Close Header and Footer

- In this tutorial, you will learn how to **CLOSE HEADER AND FOOTER**. Once done with your set up of your header and footer, **CLOSE HEADER AND FOOTER** will return you to the body of the paper.
- In order to close the header or footer, you will be located in either the header or footer area of the document.

---

**Locating the Close Header and Footer Icon**

To locate the **CLOSE HEADER AND FOOTER** icon, you will be inside the Header or Footer on the **INSERT** tab on the ribbon. The **HEADER ICON** and **FOOTER ICON** are found under the Header & Footer section.

After you click your **HEADER** or **FOOTER** preference, the **HEADER & FOOTER TOOLS** ribbon will open. The **CLOSE HEADER AND FOOTER** icon is inside this ribbon. In this example, you selected the Blank preference under **HEADER**.
Closing the Header and Footer

Step 1: Click the **CLOSE HEADER AND FOOTER** icon. The header or footer will close and you will return to the body of your document.

After clicking **CLOSE HEADER AND FOOTER** icon, your cursor will return to the body of the document and your header and footer will appear shaded. You will return to the **HOME** ribbon.

One of the benefits of online learning is the opportunity to participate in a course or program of study regardless of where one is located.
Shortcut Tip! Instead of using the button, you can double-click in the body area of your document to close the header or footer areas.

Finish: After following the above steps, you can close the header or footer areas of your document once done with your set-up of the areas.