

Header and Footer Format

07/02/2025 12:10 pm MDT

Headers and footers can be added to documents to provide information consistently on every page. In addition to automatically generated page numbering, this feature can be used to display document-specific information (e.g., card name, doc no., equipment list, etc.), and/or project-specific information (e.g., project name, PO no., etc.).

To add and edit headers and footers to your documents, navigate to the Main Setup page of your project where available fields are shown in the Formats group > Document Header/Footer Settings.

Set Up
Main

Collapse All

Expand All

Select or type ahead...

Project Settings	
Project Profile	▼
Doc Code and Status Lists	▼
Users and Key Contacts	▼
Turn Around Days	Using defaults ▼
Document Auto-Numbering Format	Using defaults ▼
Document Revision Settings	Using defaults ▼
Prices and Estimates	Using defaults ▼

Templates	
Cover Pages and Stamps	Using defaults ▼
Transmittal	▼
Submittal Defaults	
Numbering	Using defaults ▼
File Naming Pattern	▼
Headers and Footers	Using defaults ▼
Markup Output	Using defaults ▼

Headers and Footers

Font size

9

Margin top

0

Margin bottom

0

☒ Show header/footer on cover pages

Header/footer output

☐ One column
 ☒ Three columns

Left header text

+ Add variable

Center header text

+ Add variable

Right header text

+ Add variable

☐ Troubleshoot multi column headers (add full width white background) ?

Left footer text

+ Add variable

Center footer text

+ Add variable

Right footer text

+ Add variable

☐ Troubleshoot multi column footers (add full width white background) ?

1. **Font** - Default is set to size 8 but can be changed to any other size up to 72.
2. **Margin Top/Margin Bottom** – This setting establishes the distance from page margins. Note that "0" is the shortest distance and subsequent numbers gradually move Header/Footer away.
3. **Header/Footer Output:**
 - a. **One Column:** This will show all the data included in the header and footer in only one column with the selected alignment (left, center, right).
 - b. **Three Columns:** This options allows you to set the data in the header and footer in 3 different columns for each alignment (left, center, right).
4. **Document Header/Footer Format:** Explained below in detail.
5. **Troubleshoot multi column headers/footers (add full width white background)** - Only available on Three Columns Output: Column blocks are added in sequence. If there is a lot of text, then the size of one block could overwrite the other column. As a result some of the previous column block may be hidden in the output. If you enable this option, all data is written to one block. Any text which is too long will be displayed on screen - overwriting other text, you can then identify the conflict and edit the variables/text as required to fix, or put all data into a single block to avoid overwriting.

Document Header/Footer Format

To edit format, select the desired variables by clicking on each available field, or type text manually. It's also possible to add new variables by creating custom Doc Code/Card fields. For more details about new fields click [here](#).

Header/Footer Output

☐ One Column ☒ Three Columns

Header format?

Left Header Text

Center Header Text

Right Header Text

☐ Troubleshoot multi column headers (add full width white background) ?

Footer format?

Left Footer Text

Center Footer Text

Right Footer Text

☐ Troubleshoot multi column footers (add full width white background) ?

* available variables

CardName(Auto) Current Date Doc Code Doc No. (Acme) Doc No. (End User) Doc No. (Sub-Supplier)

Doc No. (Wolfe) Eq # List File Extension Job Line No. List (Acme) Line No. List (Wolfe) Other Data1 Other Data2

Other Data3 Other Data4 Other Data5 Other Data6 Page Number PO No. List (Acme) PO Number

PO Rev No. List (Acme) Project Name Reference Rev # (Demo) Sales Order/Quote Tag No. List Title Total Pages

Cancel

Save

1. Data can also be added in more than one line if required, by pressing Enter on your keyboard, in any of the Text fields.
2. Parameters are available for use with TagList, Eq_List, SupplierLineNumbers_List variables in header/footers as follows:
 - a. All="text"
 - b. Multiple="text"Example if result is all tags, output will be "All Tags"

Document Header/Footer Settings

[How it works?](#)

Font Size	<input type="text" value="8"/>
Margin Top	<input type="text" value="0"/>
Margin Bottom	<input type="text" value="0"/>

Header/Footer Output

☐ One Column ☒ Three Columns

Header format

Left Header Text	<input type="text" value="<ProjectName>"/>
Center Header Text	<input type="text" value='<TagNoList All ="All Tags">'/>
Right Header Text	<input type="text" value="<CurrentDate>"/>

☐ Troubleshoot multi column headers (add full width white background) ?

Footer format

Left Footer Text	<input type="text"/>
Center Footer Text	<input type="text"/>
Right Footer Text	<input type="text"/>

☐ Troubleshoot multi column footers (add full width white background) ?

Cancel

Save

3. Other available parameters are:

- split("-",X,"Y") where - is delimiter, X is segment (integer), Y is optional parameter, text to replace value in segment in the case if delimiter is not found inside value, or there is no X segment inside value.
- count=X where X is integer (or |count(X) or |count(X,"Y")
- length(X,"Y") where X is integer, Y is optional parameter, ellipsis
- uppercase
- separator="X", where X is text/symbol

4. OR operator can also be used to take first non-null value. OR must be in caps and the only two characters between two variables.

5. IF statements are available for Header/Footer formatting.

- For more information on using IF statements, see our support article: [Using IF statements](#).
- Note: A variable for formatting header/footers based on if a card is Auto-generated or Manually created is available, but the option is not displayed as a selectable value. To use this option, type "<CardType>" and use the values "Manual" or "Auto".*

Non-standard characters supported in Header/Footer

All non-standard characters such as other languages, are now supported in headers and footers.

Formats

Outgoing File Name Format



Type of Format: Single Pattern

File Name Format: <DocNoWolfePA>_r<WolfePARev>.pdf

Suffix added to all comment files: _Comment

Suffix added to all native files: _Native



Document Header Format

 <ProjectName> 

* Use OR operator to take first non-null value. OR must be in caps, and the only two characters b/w two variables

Align: Left

Document Footer Format

 Document No. / № документа: <DocNoCustomer> 

* Use OR operator to take first non-null value. OR must be in caps, and the only two characters b/w two variables

Align: Left

Output Doc Settings

Page Size Format: ANSI A

Wolfe PA Rev # Format: ###

☒ Show header/footer on cover pages

Show header/footer on cover pages – Be sure to mark the checkbox if you wish to use the header and footer format also in the cover pages.

Output Doc Settings

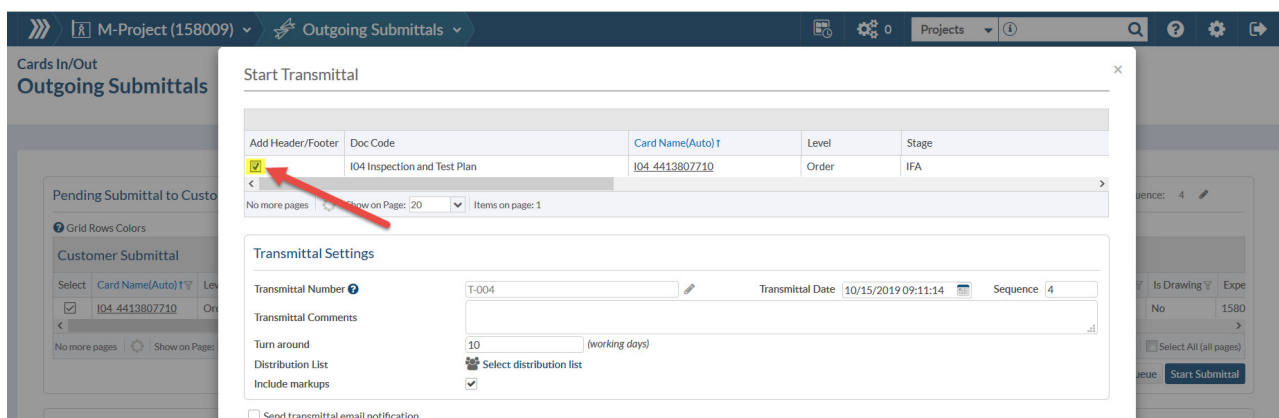
Page Size Format: ANSI A

Rev # (SCG) Format: #

☒ Show header/footer on cover pages

Note: When a document doesn't change (i.e. new version is not updated), the system will NOT re-apply the header footer. This usually happens when re-sending the documents received from the customer for final approval.

To edit the setting on a specific submittal, you can check the "Add Header/Footer" checkbox on the submittal window.



You can edit this setting on each card prior to the submittal window if you prefer.

If you wish to toggle the header/footer for all cards for a doc code, you can do that on the code list.

Cards

Code List (Requirements)

Grid Rows Colors

Document Requirements

Select	Tools	Internal Code	Doc Code	Doc Code Name	Header/Footer	Stage List	Level
<input type="checkbox"/>		C00 (Calculations)	C01	Calculations	<input checked="" type="checkbox"/>	IFI	Vessel Tag
<input type="checkbox"/>		D00 (Drawings)	D01	P&ID	<input checked="" type="checkbox"/>	IFA/TTE/IFC/IFF	Vessel Tag
<input type="checkbox"/>		D00 (Drawings)	D02	General Arrangement	<input checked="" type="checkbox"/>	IFA/TTE/IFC/IFF	Work order
<input type="checkbox"/>		D00 (Drawings)	D03	Structural Detail Drawings	<input checked="" type="checkbox"/>	IFA/TTE/IFC/IFF	Manual
<input type="checkbox"/>		D00 (Drawings)	D04	Vessel Drawing_copy1	<input checked="" type="checkbox"/>	IFA/TTE/IFC/IFF	Manual
<input type="checkbox"/>		D00 (Drawings)	D05	Nozzle Drawings	<input checked="" type="checkbox"/>	IFA/TTE/IFC/IFF	Manual
<input type="checkbox"/>		D00 (Drawings)	IN01	Dimensional Drawings	<input checked="" type="checkbox"/>	IFI	Item/Model
<input type="checkbox"/>		M00 (Manuals)	IN02	IOM	<input checked="" type="checkbox"/>	IFI	Inst Group

* **Note** that if you want to immediately apply the change to all cards for that code (if the file is already uploaded to the card) you must select the code and click **Apply to Cards** (button at bottom) after you make the setting in the code list.



The option to use the default header/footer settings (as defined from System Menu > Admin > General), can be selected on the project template (under the "Project Settings" tab).

Admin / Customization Project Templates

Project Templates: Default Project Fields Template

General

Project Settings

Submittal Settings

Doc Code/Card Fields

Major Tag Field

Additional Unit Types

Combination Fields

Equipment Fields

Project (Main) Fields

Doc Code Queries

Expediting Settings

Compilation / Package Presets

Output Templates

Numbering

Project Settings

Default EQ Number

Tag

Stage List

IFI

Default Level

Order

Default Cover Page / Stamps

Cover page only (no stamp)

Default Header / Footer

Yes

Yes

No

Allow Sub-Supplier Access

No

Enable Internal Approval Statuses

No

Manual Cards Module

No

Major Tags Module

No

Enable Submittal CP Bookmark

Yes

Submittal CP Bookmark Pattern

<Title>

Exceptional handling default (for file uploads)

Off

Horizontal unit upload: sub-unit lettering

Dedicated by Column (skip letter if column is empty)

Date Format

yyyy-mm-dd

Batching

Normal