Using fields in headers and footers

You can type information into headers and footers, but some items such as document titles and chapter titles are best added as fields. That way, if something changes, the headers and footers are all updated automatically.

Fields are covered in Chapter 17, Fields, but one example here may be useful. To insert the document title into the header on a Default page style:

1) Select **File > Properties > Description** on the Menu bar, enter a title for the document in the Title area, and click **OK** to close the dialog.

2) Add a header (**Insert > Header and Footer > Header > [Page Style]**).

3) Place the cursor in the header part of the page.

4) Select **Insert > Field > Title** on the Menu bar. The title should appear on a gray background (which does not show when printed and can be turned off).

5) To change the title of the document, reselect **File > Properties > Description** and edit.

> ✅ **Note**
>
> You must use a field for the page number so it changes from one page to the next. See "Numbering pages" below.

Numbering pages

When you place a page number field in a header or footer, the number appears on every page and changes automatically from one page to the next. The page number appears with a gray background. This gray background denotes a field; although it is visible on screen, it is not printed.

> ℹ️ **Tips**
>
> If you wish to turn off the gray background, choose **View > Field Shadings** (or press *Ctrl+F8*).
>
> If you see the words "Page number" instead of a number, press *Ctrl+F9*. This toggles Writer between displaying the field name and the content of the field.

This section describes some techniques to insert page numbers and related information in headers or footers of a document:

- Simple page numbering
- Defining the number format
- Restarting page numbering and changing numbering format
- Numbering the first page something other than 1
- Combining header text and page number
- Numbering pages by chapter