drop down to Format page numbers. (Figure 38)

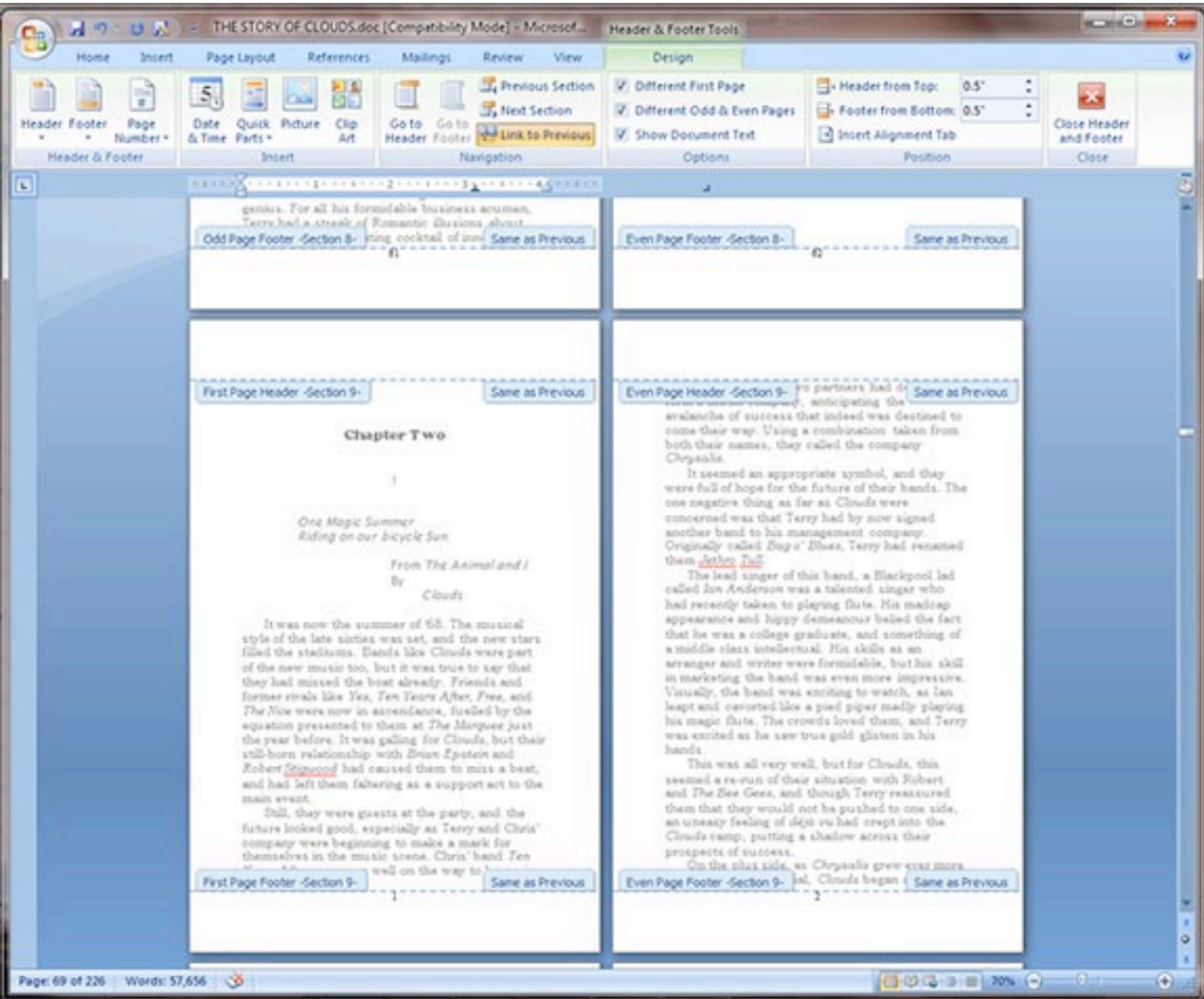


Figure 38

40. Leave the Number format the same, and select the Continue from previous section radio button. (Figure 39)

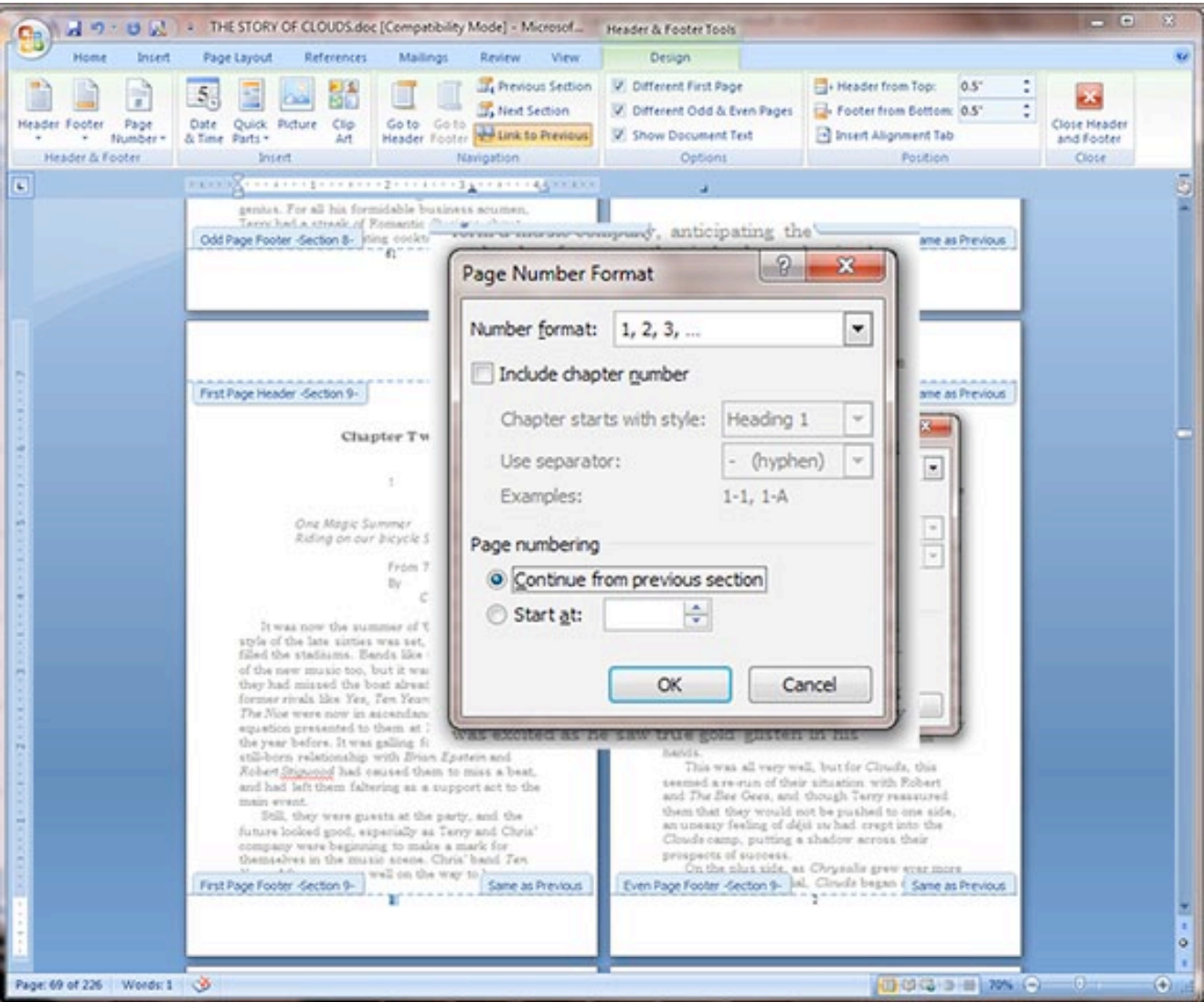


Figure 39

41. You will see that the page numbering has continued. Browse through the rest of the book file, and follow this procedure if this occurs again. (Figure 40)

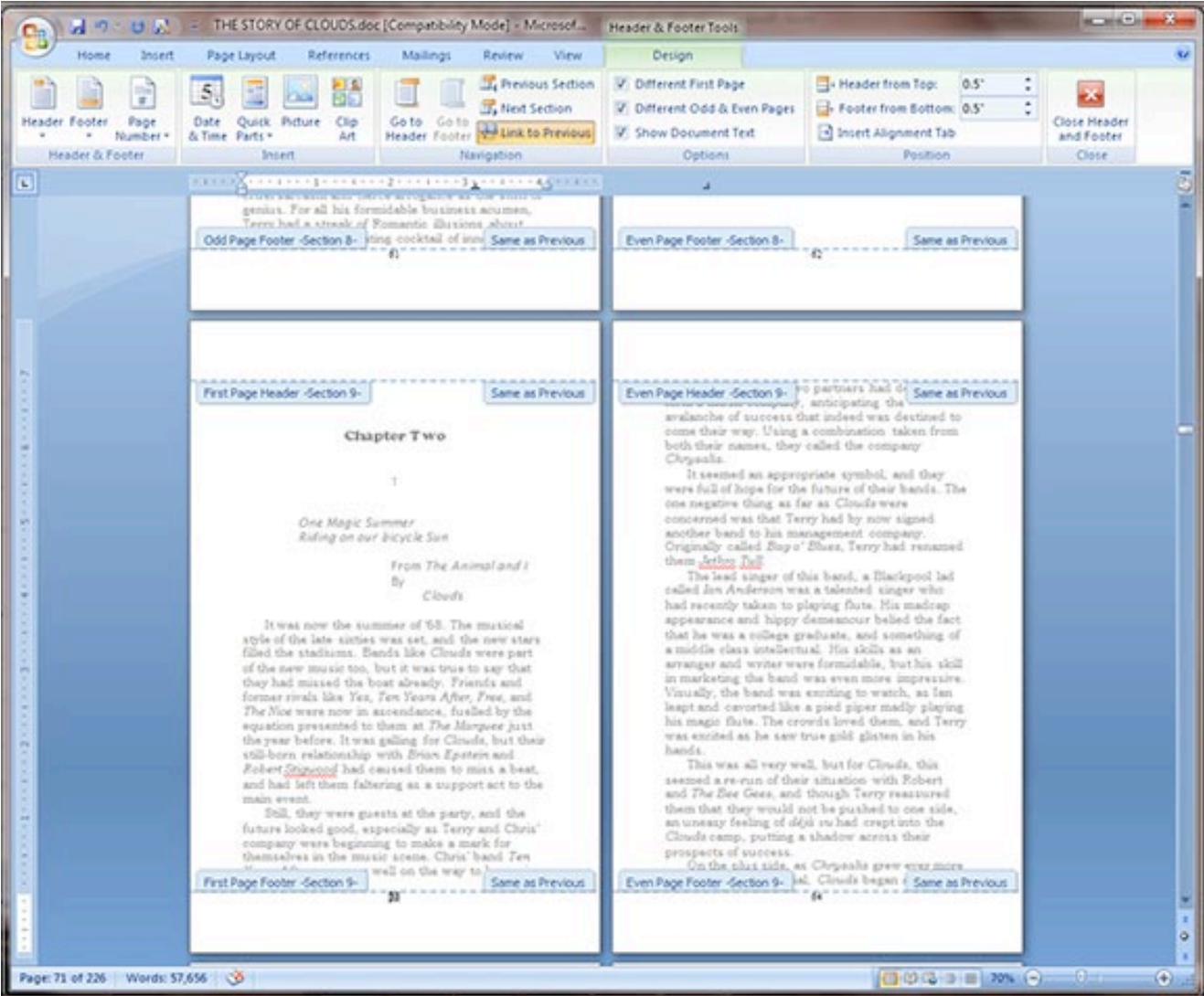


Figure 40

42. Now, let's work on the headers. Go back to the beginning of the book file. (Figure 41)

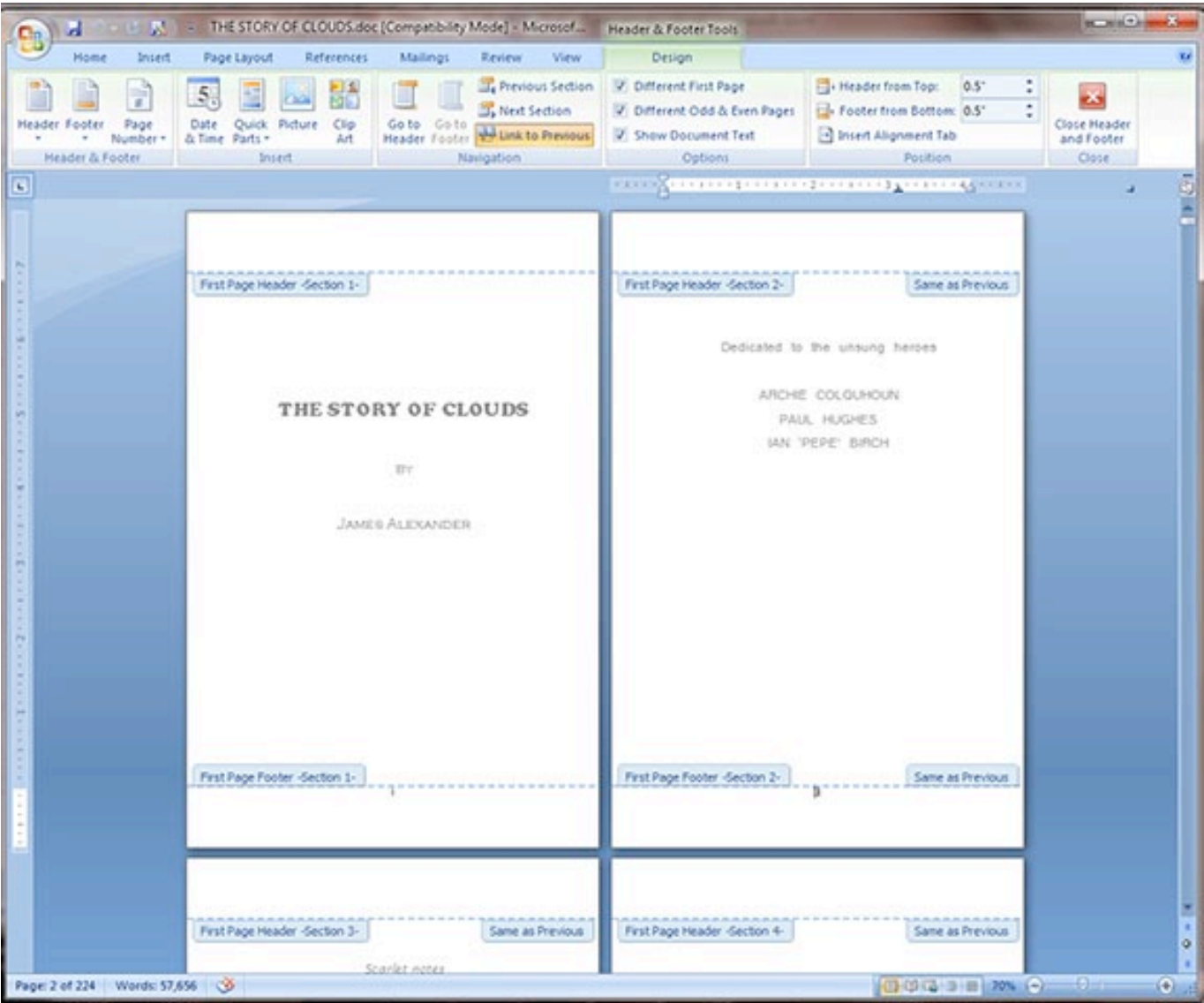


Figure 41

43. We are going to place the author's name on the top of the right page (back of the page) and the title of the book on the top of the left page (front of the page). When the user looks at the book, we want them to see the text on the outside edge of the page, not near the spine of the book. To accomplish this, we will align the author's name to the left of side of the page, and the book title to the right. In this two page setup, it is easy to remember this setup by aligning both toward the center of the two pages.

Let's start by typing the author's name on the top of the second page. You'll notice that the name also appears at the top of all of the other pages. (Figure 42) We will now work to control this behavior.

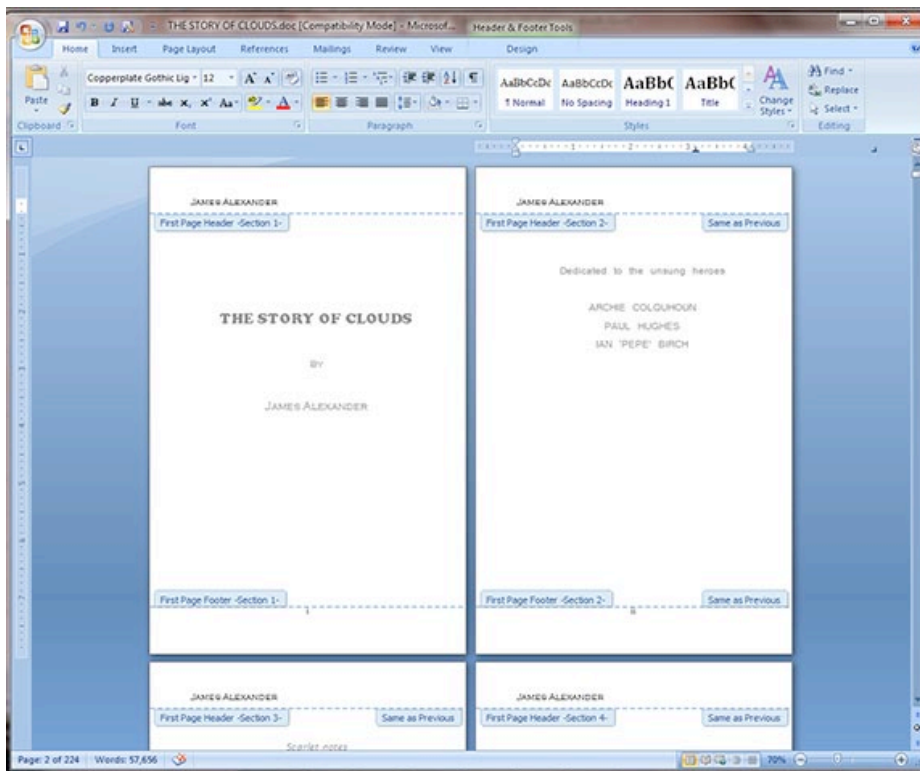


Figure 42

44. Click the Design button under the Header & Footer Tools. Notice the Link to Previous button that is yellow. Place an insertion point in the header of the second page. Unclick the Link to Previous button (It will no longer be yellow)(Figure 43)

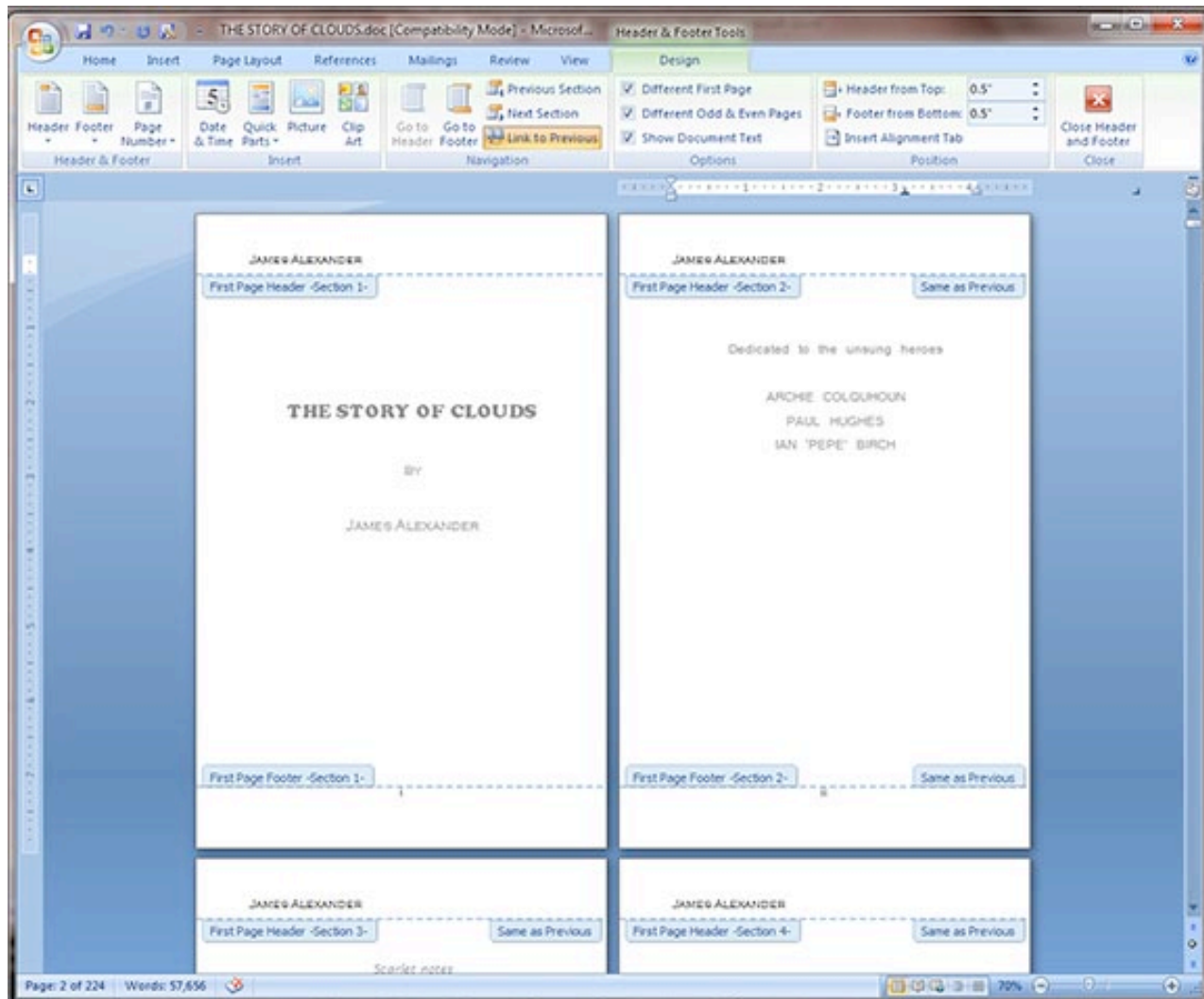


Figure 43

45. Select the author's name at the top of the first page. (Figure 44)

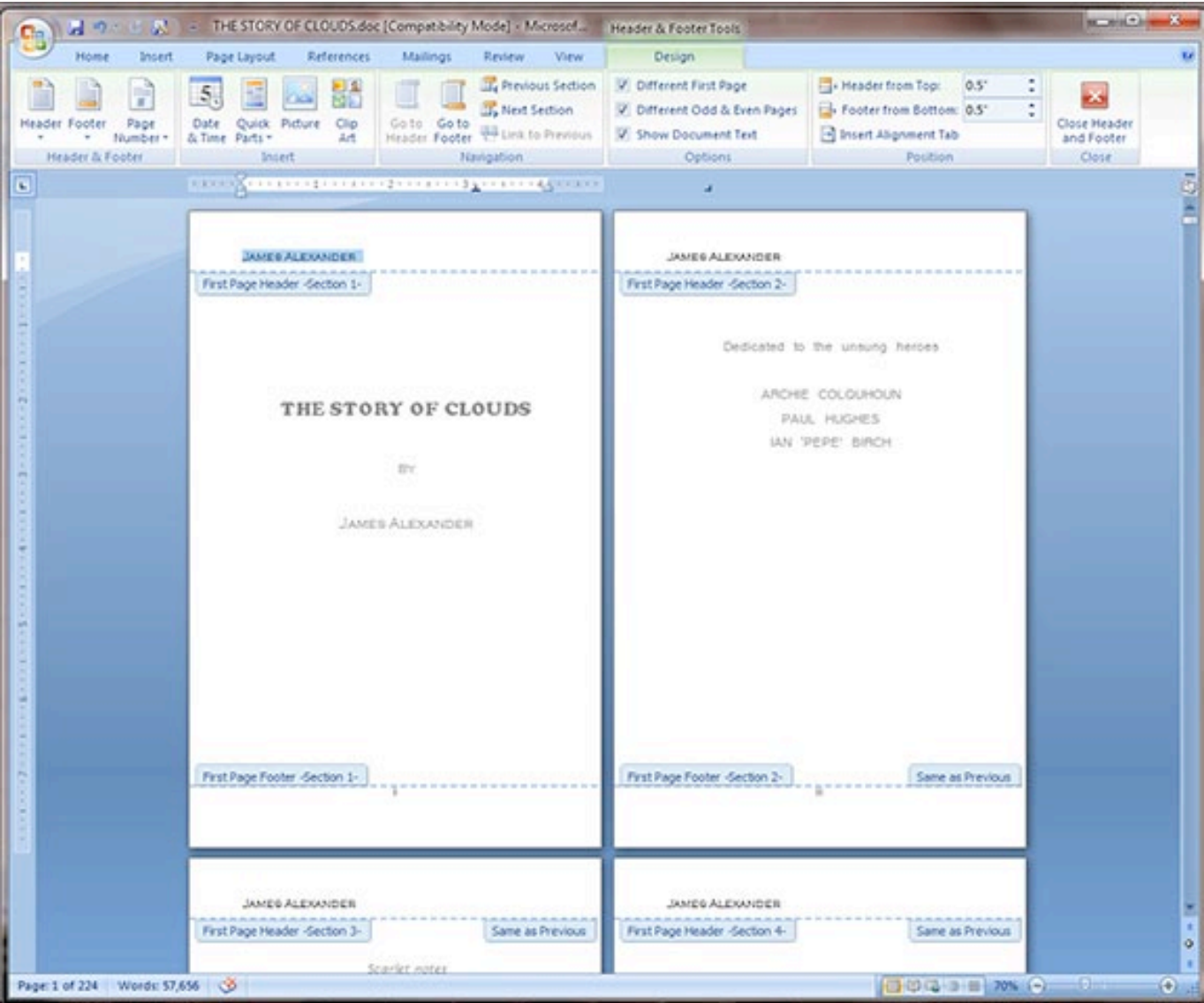


Figure 44

46. Delete the author's name at the top of the first page. Notice that the author's name has remained on the other pages. This is because the Link to Previous button was deselected on the page that follows it. (Figure 45)

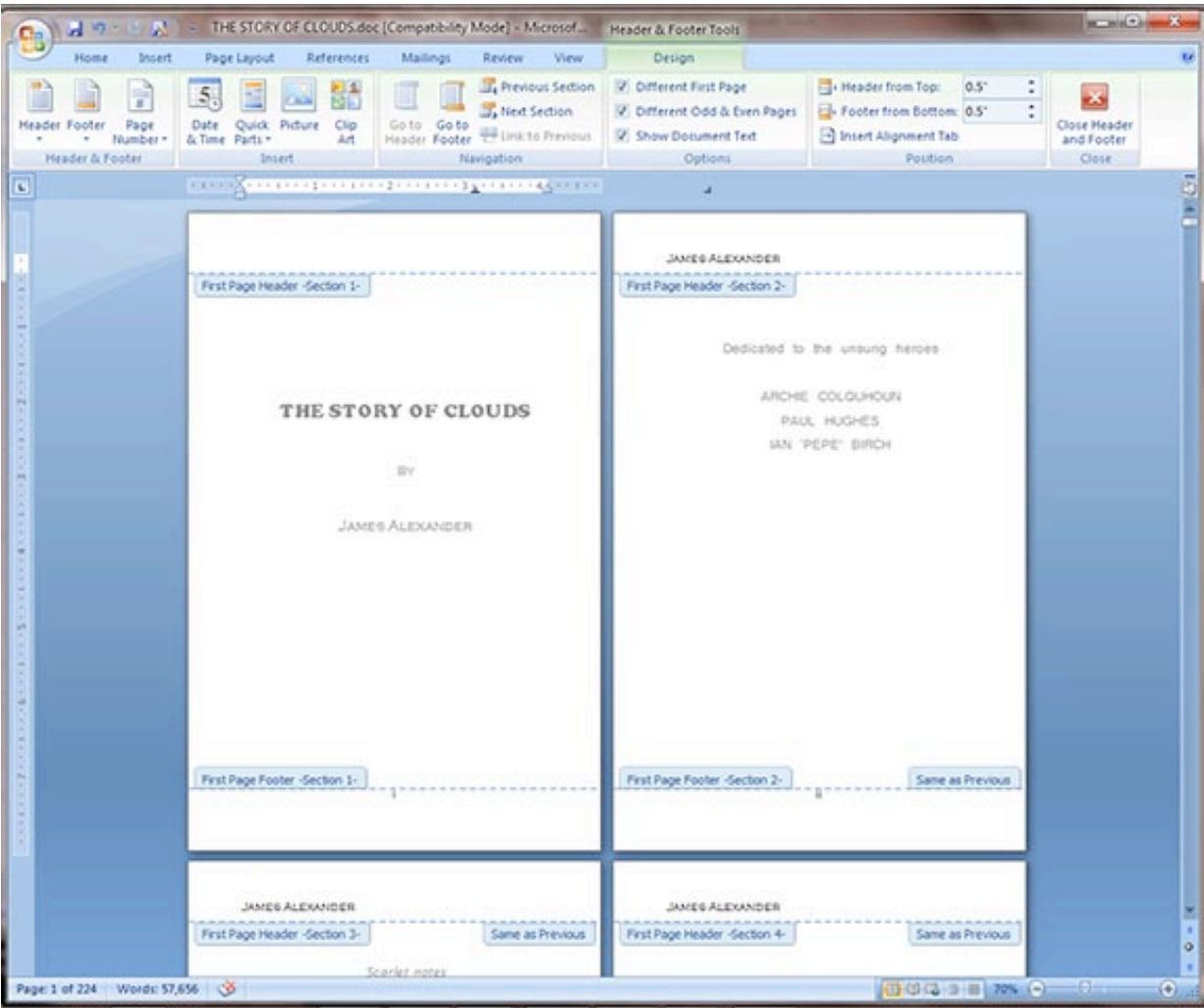


Figure 45

47. Now we want to set up the headers with the book title on the left pages. Select the author's name on page 3. (Figure 46)

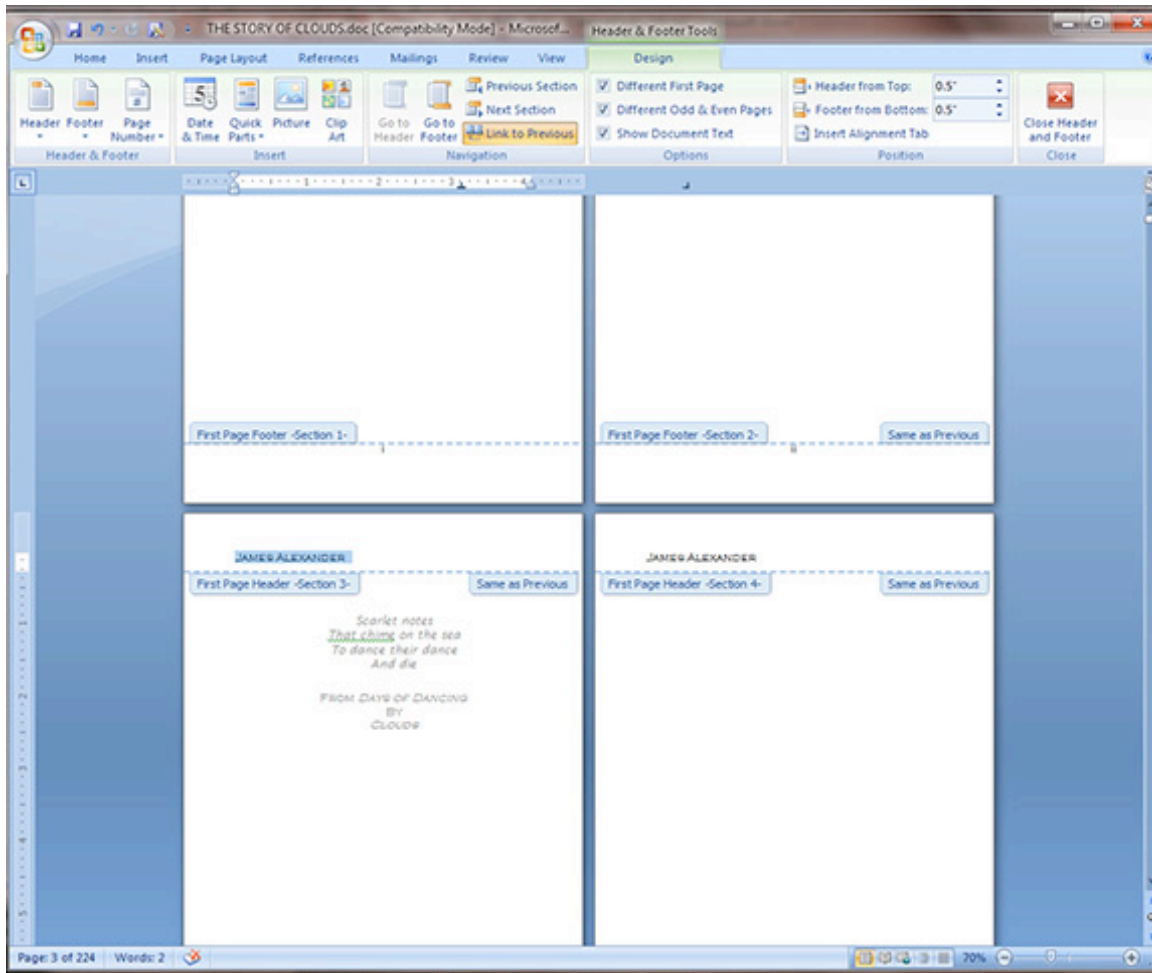


Figure 46

48. Click the Link to Previous button in the Header & Footer Tools panel to deselect it. (Figure 47)

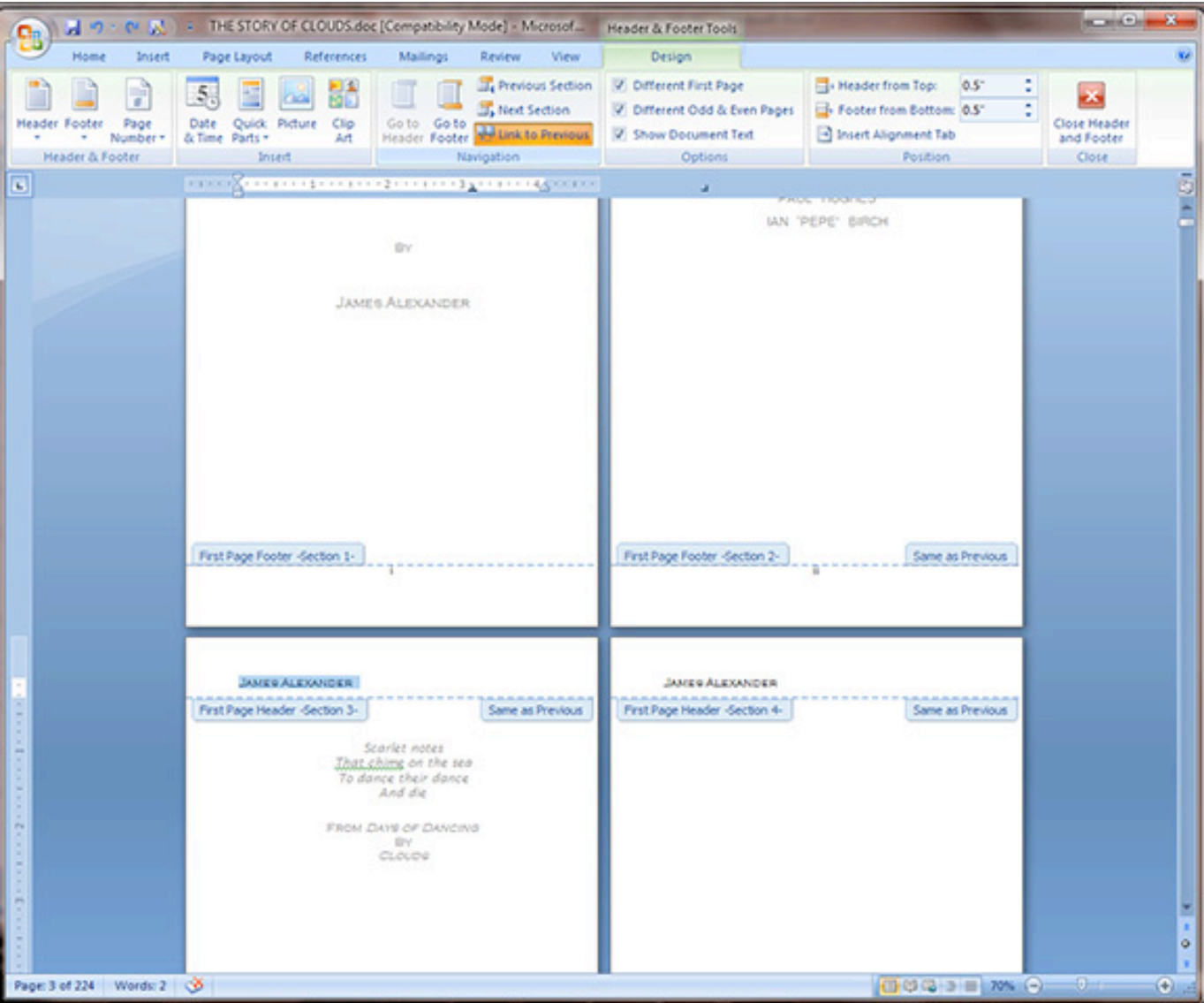


Figure 47

49. Our goal is to delete the author's name on page three, but we must make sure that when we do so, it doesn't affect headers of pages before or after that page. So now we will select the author's name on page 4, and we will deselect the Link to Previous button. (Figure 48)

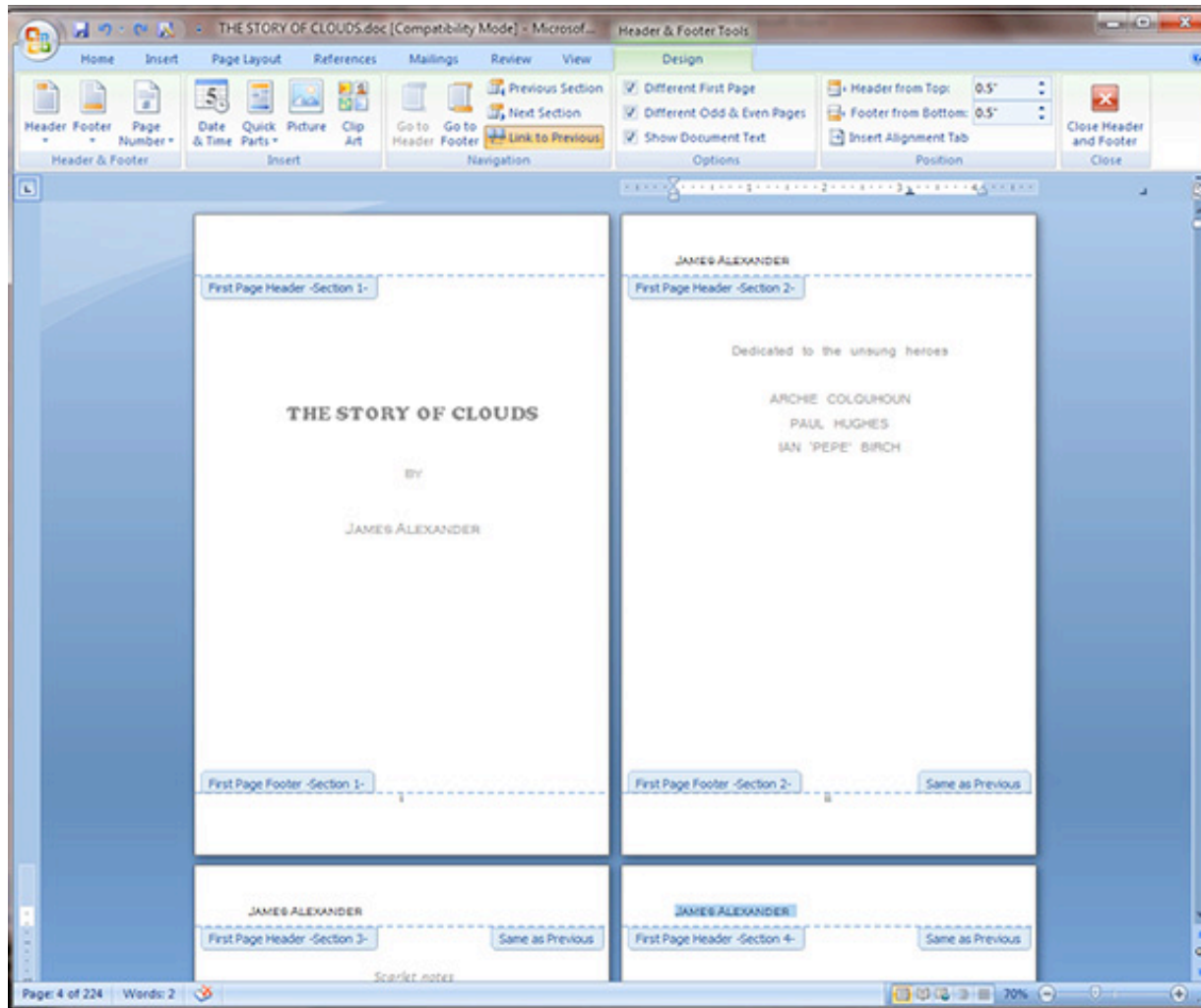


Figure 48

50. Now, delete the author's name on page 3. Select the Home tab and type in the title of the book using the same font formatting as the author's name on the even pages. Click on the Right Justify button to move the text to the right (Inside) edge of the page.(Figure 49)

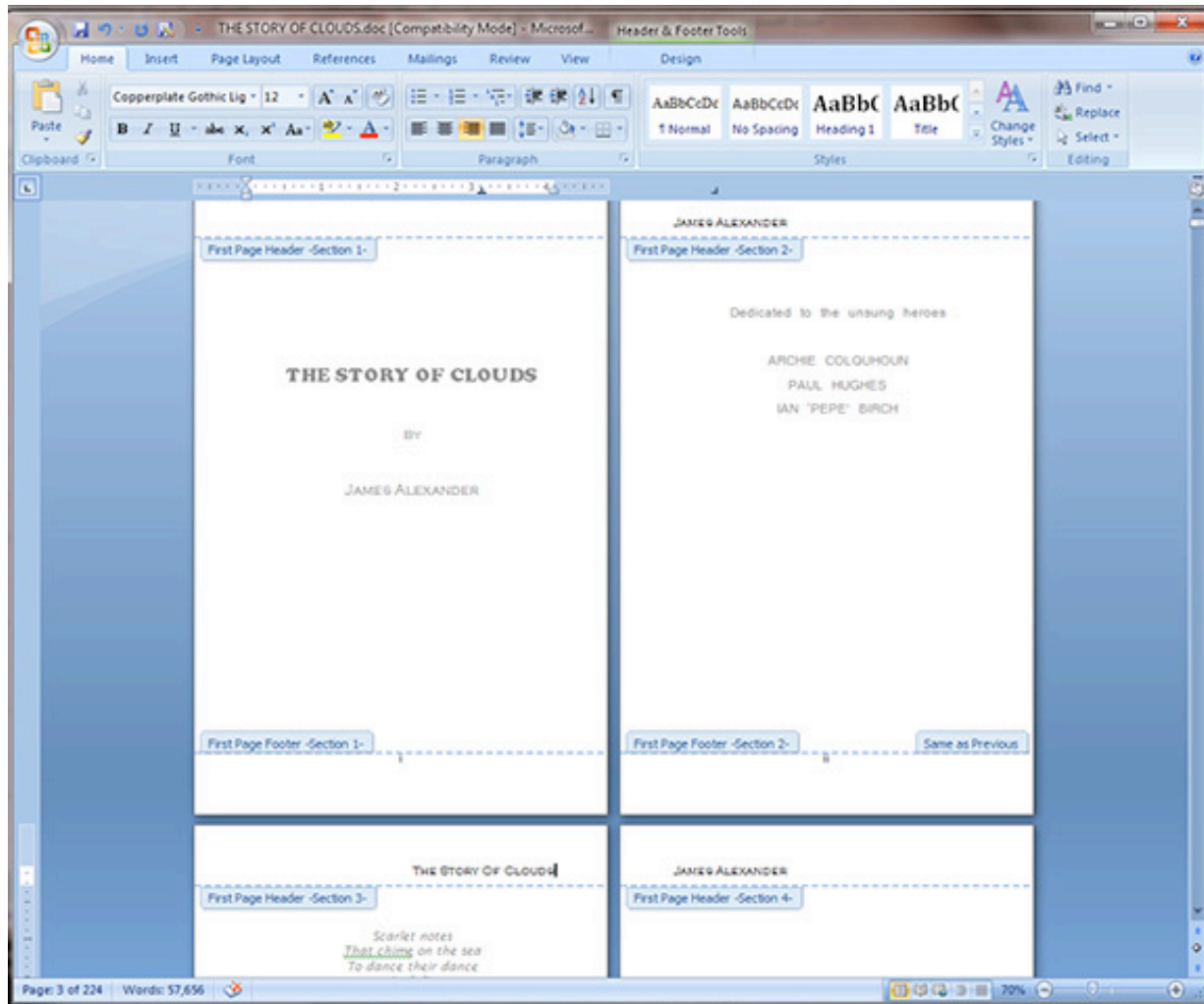


Figure 49

51. Notice on page 5 that the author's name is still on the left side of the page, and, in fact, is above the Table of Contents. For aesthetics, you will want to have no headers above some pages. These pages would be the Table of Contents, the initial page for chapters, pages with only images, blank pages, and so on. Select the Header & Footer Tools tab. (Figure 50)

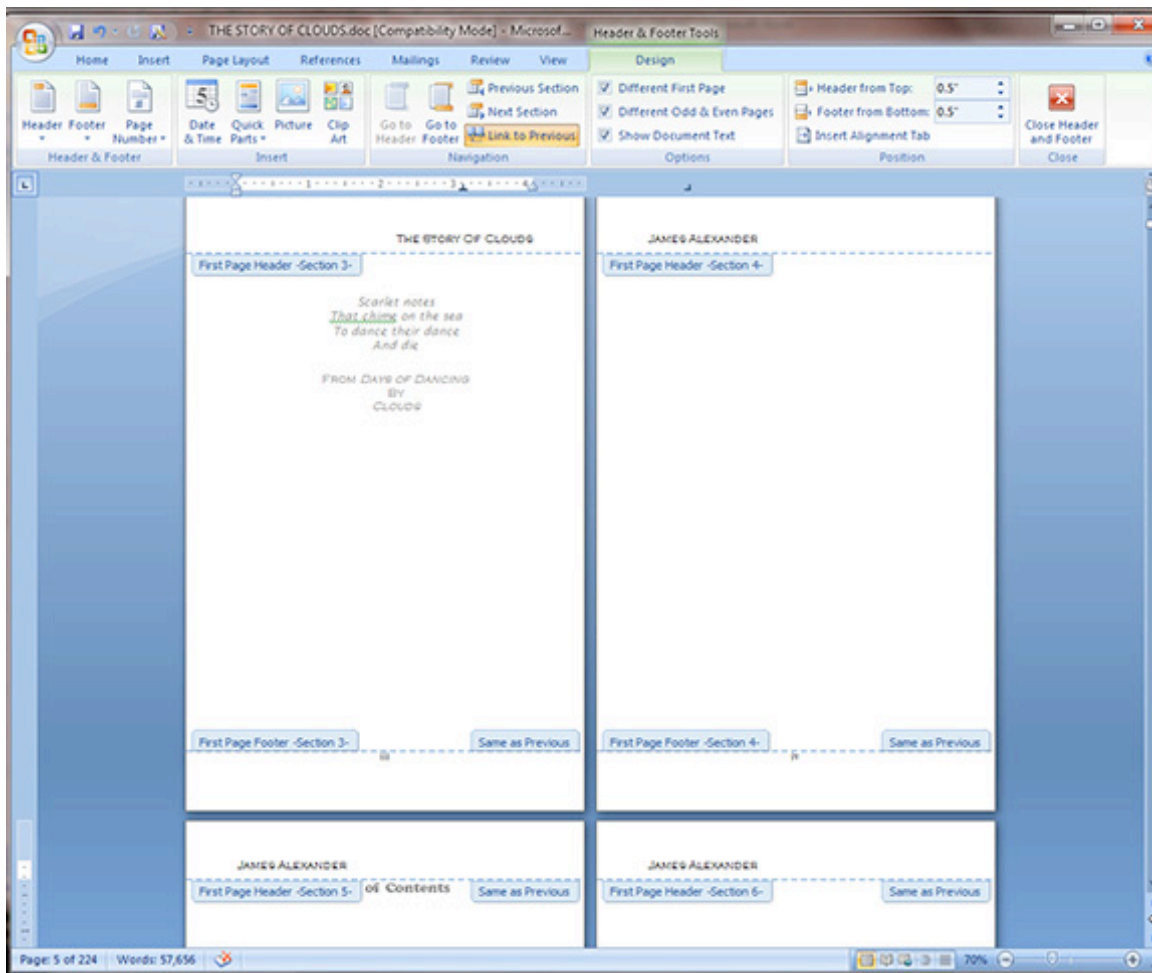


Figure 50

52. To remove the header text above the Table of Contents, select the text and deselect the Link to Previous button. Don't delete the text yet. (Figure 51)

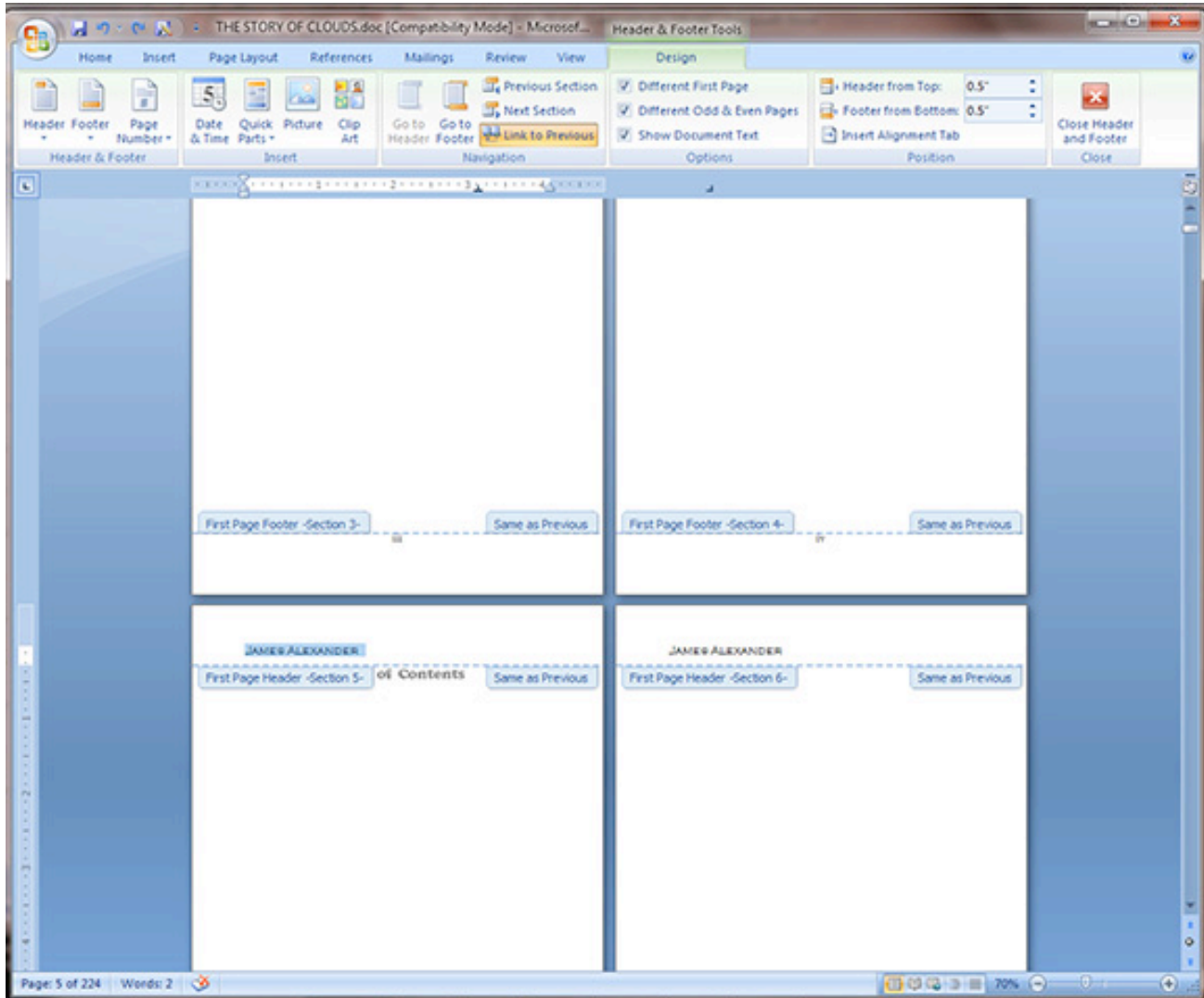


Figure 51

53. Next select the text above page 6 (The page that follows the Table of Contents page), Deselect the Link to Previous button. (Figure 52)

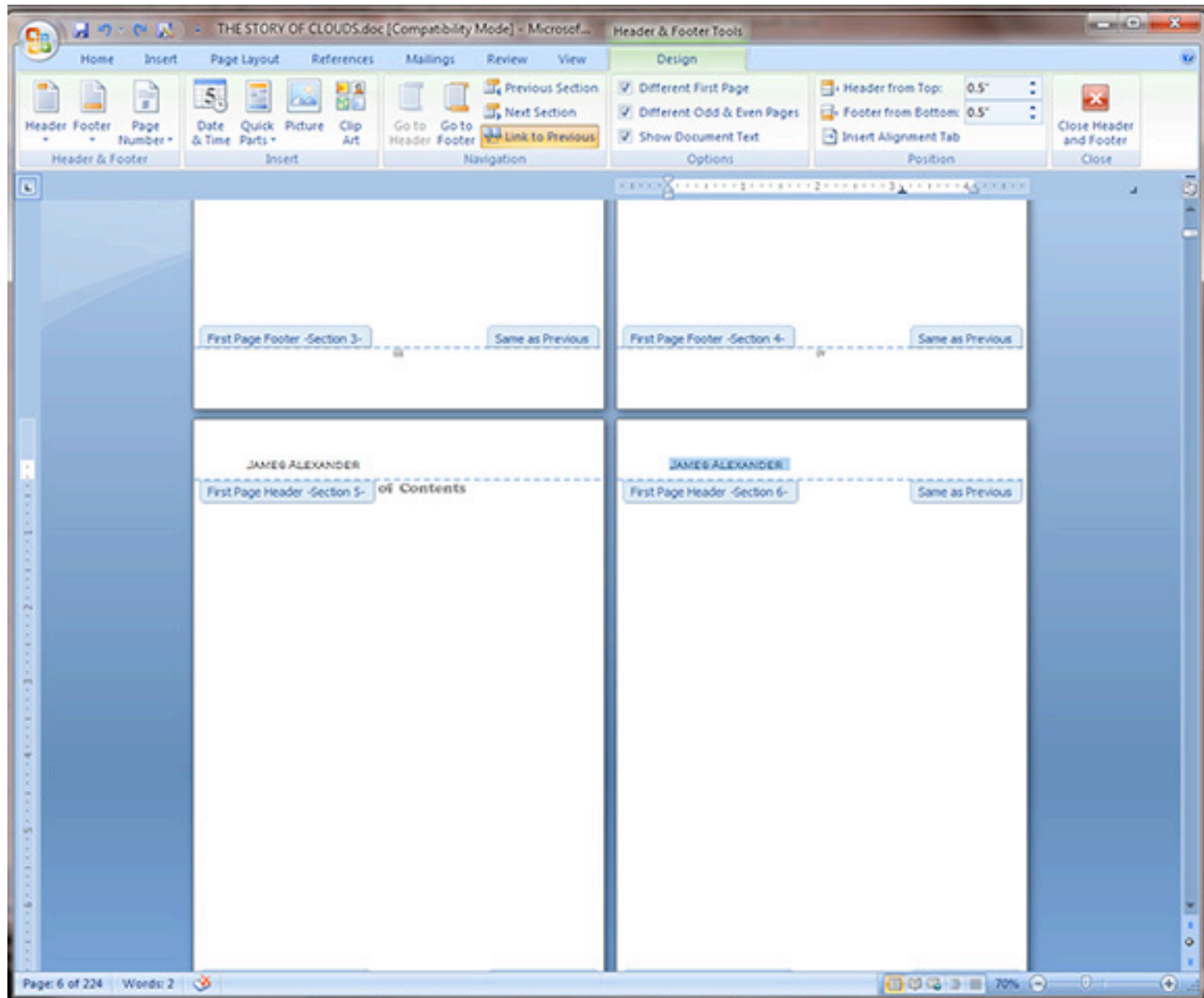


Figure 52

54. Now go back and delete the text above the Table of Contents (On page 5). Notice that no other pages have been affected (Figure 53)

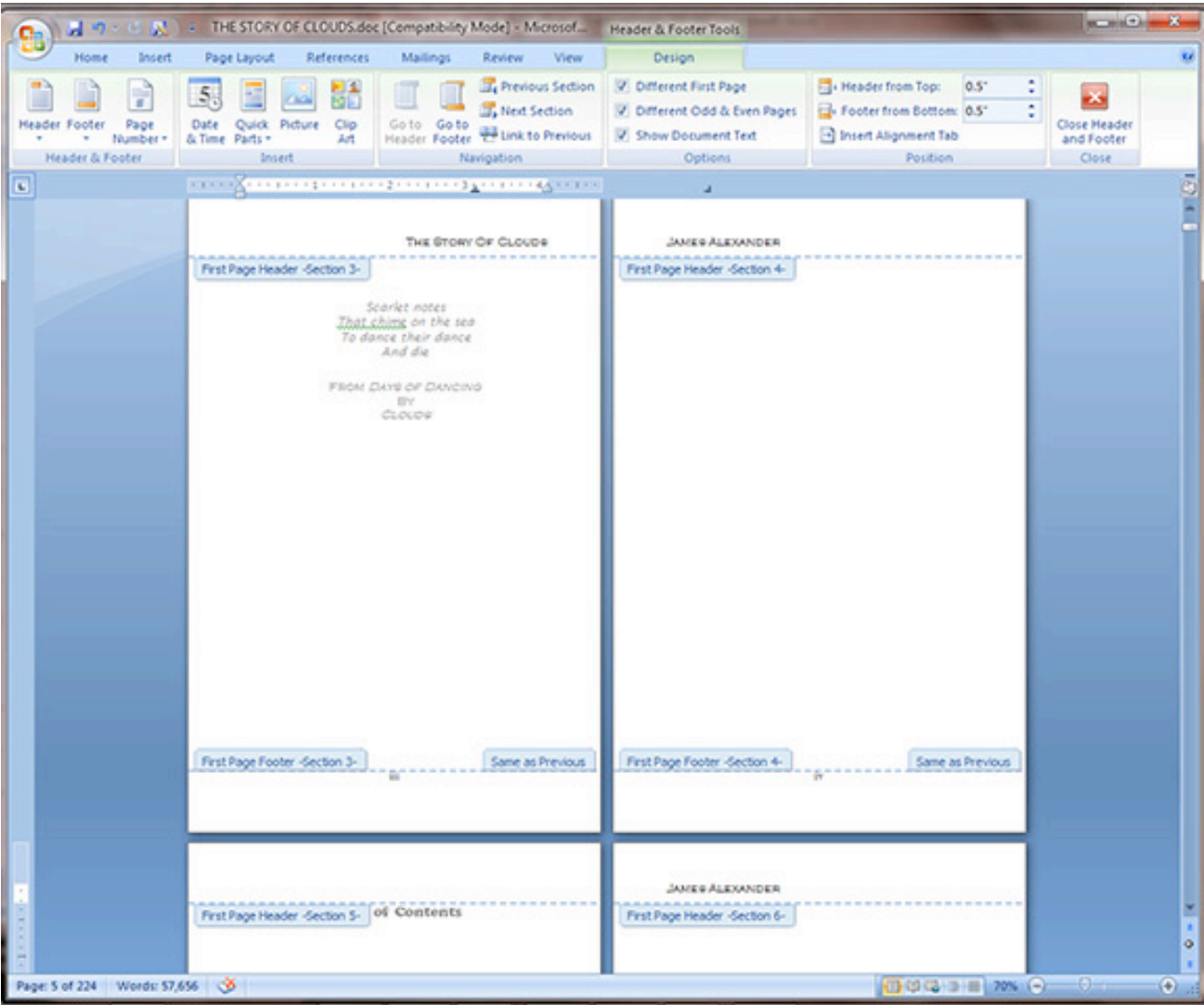


Figure 53

55. Let's proceed to the first "Chapter" page, which in this case is the beginning of the Introduction section. (Figure 54)

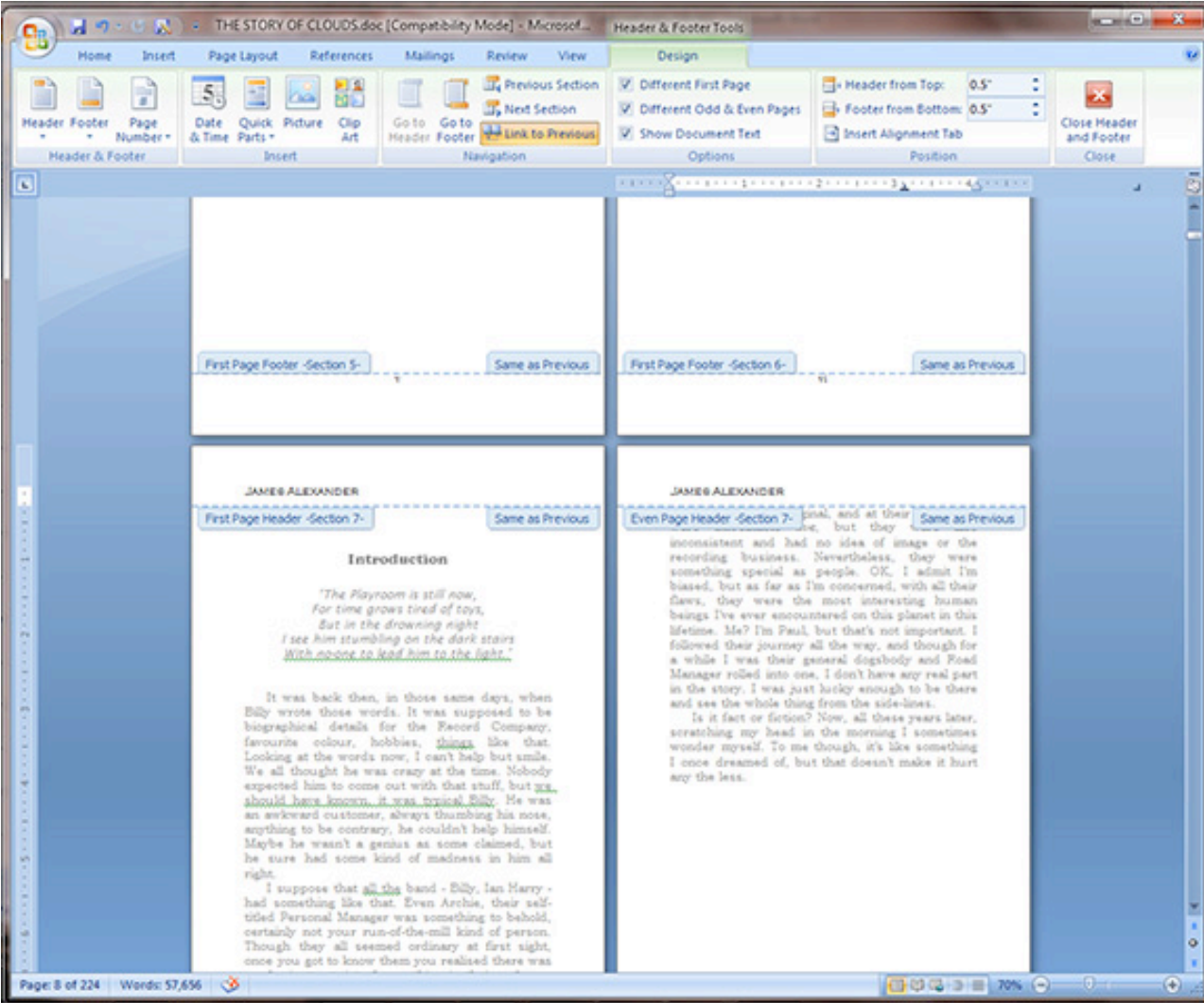


Figure 54

56. Select the text above the Introduction page. Deselect the Link to Previous button. You may have to do this also on the following page. (Figure 55)

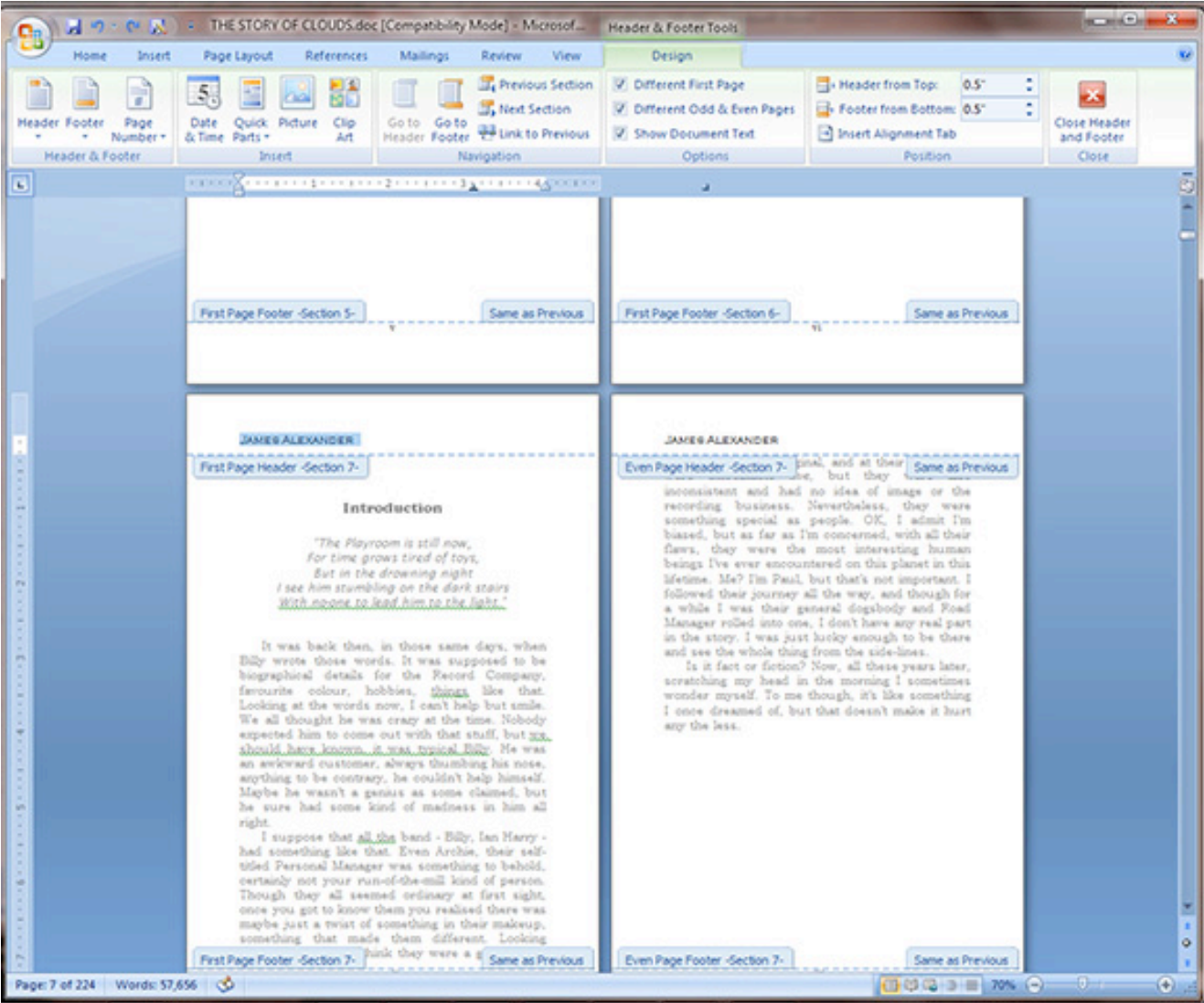


Figure 55

57. Delete the text above the Introduction page. (Figure 56)

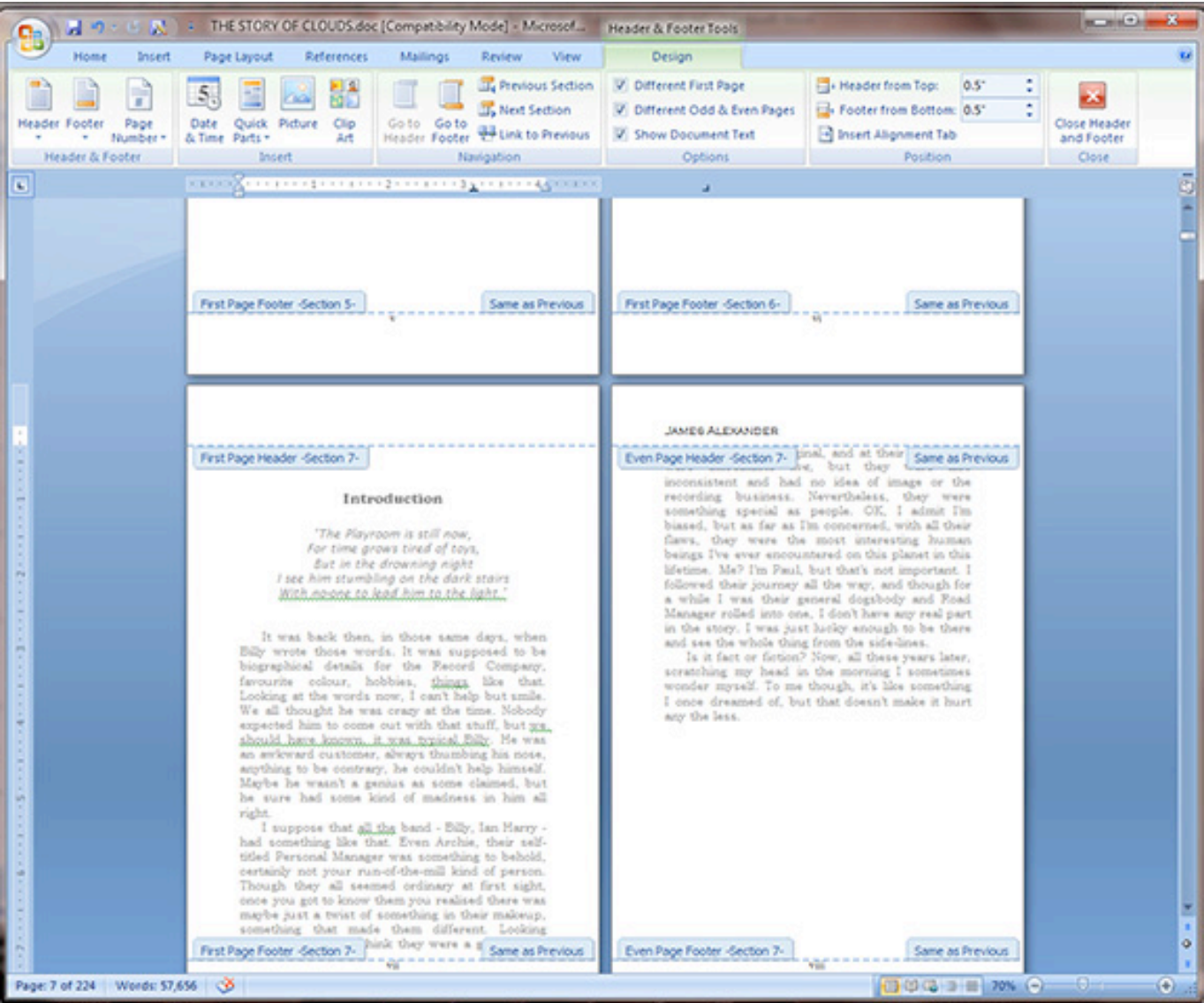


Figure 56

58. Proceed to the next chapter, Chapter One in this case. Notice that the file has been “Trained” to not show headers above the “Chapter” headings. (Figure 57)

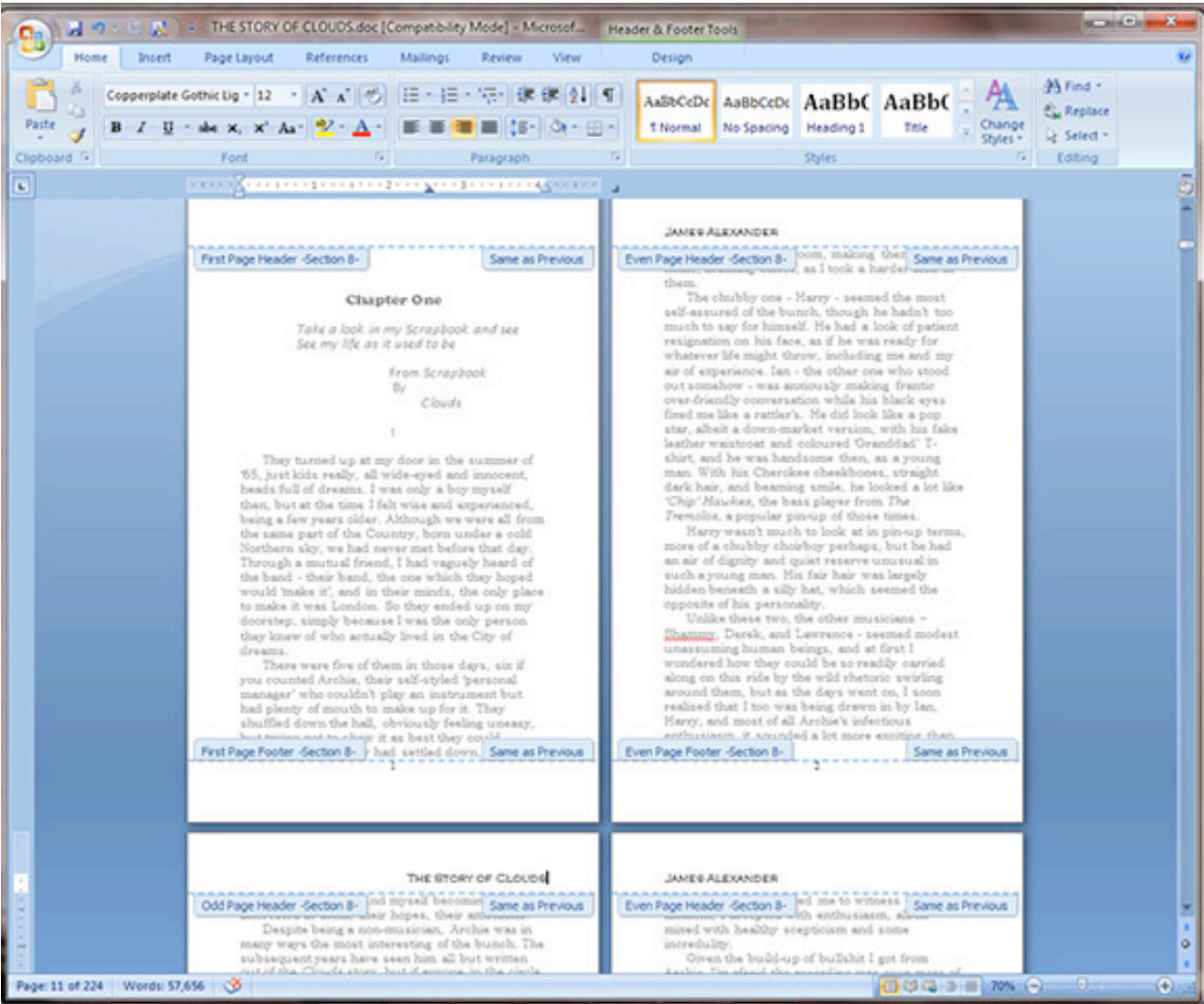


Figure 57

59. Check later chapters to make sure that the pattern is continuing. Chapter Four look fine. (Figure 58)

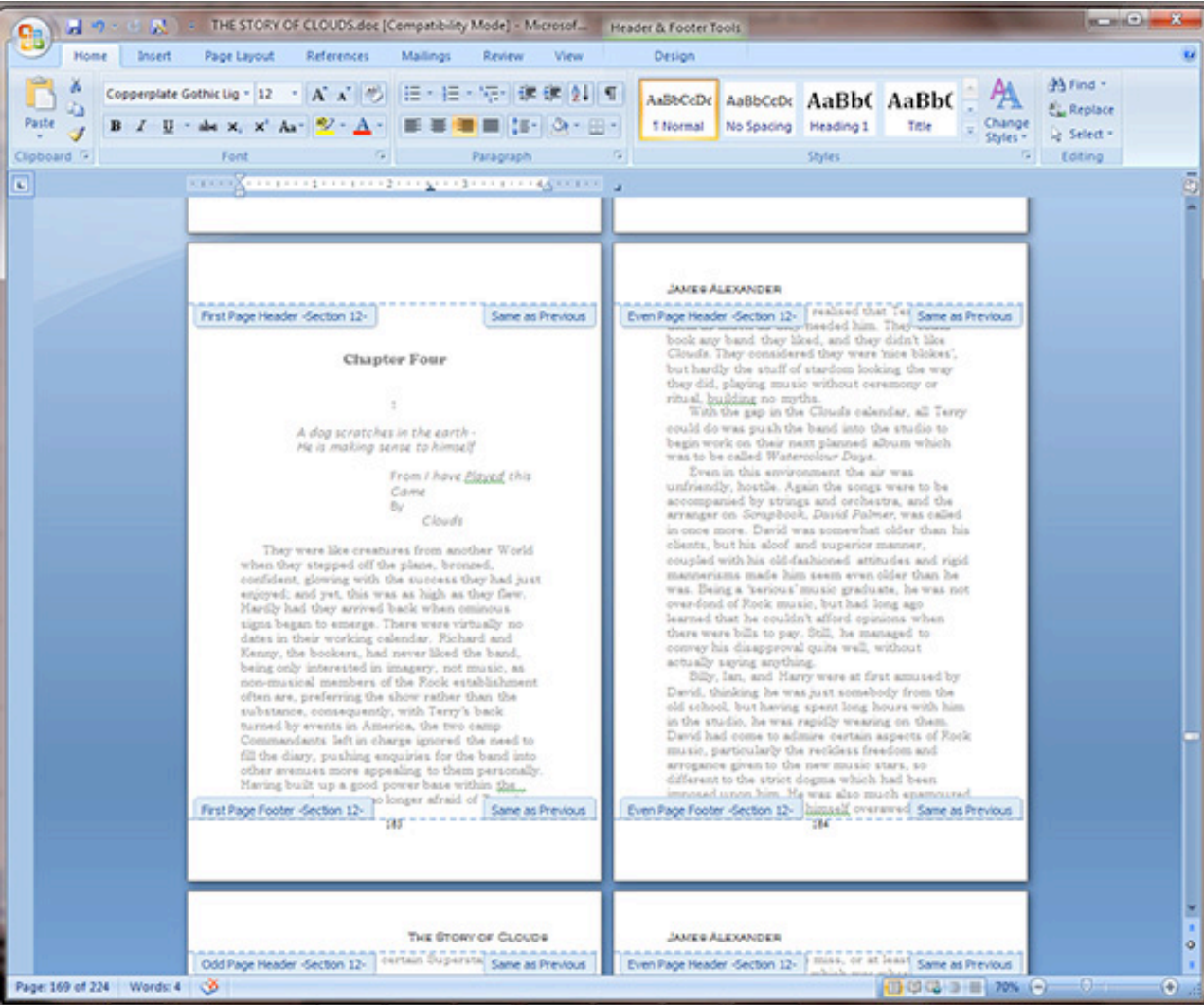


Figure 58