

Master Headers

An HTML document Header is delimited with the tags `<HEAD>` and `</HEAD>`. In order to provide a way of creating a consistent look over a series of related documents (possibly as part of a specific topic or section), you can save the current header contents to one of three Master Headers, and replace the current header text with the contents of a previously saved Master Header. This is done using the Header popup menu button found at the top left corner of the header text area. Note that the Header popup menu button disappears when the header area is not visible.

Each Master Header can be renamed by clicking on its title bar.

Insert Master Header

Replaces the current text of the Header with the selected Master Header.

Save As Master Header

Saves the text of the current Header as one of the three Master Headers.

Edit Master Headers

Navigates to the Master Headers card to allow viewing and editing of the Master Headers.

When inserting a Master Header into your current document's header, remember to rename the document `<Title>` (if it is not the same as the name found in the Master Header), or simply remove it from the text of the Master Header.

Back to Font menu, on to Master Footers, or return to Contents.