

Befriending the Big Hairy Beast - Tip No. 34

Control What's Printed in Headers and Footers of Web Pages

by Tammy Schubert

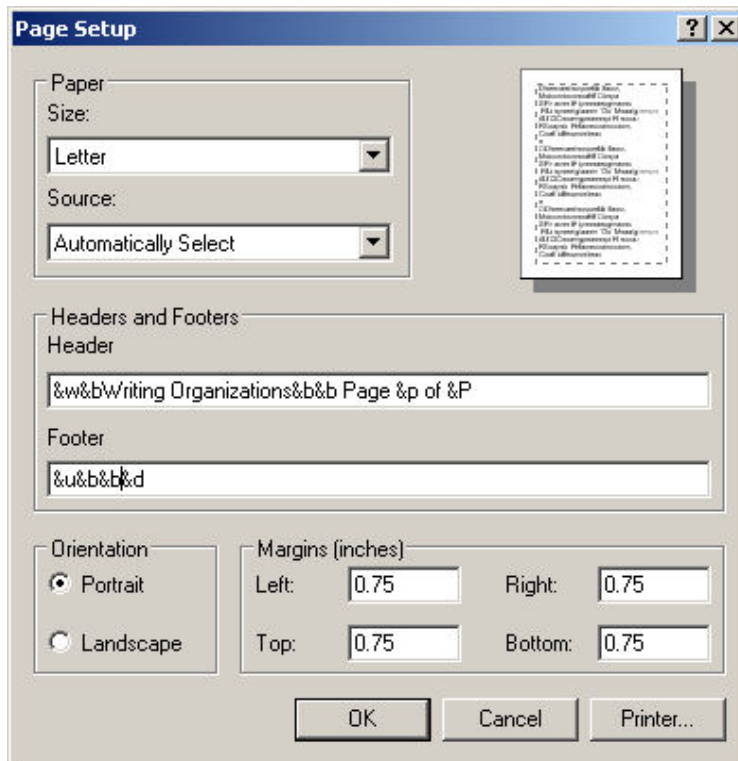
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Writers are relying on the Internet more and more to research important facts for their projects. When the Web sites are printed for reference, it is always a good idea to capture enough information to find the page online again or to begin building a bibliography for your work. This article is going to teach you how to get the basics printed in the headers and footers for the useful sites when using Internet Explorer (IE).

To specify the information to print in the headers and footers:

1. Open IE.
2. Select **File > Page Setup**.

The Page Setup dialog box appears:



3. In the Header and Footer fields, use the information in the Codes Explained section below to indicate how you want the information displayed.

To prevent headers and footers from printing:

1. Open IE.
2. Select **File > Page Setup**.
3. Remove the information in the Header field.
4. Remove the information in the Footer field.
5. Click the **OK** button.
6. Begin the printing process by selecting **File > Print** or pressing **CTRL+P**.

Codes Explained

Do not let the use of these print codes intimidate you. They are easy to get the hang of once you understand the basics. Be brave and experiment with using a variety of code combinations.

NOTE: All of these codes are case sensitive.

Provides a space for you to type header text that will appear at the top of the page, or footer text that will appear at the bottom of the page.	
To print specific information as part of the header or footer, include the following characters as part of the text.	
<u>Type this</u>	<u>To print this</u>
&w	Window title
&u	Page address (URL)
&d	Date in short format (as specified by Regional Settings in Control Panel)
&D	Date in long format (as specified by Regional Settings in Control Panel)
&t	Time in the format specified by Regional Settings in Control Panel
&T	Time in 24-hour format
&p	Current page number
&P	Total number of pages
&&	A single ampersand (&)
&b	The text immediately following these characters as centered.
&b&b	The text immediately following the first "&b" as centered, and the text following the second "&b" as right-justified.

**Copied from Microsoft Internet Explorer's online help files.

Code Combination Example

For the purpose of this example, assume research is being done to find out about writing organizations that cater to romance writers. The pages are going to be printed and saved in a notebook. Assigning a category to the header helps organize the research, which is useful in the future. See the Page Setup dialog box shown at the beginning of this article to see exactly how this should appear.

Header Field Symbols:

&w&bWriting Organizations&b&b Page &p of &P

English Translation:

Left-justify the Window Title (&w). The words "Writing Organizations" is centered since it follows the center indicator, &b. Right-justify, &b&b, the word "Page" and follow it with the current page number, the word "of" and the total number of pages.

Note: If the name of the Window Title is long, only a limited numbers of characters are printed.

Footer Field Symbols: &u&b&b&d

English Translation:

Print the URL on the left margin (&u) and right-justify (&b&b) the date (&d). Note that the (&b) formatting instruction acts like a tab. Since nothing appeared between the two, no text appears centered on the footer and the date is right-aligned.

Header Results:

Welcome to Georgia Romance ...

Writing Organizations

Page 1 of 3

Georgia Romance Writers

Footer Results:

<http://georgiaromancewriters.org/>

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You can use the same technique for researching your book. Let's assume you are trying to find out about the history of the sword. It would be helpful to put the name of your book and/or the topic you are researching in the header for future reference. Just replace "Writing Organizations" in the example above with "Manuscript Name - Swords". When you return to look at the printouts months later, you know why the pages were printed and for which project.

This tip was tested using Internet Explorer v5, 6 and 7.

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