

## **Quick Guide for Header and page #**

(See page 527 in textbook for model)

In Microsoft Word:

1. open document
2. on VIEW menu, find HEADER AND FOOTER
3. Right alignment (use toolbar icon with the lines all even on the right side)
4. Type in your last name and a space.
5. on INSERT menu, find PAGE NUMBERS
6. when the menu box opens, be sure the number is in the upper right corner
7. also be sure to put a checkmark in the white box beside “number on 1<sup>st</sup> page”
8. click “okay”
9. close Header and Footer toolbar

You should now be back in the main section of your paper; the header will “grey out.”  
Continue typing your header as per page 527 in textbook.