

# Headers

**Footers** and **Page Numbering**

# Headers, Footers, and Page Numbering

The quick way to insert headers and/or footers with automatic page numbers is to use the Header/Footer wizard. From the Insert menu, select “Headers and Footers ...” and select the options that you want.

The Header/Footer wizard is a legacy feature, and I don’t recommend doing it this way. It is not flexible enough, and the chances are you will have to make some changes later anyway, so learn to use master pages and how to insert page number codes where you want the page numbers to appear.

For this tutorial, I will describe how to set up a very common page numbering scheme for books with page numbers in the header on the outside margins of alternate pages, and the page number only at the bottom centre on title pages. The tutorial file uses the same layout.

## Running Headers

This booklet is only four pages, so we only need two headers and one footer, but longer books generally need at least a different header on the right-hand page for each chapter. A commonly used scheme is to include the book’s title in the header on each left-hand (verso) page, and the chapter title on each right-hand (recto) page.

Running headers typically use the last heading or subheading on the current page, or the subheading of the section that begins at the top of the page.

There isn’t yet any way of generating running headers automatically in PagePlus, so this can be a rather laborious process on a long book with many subheadings. However, with the help of this tutorial you will learn a much quicker and easier method.

For our suggested scheme, we only need three different master page layouts — the header at top centre with the page number on the left, the header at top centre with the page number on the right, and a footer with only the page number at bottom centre.

## Creating the Master Page

After deciding on the page layout (probably side-fold booklet, facing pages, dual master pages) and the margins that you want, set the blue layout guides for the margins with the top margin set to the distance to the top of the body text on each page.

Go to the master page and insert a text frame inside the top margin, spanning the page between the side margins, and just tall enough to

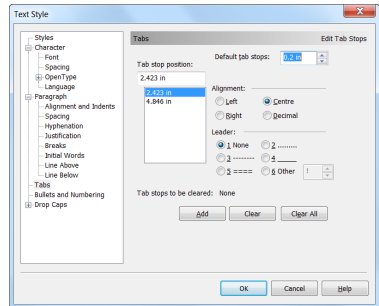
hold the header text. Position it vertically using the transform tab. Create and apply a paragraph style to the header based on body text — let's call it "header."

Headers may use the same font as the body text, are sometimes slightly smaller, and often use italics. What I have done for this tutorial is use the same size font as the body text, but with italics.

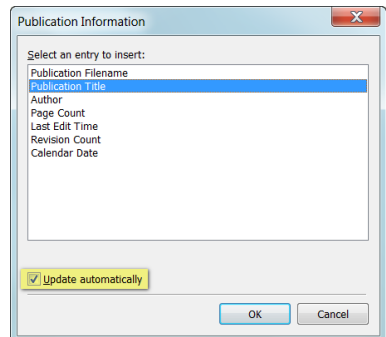
To position the header text and the page number code we need to set the tabs for the "header" style.

First, open the transform studio tab to get the width of the text frame. For this A5 booklet with half inch margins the width is 4.846" so set a right-aligned tab stop at 4.846" and for the header text add a tab stop at 2.423" — aligned centre. If you want the header text offset nearer to the page number, then instead of one centred tab, set one left-aligned tab for the verso pages, and one more right-aligned tab for the recto pages.

Update the text style to apply these tab settings to all text using the "header" paragraph style.



In the left header text frame, insert a page number code {n} from the Insert menu, Information, Page Number. Insert a tab, then type the document title, or insert the document title code from Insert menu, Information, Publication info ... Publication Title. Using a code will save time if you're creating a document template that will be reused for many similar documents. For the right header text frame, tab first, then insert the header text, tab again and insert the page number code.

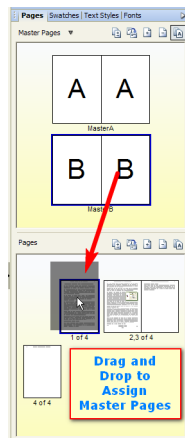


Add any other formatting you need such as shading, graphics, or a line after the paragraph.

## Assigning Master Pages

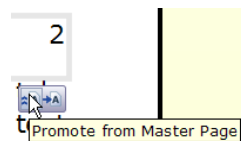
In the Pages Studio Tab on the right, open the master pages pane, right-click on Master Page A and Apply to ... All pages. Later, you can drag Master Page B from the top pane to any title page in the bottom pane of the Pages Studio tab to assign the bottom centred page number to title pages.

You could create dozens of different master pages and assign them as needed to each page of the book, but there is no need to do this. You only need one master page for each different layout that you intend to use.



## Promoting Headers to Each Page

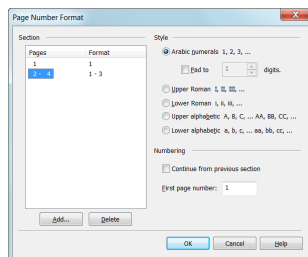
After finishing editing, run through the publication, selecting each header text frame in turn, and promote it from the master page. The header frame can be edited on the document page. Copy the text from the heading that you want to use for the running header, and paste it into the header frame with paste special, plain text. If you later want to change the running headers, it is a simple "copy and paste" operation.



## Page Numbering Sections

PagePlus X5 or later versions support page numbering sections. A common requirement is to have no page numbers for the cover and inside cover pages, roman numerals for the front matter, Arabic numerals for the body of the book, and perhaps another section with alphabetic numbering for the appendix.

To add a new page numbering section, from the Format menu, open the Page Number Format dialogue and click on Add. Type the publication page number where you want the section to start, and select the page numbering style from the radio buttons. Then deselect the "Continue from previous section" checkbox and enter the starting number for the new section (which is 1 in most cases).



I have assigned Ctrl + # to insert a page number code, and Alt + # to open the Page Number Format dialogue. See my tutorial on customising PagePlus for details.