

(Archives) Excel 2003/2004: Modifying Header and Footer Information

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This article is based on legacy software.

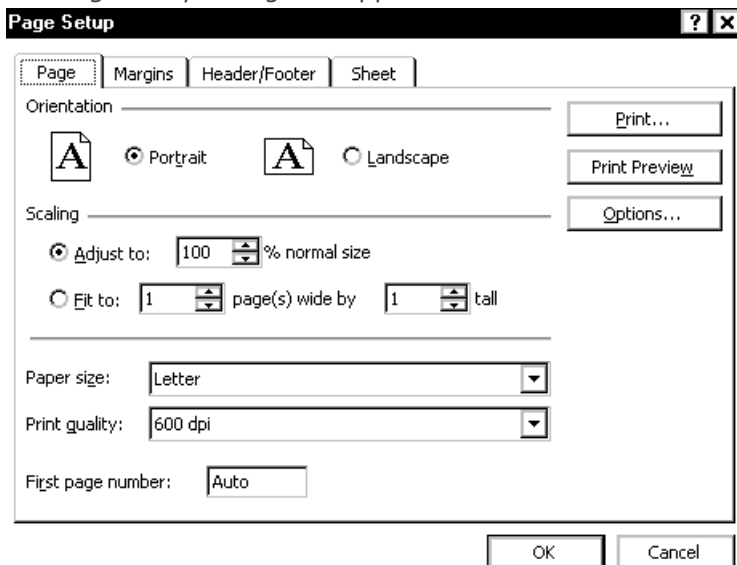
Excel allows you to customize your header (information printed at the top) and footer (information printed at the bottom) information to suit the needs for a given worksheet. This document describes some options for modifying your headers and footers. These options are located in the *Page Setup* dialog box; for more information on these options, refer to the Header/Footer Tab Options in [About the Page Setup Dialog Box](#).

Setting the First Page Number

This option allows you to set the number that you want to be printed on the first page. The default will start page numbering with one; however, if you want to start numbering with a number other than one, follow these instructions.

1. From the *File* menu, select **Page Setup...**

The *Page Setup* dialog box appears.



2. Select the **Page** tab.
3. In the *First page number* text box, type the number you wish to begin with.
4. Click **OK**.

Using Preset Headers and Footers


Preset headers and footers comprise samples from Microsoft and headers or footers you have used from other files in the past.

1. From the *File* menu, select **Page Setup...**
The *Page Setup* dialog box appears.
2. Select the **Header/Footer** tab.
3. From the *Header* or *Footer* pull-down list, select a preset header or footer.
4. Click **OK**.


Working with Custom Header and Footer Buttons

There are several buttons available in the *Header* and *Footer* dialog boxes. Each one is displayed and explained here. To access these dialog boxes, click Custom Header... or Custom Footer..., respectively.

Button	Code	Action
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		Displays the <i>Font</i> dialog box so you can adjust the font, size, and style of the text for each of the three sections of the header or footer.
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	&[Page]	Inserts the page number.
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	& [Pages]	Inserts the total number of pages.
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	&[Date]	Inserts the date.
---	---------	-------------------


	&[Time]	Inserts the time.
---	---------	-------------------

	&[File]	Inserts the filename of the workbook.
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	&[Tab]	Inserts the name of the current worksheet.
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	& [Path]& [File]	Inserts the path and filename.
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Windows:

	& Macintosh:[Picture]picture.	Displays the <i>Insert Picture</i> dialog box so you can insert a
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	Windows:	
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Macintosh:

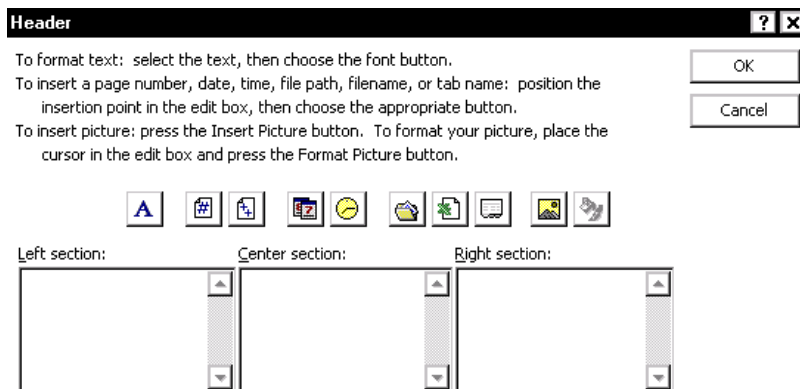
Displays the *Format Picture* dialog box so you can adjust picture properties.



NOTES: The Code column in the table above shows the command that Excel will insert when the option is selected. The code will be translated to the corresponding information when the sheet is printed.

Creating Custom Headers and Footers

Sometimes, you may want to create your own headers or footers. You can adjust the font face and the size, add your own text, and pick up fields of information from Excel. The *Header* dialog box for customizing appears here.



Adding a Custom Header or Footer

1. From the *File* menu, select **Page Setup...**
The *Page Setup* dialog box appears.
2. Select the **Header/Footer** tab.
3. Click **Custom Header...** or **Custom Footer...**
The *Header* or *Footer* dialog box appears, respectively.
4. Using the buttons described in Working with Custom Header and Footer Buttons, fill out the three sections in the *Header* or *Footer* dialog box.
5. (Optional) To change the font, refer to Changing the Header/Footer Font.
6. When done, click **OK**.
7. Click **OK**.

NOTES:

If you created a multiple line header, it may overlap with the information on the spreadsheet.

To ensure that your multiple line header is displaying properly, refer to *Adjusting Margins with the Mouse* or *Adjusting Margins with the Page Setup Dialog Box*.

Adjusting Margins with the Mouse

It may be wise to check your custom header or footer to ensure that they will print properly. If there are problems with the display of your header or footer, you can fix them by adjusting the margins.

1. From the *File* menu, select **Print Preview**.

The *Print Preview* dialog box appears.

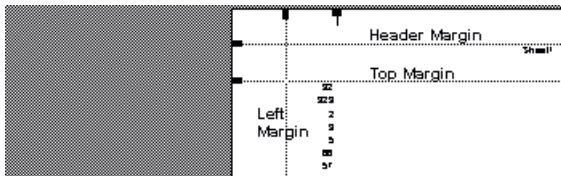
2. Review the custom header or footer.

3. If adjustments are necessary,

Windows: Click **Margins**.

Macintosh: Click **Margins**. 

The margin outlines appear.



4. Using the mouse, click and drag the margin outlines.

NOTE: The uppermost and bottommost margins are for the header and footer, respectively.

5. Click **Close**.

Adjusting Margins with the Page Setup Dialog Box

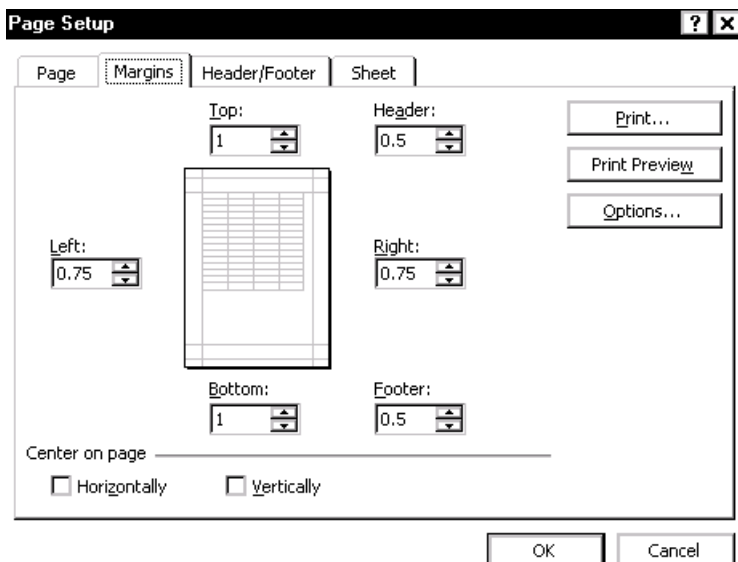
1. From the *File* menu, select **Print Preview**.

The *Print Preview* dialog box appears.

2. Review the custom header or footer.

3. If adjustments are necessary, click **Setup...**

The *Page Setup* dialog box appears.

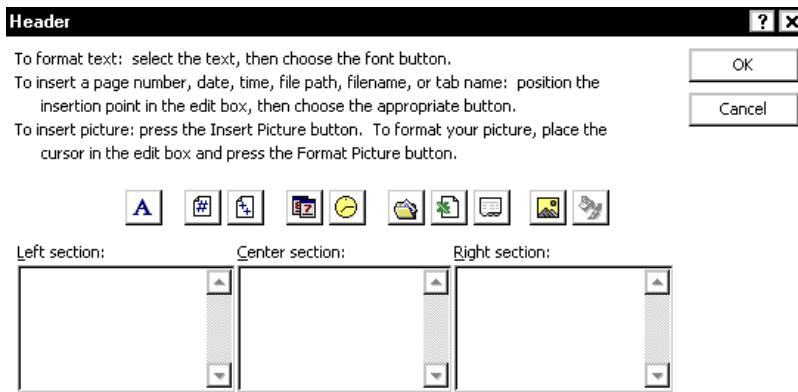


4. Select the **Margins** tab.
5. In the *Top*, *Left*, *Right*, *Bottom*, *Header*, and/or *Footer* text boxes, type or use the nudge buttons to adjust the margins.
6. Click **OK**.
7. Click **Close**.

Changing the Header/Footer Font

You can change the font of the header/footer text in the *Header/Footer* dialog box. For more information, refer to the section Adding a Custom Header or Footer.

1. From the *File* menu, select **Page Setup...**
The *Page Setup* dialog box appears.
2. From the *Page Setup* dialog box, select the **Header/Footer** tab.
3. Click **Custom Header...** or **Custom Footer...**
The *Header* or *Footer* dialog box appears, respectively.



4. Select the text in the section you want to change.
 5. Click **Font. A**
The *Font* dialog box appears.
 6. Under *Font*, *Font style*, and *Size*, make the appropriate changes.
 7. Click **OK**.
You are returned to the *Header/Footer* dialog box.
 8. Click **OK**.
You are returned to the *Page Setup* dialog box.
 9. Click **OK**.
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