



Western Regional Center

National Oceanic & Atmospheric Administration

U.S. Department of Commerce



OCIO Systems Support Seattle IT Updates - October 2010

SecureZip replaces WinZip

- Due to the increased number of PII disclosures of the past couple of years, NOAA has announced an Enterprise Agreement on a file encryption software program, SecureZip. It provides the means for us to follow directives for processing, storing, handling or sharing PII. The license covers all NOAA requirements for encrypting PII.

The Department of Commerce has placed the policy about and definition of PII on their website. [Electronic Transmission of PII Policy](#).

We will be working with the NOAA CIO office to determine our installation date and specific instructions on password usage. This will probably be a few months away, but be aware it is coming and be careful about sending PII using email until then.

If you have any questions, please call the Computer Helpdesk at 6377.

October Tech Tips

- **Headers, Footers, and Section Breaks in Word**

Most users have seen or used Headers and Footers in Word, but not everyone has used section breaks or know how section breaks relate to changing the look of headers and footers throughout the document.

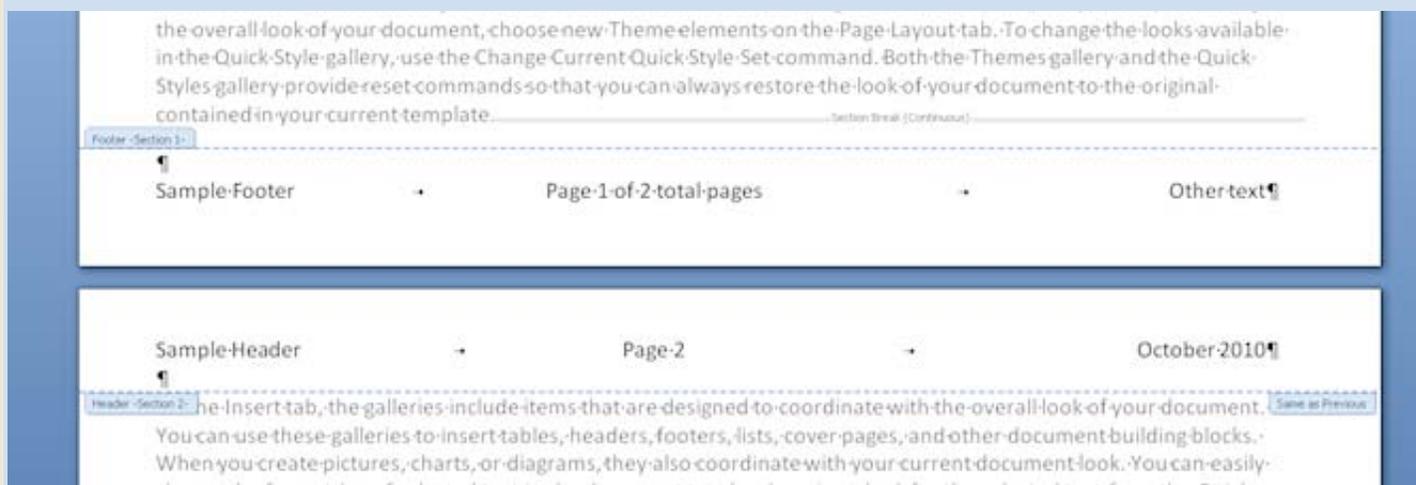
Word has the ability to create Headers and Footers in documents. These are used for repeating text at the top or bottom of the page. They can be as simple as a document title and page number or they can contain graphics, total pages, or date and time fields. There are also options for different headers and footers for odd and even pages (different margins and different placement of page numbers, as in page numbers in a book) or a different version for the first page in a document.

If your document has different sections for the main document and appendices, you can change the headers and footers in the different sections. To change the header and footer in the middle of a document you need to add a section break. There are two types of sections breaks - Continuous and Breaking. A Section Break (Continuous) will start a new section but will not start a new page. Section Break (Next Page) will start a new section and create a new page, as will the similar breaks for Odd and Even pages.

After you have inserted a section break, you can change either the Header or Footer (or both) for the new section. By default the new section will be the same as the previous section. In the image below you can see a Section Break (Continuous) on the last line of the body text. The footer at the bottom of the upper page is the footer for the first section and the header at the top of the lower page is the new header for section 2. If you look on the right side of the broken line that divides the header area from the body text you can see the note "Same as Previous". This means the header for section two is still linked to section one.

To modify the information in the header or footer, the easiest way is to double click in the header or footer area and Word will change to the Header and Footer editing tools. You can then change the information in the header or footer, link or de-link from the previous section, or add graphics, date time information, or new tab positions to the new section.

This is just a quick overview of some of the features of Headers and Footers. The help section in Word has some good information on this subject.



If you have any questions, please call the Computer Helpdesk at 6377. Previous Tech Tips located at www.wrc.noaa.gov/systems/techtips.htm

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