Go to Footer

- In this tutorial, you will learn how to go to the Footer section of your Microsoft Word 2010 document.
- A Footer may include content such as text, numbers, and graphics printed along the bottom margin of every page in a document.
- The content in the footer can only be created when the footer is activated. The Footer button may be used to activate the footer.

Example of a document with an activated footer:

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that accommodate different cultural pedagogy" and "appreciate cultural differences" (p. 182). While this particular suggestion is certainly noteworthy and valid, more specific
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Example of a document without an activated footer:

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that accommodate different cultural pedagogy" and "appreciate cultural differences" (p. 182). While this particular suggestion is certainly noteworthy and valid, more specific
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Locating the Footer Button

To locate the FOOTER button click the INSERT tab on the ribbon. The FOOTER button is found on the HEADER & FOOTER group.

Using the Footer Button to Go to the Footer

Step 1: Open your Microsoft Word document and scroll to the BOTTOM of the page you would like to edit. In this example, we will assume you would like to go to the FOOTER on page 1.
Step 2: Click the **INSERT** tab to display the groups and buttons on the tab. Then locate the **FOOTER** button.

Step 3: Click the **FOOTER** Button on the **HEADER & FOOTER** group to open the **FOOTER** Menu.
Step 4: Click **EDIT FOOTER** on the **FOOTER** menu to activate or open the FOOTER section. Once the FOOTER is open a dashed line will separate the FOOTER section from the body of the page. Any existing text and or objects in the body will become dimmed and cannot be edited until the FOOTER section is closed.
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