

How to Insert a Header Correctly

(starts on page 2, includes works cited)

Go to top of page. Double click. (Design tab will open under header/footer)

Click “Insert Alignment Tab.” Click “Right.” Click OK.

Add page numbers by clicking on Insert tab,” “Quick Parts.” Under “field,“ click “page.” Click “ok.”

Click to left of page number, type your last name and add one space.

Click “design” tab.

Click “Different First Page.”

Close header/footer