

Google Docs Headers & Footers

Intro

The top and bottom margins of a Google Docs page contain reserved areas where headers and footers can be placed. Typical uses are, as shown in this document, to contain the document title (and subtitle if appropriate) and page numbers. Headers and footers will appear on every page of the document.

Accessing the Header and Footer areas

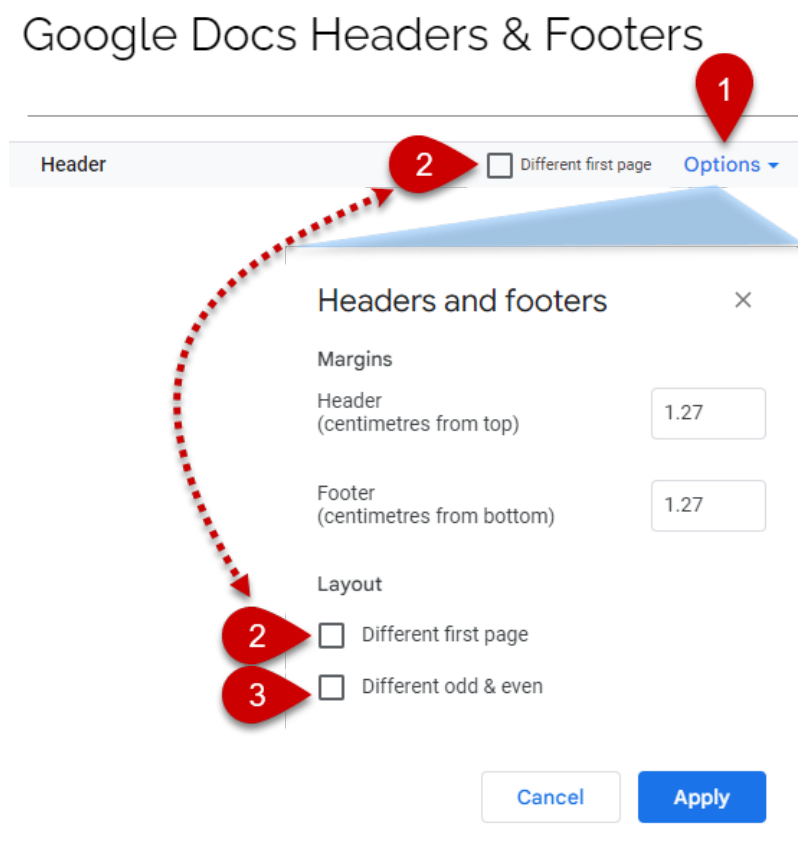
Edit the header or footer by double clicking in the area at the top or bottom of the screen, respectively. To return to the body of the document, double click anywhere in the body text area

Header Options

There are only a few options and, for most of our purposes they are of limited value

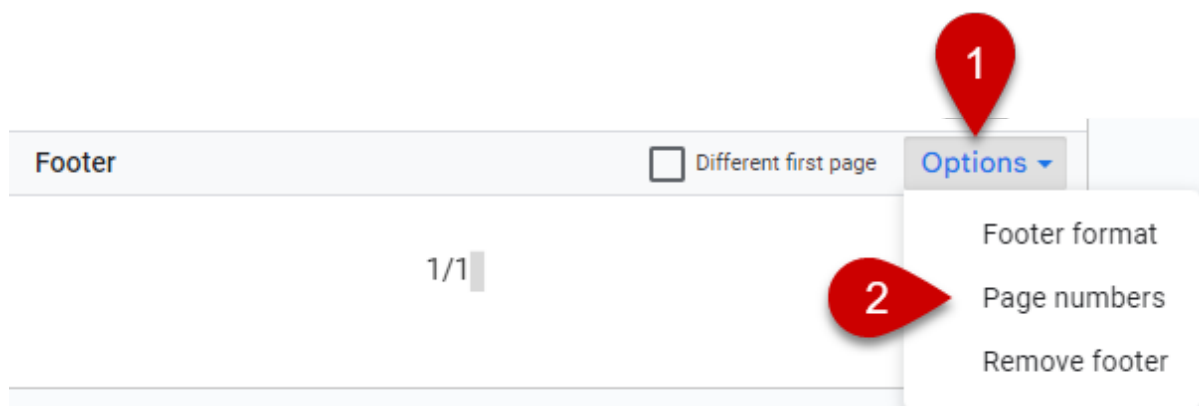
Different first page (2) is the most likely to be useful; because it allows you to omit the header from the front page, for example, a document that has a title page.

Different odd & even (3) would allow you to place a page number so that with double sided printing it is top (or bottom) right of the facing page and top (or bottom) left of the reverse



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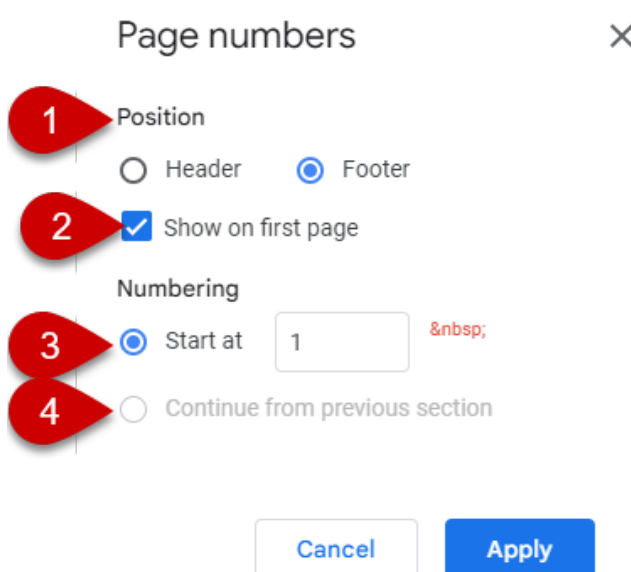
Footer options



The classic use of a footer is to contain page numbers but it is also a perfect location for author information and copyright notices. You can format the text just as you can in the main body of the document

Page Numbers

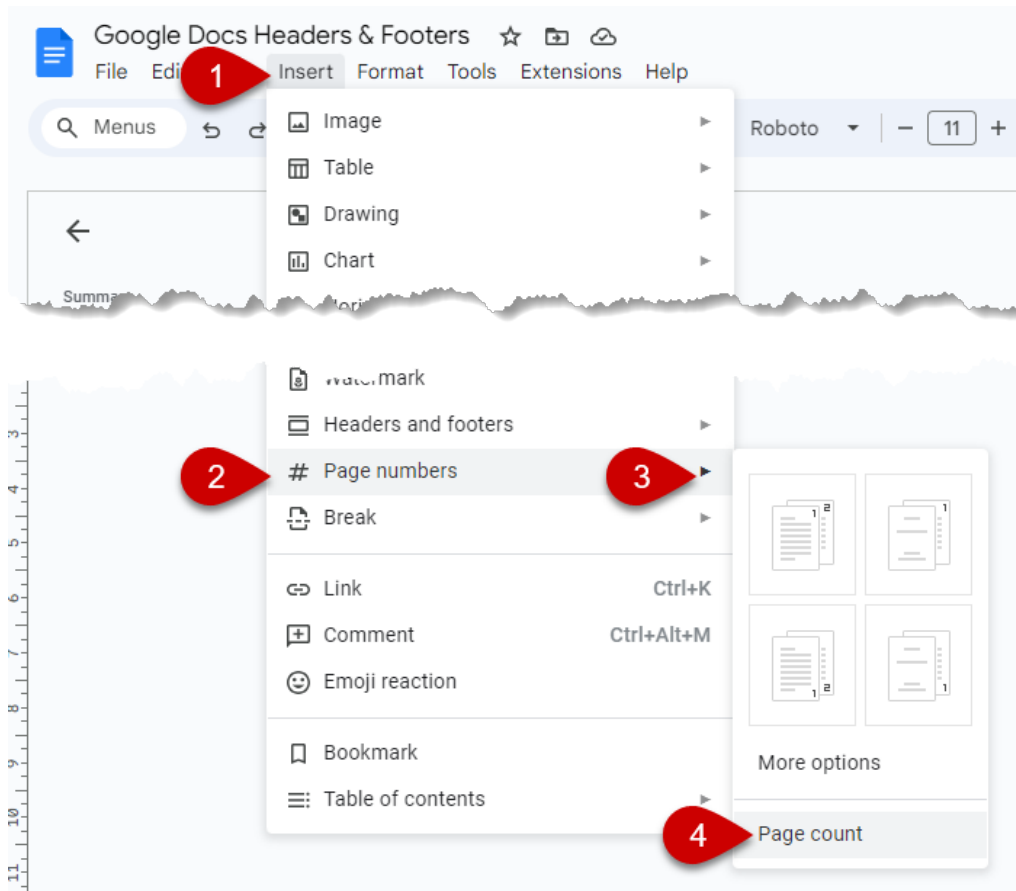
1. You can set the page number to appear in the header if you want, but the footer is usually the most convenient, which is why it is the default.
2. You can suppress the page number on a title page if you wish
3. Self-explanatory
4. If you break a document into sections you can use this option to force the page numbers to NOT reset to one at the section break



There is no option here to add the page count - it will only show the current page's number. So page numbering in the form shown in this document's footer requires an extra step.

Edit the footer and insert the page numbers as above, then add a / or the word ' of ' and then select these options from the main menu:

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