Using fields in headers and footers

You may want to use fields like statistics while writing, and replace them with others, like Chapter, when the document is ready for use.

You can insert fields into headers or footers, using techniques described earlier in this chapter:

- To insert a page number, document title, author, creation date and time, current date and time, or total page count field, use Document Properties (see page 366) or choose **Insert > Field > [item]** on the Menu bar.

- To insert a cross-reference to a bookmark, heading, or other item, you can use **Insert > Cross-reference** or **Insert > Field > More Fields > Cross-references**.

- If you have used Heading 1 for your chapter titles, you can use a Document field to insert the current chapter title, so the header or footer contents change from one chapter to the next. See Figure 398. (Writer calls chapter titles *Chapter names*.) If you have used outline numbering on your Heading 1, you can choose whether to include these numbers in the field (*Chapter number and name*). Use **Insert > Field > More Fields > Document**.

- You can insert cross-references to other heading levels by specifying a value in the Level box in the lower right of the Document tab of the Fields dialog (Figure 398). That is, Level 1 = Heading 1, Level 2 = Heading 2, and so on.

✅ **Note**

> A cross-reference field in the header of a page picks up the first heading of that level on the page, and a field in the footer picks up the *last* heading of that level on the page.
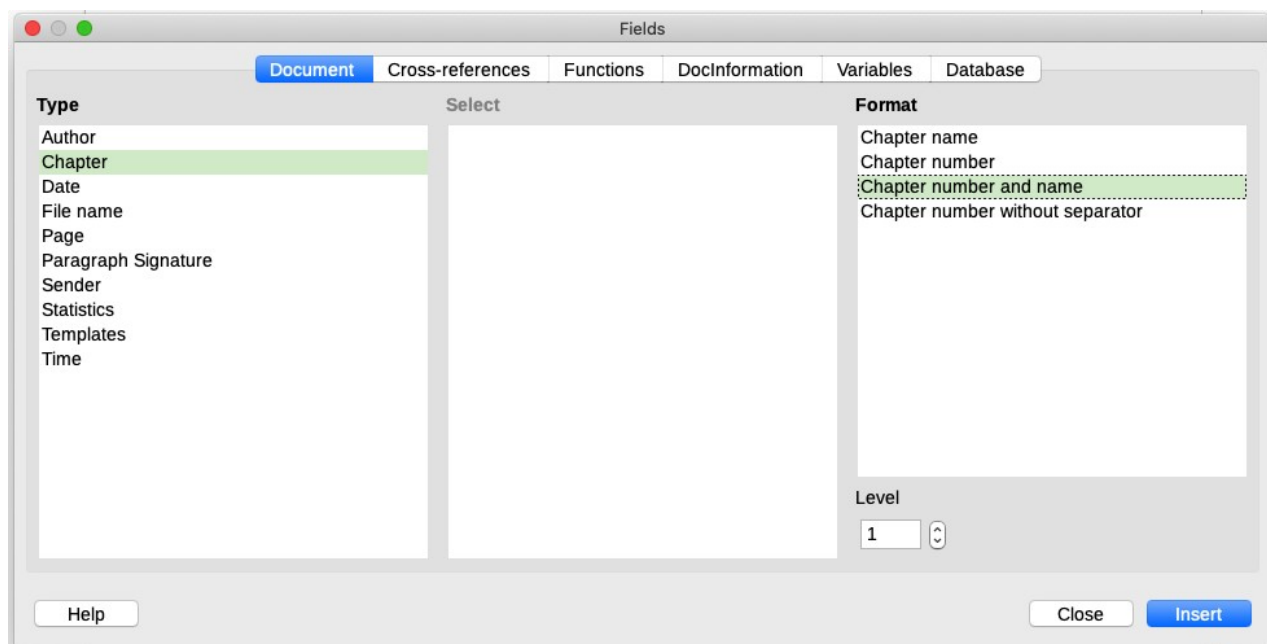

Figure 398: Inserting the current chapter number and name into your document

- To include the chapter number with the page number, position the cursor just before the Page field you inserted. On the *Document* tab of the Fields dialog, select **Chapter** in the *Type* column and **Chapter number without separator** in the *Format* column. Click **Insert**.

  Go to the header or footer where you inserted this field and type the character you want to appear between the chapter number and the page number; for example, a hyphen.