

Terminology

A *heading* is a paragraph that introduces a chapter or section of a document; for example, “Creating headers and footers” above. A *header* (also known as a *running header*) appears on each page and typically displays information about the document.

There are two ways to insert a header. The simplest method is to click above the top of the text area, then when the Header marker appears, click the +. (To insert a footer, click below the bottom of the text area to display the Footer marker, and then click the +.)

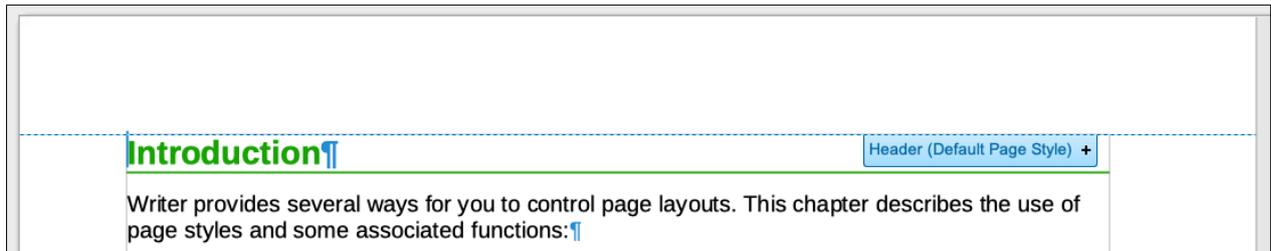


Figure 95: Header marker at top of text area

You can also select **Insert > Header and Footer > Header > [Page Style]** on the Menu bar. The submenu lists the page styles used in your document. In addition, the submenu includes the entry **All**, which activates headers on all the pages of the document regardless of their page style. Similarly, to insert a footer, choose **Insert > Header and Footer > Footer > [Page Style]**.

For our example, select *Default Style* to activate the headers or footers only on the pages that use the Default Page Style. An area will appear at the top or bottom of the page (Figure 96).

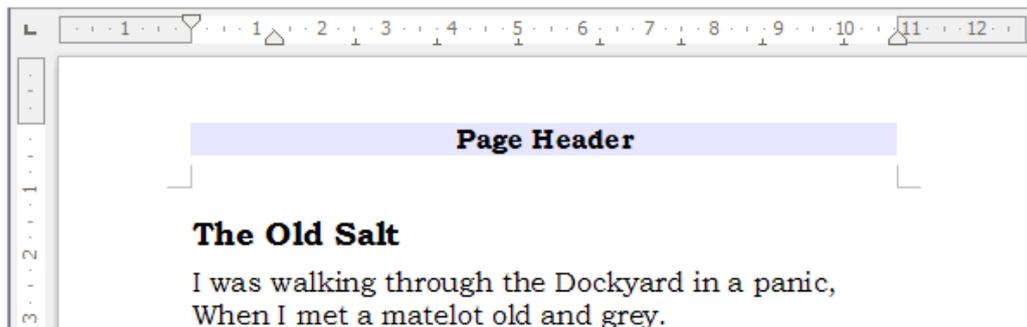


Figure 96: A page with a page header

Formatting headers and footers

In Writer, headers and footers are paragraphs; therefore, you can format the header or footer text using the same techniques you use for formatting text in the main body of the document. See Chapter 4, Formatting Text.

You can also add images to headers and footers using any of the techniques described in Chapter 11, Images and Graphics, and you can line up information using tables as described in Chapter 6, Formatting Pages: Advanced.

Tip

Writer provides paragraph styles for headers and footers, which you can modify and use in the same way as other paragraph styles. See Chapter 8, Introduction to Styles, and Chapter 9, Working with Styles.