1. Click Insert.





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

er	Page Numbers ∨ T Equation
	Add to Header or Footer
	Include Page Count
	Remove Page Numbers

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

	< # >	
1		

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.

			4	
3	Home	Insert Layout Reference	$\begin{array}{c ccccccccccccccccccccccccccccccccccc$	
	Τ	Most Recently Used Calibri Light Heading	∧ Js >	
		Calibri Body Times New Romar	ly > >	

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.