Word – Header/Footer Issue

All -

I'm creating a document in Word 2010 where I want only the first page of the document to have a particular header. However, I want ALL the pages (including the first) to have the same footer of "Page x of y".

I cannot figure out how to do this. There is a checkbox in the header/footer menu that says "Different first page". Problem is, that checkbox applies to both the header and footer together, not separately. If I keep the header, it will do what I want and not appear on the subsequent pages, but then the first page won't have the page number footer. If I uncheck the box, the opposite situation occurs. There don't seem to be separate options to regular the header and footer independently.

Does anyone have an idea how to accomplish this?

Thanks,

Couldn't you copy the footer into the second page, which is the first page that you don't want the header on?

Dan Gerber, Illinois

I agree with Dan, that's how I'd do it in this scenario.

Disclaimer: Still never been a lawyer at Microsoft or any other company

Ben M. Schorr, Washington

I have accomplished what you are trying to do. It is a roundabout way (I hate Microsoft) but it works. Just stick with me.

1. Insert your footer first and type it in.

2. Hit return until you reach a second page. Your footer should appear on the second page.

3. Go back to your first page and insert your header text. Then click on the Different First Page option. If the header's text appears on the second page too, just delete it from there, but keep the header text on the first page.

4. At this point you will see that the header is on the first page and that the footer is on the bottom of the second page, but has disappeared from the bottom of the first page!

5. Not to worry. Just double click at the bottom of the first page and add your footer text again.

6. Now, going forward from page 2, subsequent pages should not have a header, but should have the footer.

Hope this helps,

Michael Weiser

Buy WordPerfect.

Russ Carmichael

After adding the header and footer that you want on the first page, I would insert a Next Page Section Break after page 1. Then you can turn off the "Link to Previous" header option on the 2nd page (which turns off on all succeeding pages). The footer will stay unless you turn that Link off too.

And Russ - I'm not a WordPerfect fan, but I LOVED your response!

JB Hilliard

Thanks, everyone; got it fixed.

Ryan Phillips, South Carolina