

## Generating a Header in Word 2007:

1. Click on the “Insert” tab.
2. Click on “Header.”
3. Choose “Blank.”
4. A text box will open.
5. Ignore the box that says “Type text here,” and instead hit your Tab key twice, which will put the flashing cursor almost all the way to the right of the page.
6. Type in your last name.
7. Hit the space bar once, creating a blank space after your name.
8. Click on “Page number,” then highlight “Current position,” then click on “Plain number.”
9. Click on “Close header and footer.”
10. If you suddenly have a page with no document header, click on the “View” tab, then on “Print Layout,” and you will be able to see the document header.

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.