

Generating a Header in Word 2003:

1. Open a blank document in MS Word.
2. On your top toolbar click on “View.”
3. Choose “Header and Footer.”
4. A text box will open, and a splash box will open below the text box.
5. Your cursor will be flashing in the upper left hand corner of the text box.
6. Hit your tab key twice, which will put the flashing cursor all the way to the right of the page.
7. Type in your last name.
8. Hit the space bar once, creating a blank space after your name.
9. Point your mouse to the first icon in the splash box, which is the icon for “insert page number,” and click the icon.
10. Click “close.”

Your last name and the page number should appear in gray in the upper right hand corner of your paper. All printed assignments should include this document header, regardless of the length of the assignment.