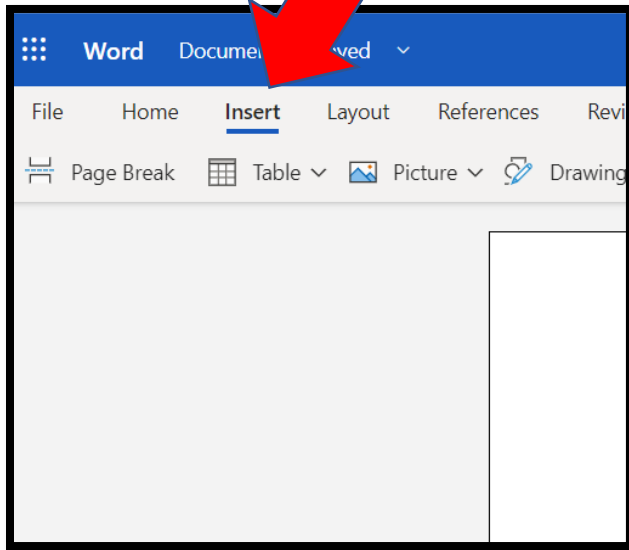
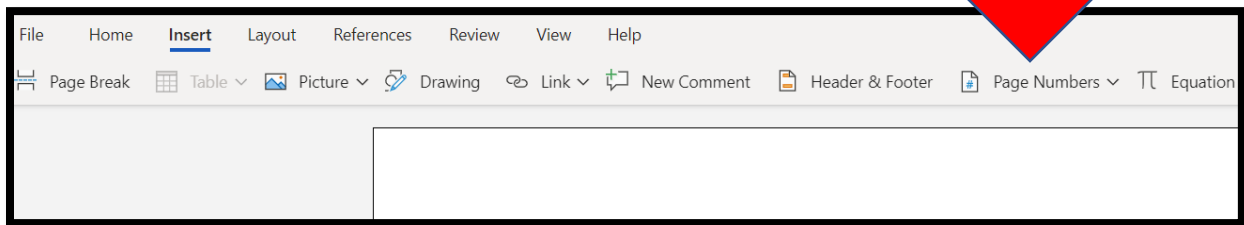


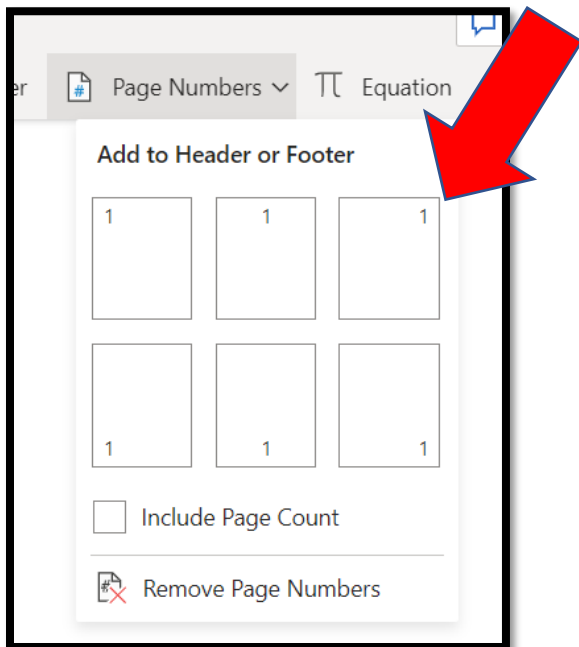
1. Click **Insert**.



2. Click **Page Numbers**.



3. Select the one that shows the page number in the **top right corner**.



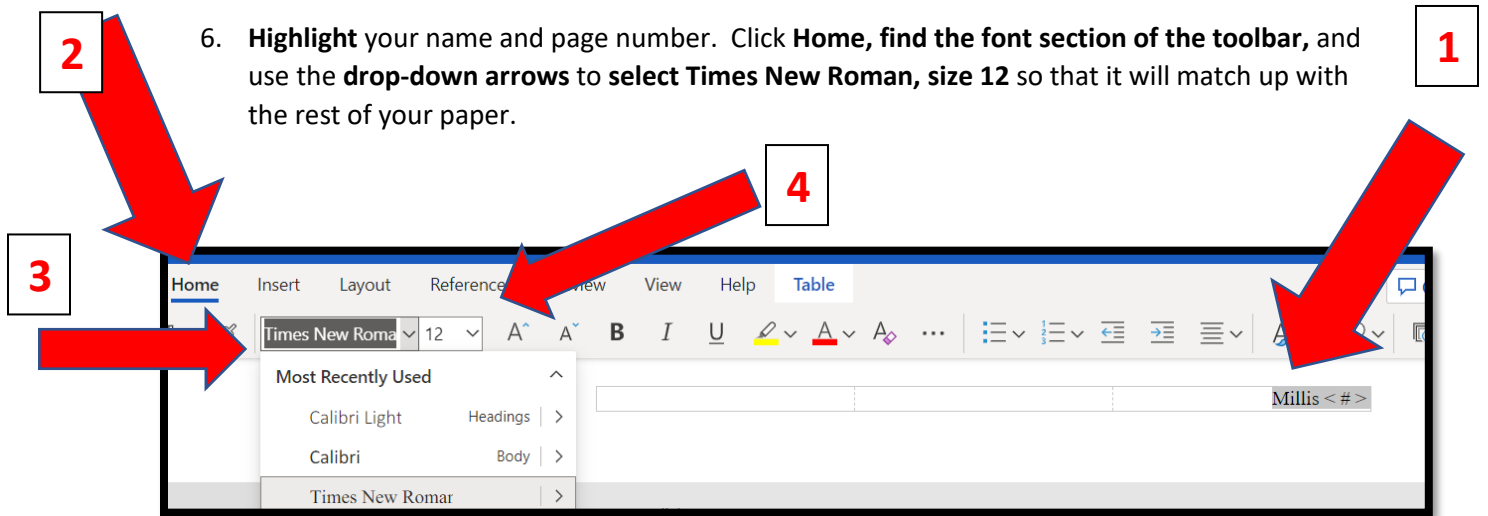
4. The header box will appear. Word will automatically add page numbers in place of the number sign.



5. Click right before the symbol, and **type your own last name** (i.e. I would type Millis).



6. **Highlight** your name and page number. Click **Home**, find the **font section of the toolbar**, and use the **drop-down arrows** to **select Times New Roman, size 12** so that it will match up with the rest of your paper.



7. **Double click** beneath the header box to get back to your document, and you're done!

Need to check to make sure it worked? **Pretend like you're going to print it (File, Print)**. The print preview will show you what the header looks like on each page.

Still need help? Visit the Writing Lab on [Zoom](#), share your screen, and we will walk you through it.