

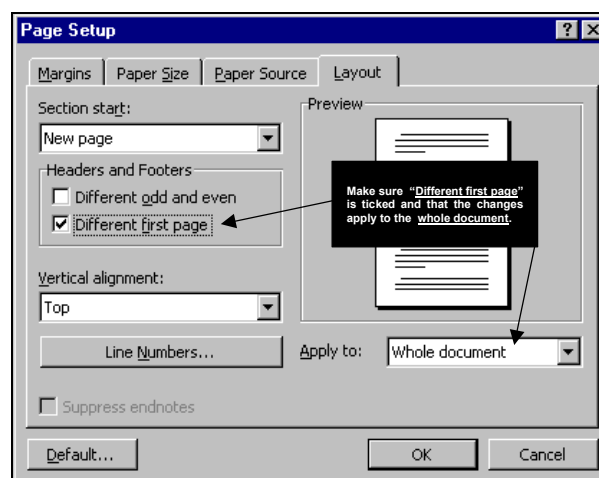
## Word 97 – How to create Headers & Footers that are different on the first page from the other pages

Typically, you will have this requirement when trying to create a template where **the first page prints a company logo and contact details**, and where all subsequent pages print either on blank paper or print secondary letterhead information.

Although it is relatively simple to set up, once you know how, it is quite difficult to work out from the standard Microsoft Word help. So here is what you need to do :

### Setting up your document/template to have different headers

- Edit the document or template whose headers and footers you want to design.
- Go to the **File \ Page Setup** menu.
- Click on the **Layout** tab.
- Put a tick against the **“Different first page”** option, and make sure your changes apply to the **whole document**, as illustrated below :



- Click **OK**.

*That's it. You have now set up your document/template to have headers and footers that are different on the first page from page 2 and all subsequent pages.*

**How to edit those second page headers  
and footers**

- Edit your **first page** header and footer, set them up the way you want, test them.
- Once you have done so, create a **Page 2** in your document. The simplest way to do that is to do **Ctrl+Enter** which creates a mandatory “page break” (more commonly called a “hard page break”).
- Now edit your **Page 2** header and footer, set them up the way you want, test them.
- Once you are satisfied, through your test runs, that your headers and footers are working properly, **delete Page 2**.  
Yes – you do not need to keep page 2 in order for your page 2 headers and footers to work when you use the document or template later. Word saves your Page 2 headers and footers even if you only have a 1-page document or template. Then, when you later use the template (or document) and you run into the second and subsequent pages, it retrieves and uses those Page 2 header and footer. **This means, that in the case of templates, for instance, once you have designed your template, you can delete Page 2, and only leave on Page 1 what is necessary for the user to start at the right place when he uses your template to create a fresh document.**

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