

WordPerfect 7 – X4

HEADERS & FOOTERS REMOVED



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Sometimes you may want to remove a header or a footer.
This lesson shows you how.

1. Open the document.
2. Use *Ctrl+Home* keys to take you to the top of the document.
3. From the MenuBar, select View ► Reveal Codes (or use *Alt+F3* keys).

4. Note where your cursor is located. It appears both in the original document, at the top, and in the Reveal Codes window at the bottom. Note that it appears as an “I” bar in the document but as a red rectangle in Reveal Codes (arrows in **Figure 1**).



Figure 1

5. In the case, the Footer A and Header A, along with the Suppress, are to the left of the cursor in the Reveal Codes window (circled in **Figure 1**).
6. Use your *left-arrow* key, on the keyboard, to move the cursor two spaces to the left — ending up just to the right of “Suppress”.
7. Touch & release your *Backspace* key 3 times which will remove Suppress, Header A, and Footer A — in that order.