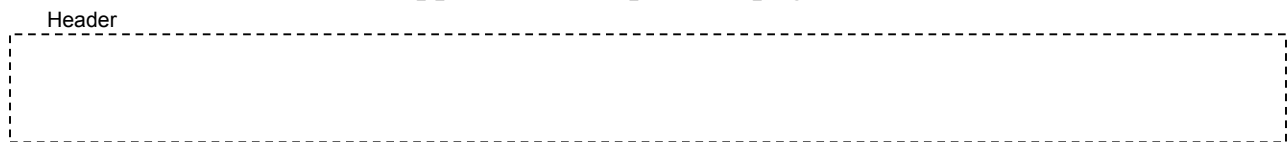


Steps for Creating a Header in MS Word

1. If the text of the paper is typed first, placing a header usually becomes easier.
2. After the text has been typed, place your cursor on any page after the first page.
3. Move your mouse pointer to VIEW and select “HEADER AND FOOTER.”
4. Two things should happen:
a box will appear at the top of the page that looks like this:



Inside this box you will type all of the appropriate header information (your last name). Next you will select that header text and click on the right justify button or go to “TOOLS” and “PARAGRAPH” then change the alignment.

The other thing that will happen is that there will be a dialogue box that opens in the middle of your screen that says “Header and Footer.” The first button from the left says “Insert Auto Text;” you will ignore this button. The next button is labeled “#.” This is the button that you will be using. First make sure that your cursor is located behind your name in the header then click this button; it should automatically insert the proper page number (you may need to add some spaces between it and your name).

5. Now your header is set up; *however*, you will still need to remove it from the title/first page. So, the next step requires you to go to “FILE” and select “PAGE SETUP.” Then select the “Layout” tab. In the middle of the Layout box you will need to click the little box labeled “Different First Page.” Then click “OK,” and you should notice that in your document there is no header on the first page, but that the other pages have a header and each page has the correct page number.