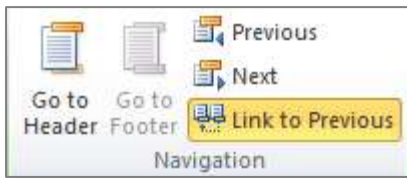


## Task 5.2 Creating different section headers and footers

When you create a new section it is linked to the previous section by default, and the content and formatting of headers and footers is carried forward. If you are editing the header or footer, you will see the label **Same as Previous** on the right.



To change what appears in an individual section's header or footer, you must separate it from the section before by 'unlinking' it. This is done using the **Link to Previous** option on the **Header and Footer Tools Design** tab.

### Try this...

*When setting up headers and footers in a complex document, it is often easier to start with the last section and work backwards.*

1. If you are not already there, navigate to page **7**, which is your first chapter and section **4** of the document, and click anywhere on the page.

*First, you'll create the header for the main body of the document – this will display the title of the thesis.*

2. Click on the **Insert** tab and in the **Header & Footer** group, click on **Header**.

*Although Word includes a gallery of **Built-In** headers, you will create your own 'from scratch'.*

3. Select **Edit Header** from the menu at the bottom.

*Since you want the text you are going to enter to appear from this point forward only, you'll unlink this header from the header in the previous section.*

4. In the **Navigation** group, click on **Link to Previous** to deselect it.

*The **Same as Previous** label disappears indicating the headers are no longer linked.*

5. With your cursor at the right margin, type **Sex differences in spatial ability**.

6. In the **Navigation** group, click on **Go to Footer**.

*Now, you are going to create the footer for the main body of the document.*

7. Click on **Link to Previous** in the **Navigation** group to deselect it.

*Headers and footers are linked and unlinked independently. Although you unlinked the header, you still have to unlink the footer as well.*

8. With your cursor in the footer, type **Chapter 1 Spatial ability introduction and literature review** at the left margin.

9. Press the **Tab** key to move to the right margin.