Next Navigation Button

- In this tutorial, you will learn how to use the Next Navigation feature in your Microsoft Word 2010 document.
- The NEXT button may be used to navigate to the header or footer on a subsequent page in a document.

Locating the Next Button

To locate the NEXT button GO TO THE HEADER OR GO TO THE FOOTER on a page to open the Header & Footer Tools DESIGN Tab. Then click the Header & Footer Tools DESIGN Tab on the ribbon. The NEXT button is found on the NAVIGATION group.

Using the Next Button

**Step 1:** Open your Microsoft Word document and position the cursor at the top of page 1 (or the page in which you would like to navigate). In this example, we will assume you would like to navigate from the header on page 1 to the next header on page 2.
Step 2: GO TO THE HEADER on page 1 to open the Header & Footer Tools DESIGN Tab.

Step 3: Click the NEXT button to navigate to the header on the next page.

Finish: By following the steps above, you navigate to the next header or footer of a page within your document.