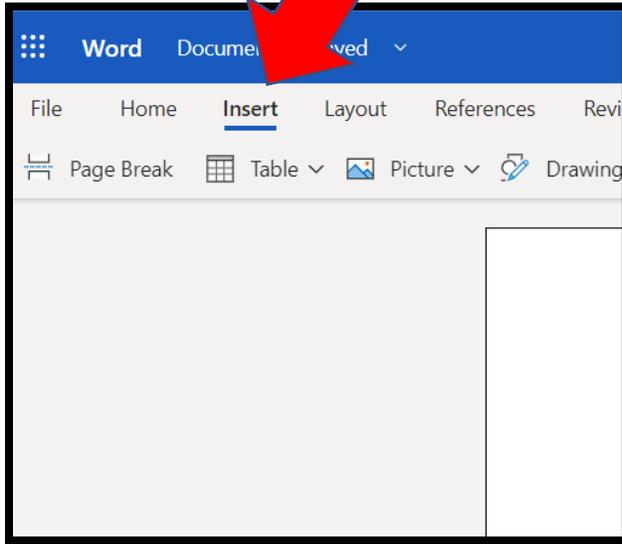
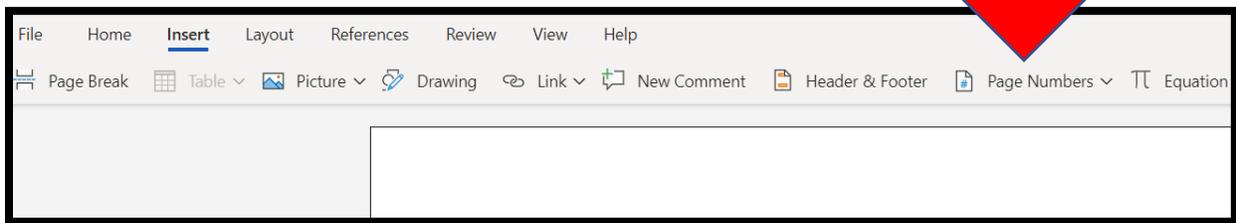


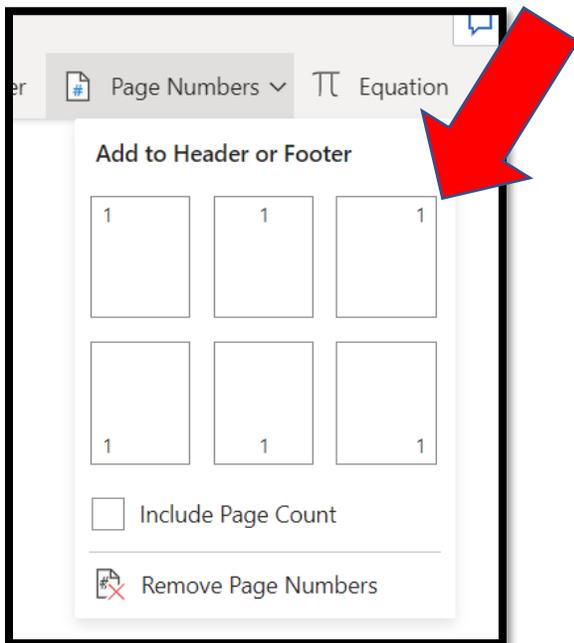
1. Click **Insert**.



2. Click **Page Numbers**.



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



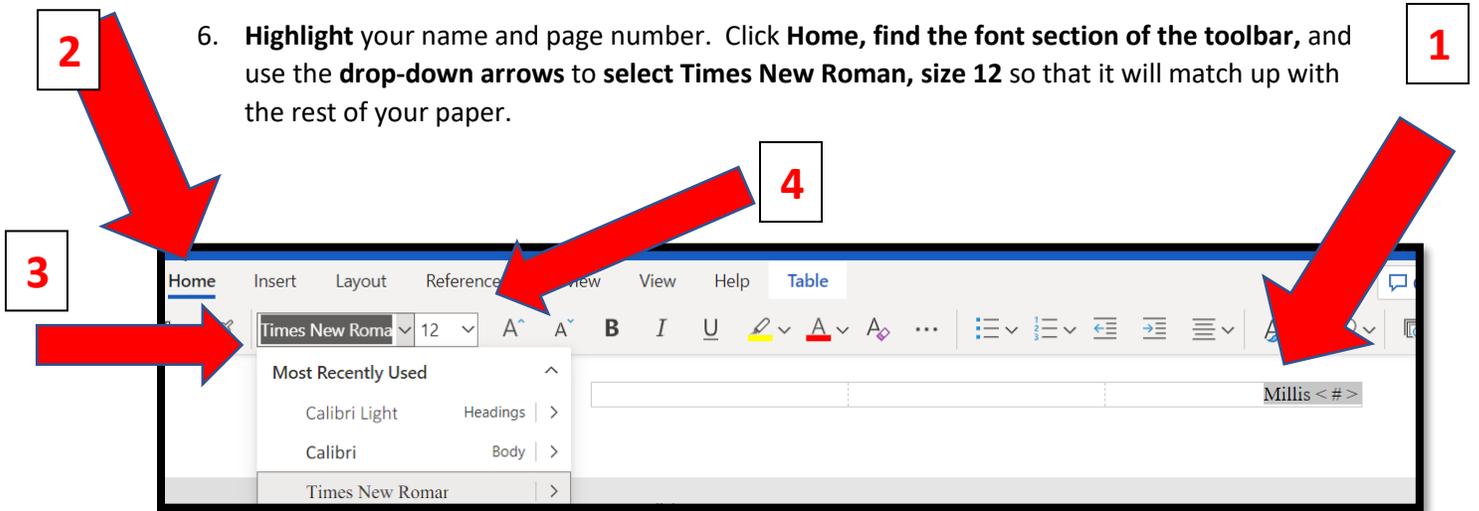
4. The header box will appear. Word will automatically add page numbers in place of the number sign.



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.