To format the layout of headers and footers manually:

1) Use any of these methods to open the relevant page style dialog:

   – Click anywhere on the page and choose **Format > Page Style** on the Menu bar.

   – Right-click anywhere on the page and choose **Page Style** in the context menu.

   – If the page has a header, click in the header area. When the Header marker appears, click the down arrow and select **Format Header**.

   – If the page has a footer, click in the footer area. When the Footer marker appears, click the down arrow and select **Format Footer**.

2) On the *Header* or *Footer* tab of the Page Style dialog (Figure 97), you can change the margins, spacing, and height.

3) Click **More** to open the Border/Background dialog (Figure 98), where you can add borders, background colors, and background images to the header or footer.
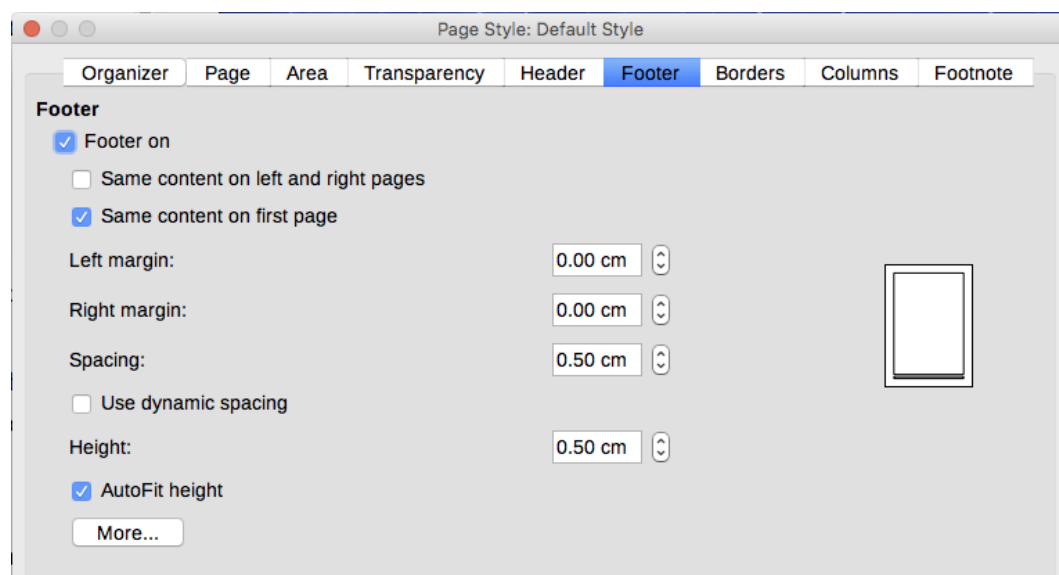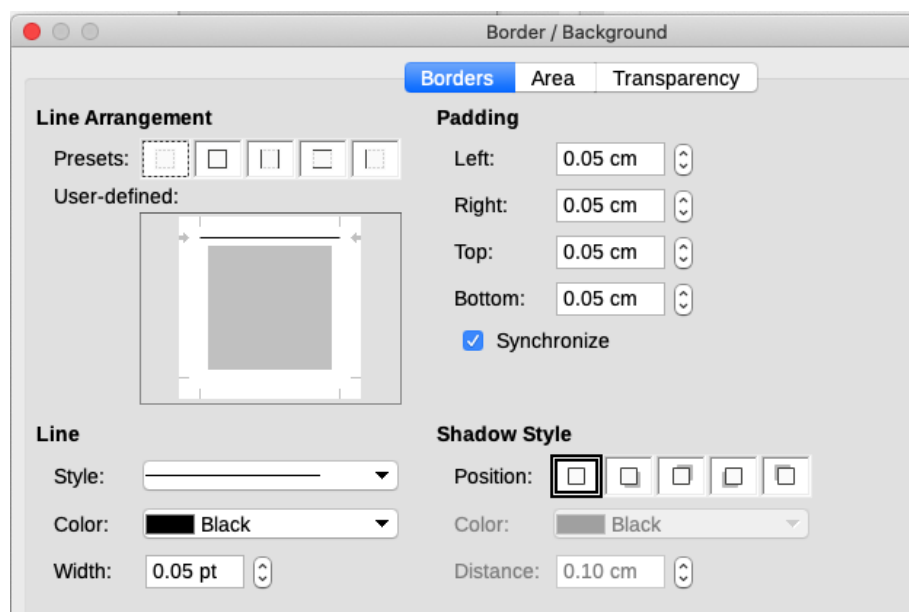

Figure 97: Footer tab of Page Style dialog

Figure 98: Border / Background page for header or footer