**Newspaper set up**

**Adding headers, footers and columns**

**2003 Acer**

Go to View

Click on header

Click page set up on header footer toolbar

Click layout tab

Select different first page

Then click ok box

**To type in Header:**

Click curser in header area

Choose font, center- type title date example:

**Lage Ledger**

**Wednesday, April 27, 2011**

**Add columns**

**Find column section on top bar and make 3 columns**

**Adding a header, footer and columns**

**Acer 2007**

Go to insert

Find header on top bar- check box that says first page different

Click on header

Click on footer

To type in Header:

Click curser in header area

Choose font, center- type title date example:

**Lage Ledger**

**Wednesday, April 27, 2011**

**When you get to second page the header can be empty of you can add the title of the newspaper or/and page number in the header with small print**

**Add columns**

Go to page layout on top bar

Click on columns

Choose three