

# Generating Headers:

Multiple ways exist for creating headers in *all* versions of Microsoft Word. The instructions below show one manner using MS Word 2007.

1. Click on the “Insert” tab.
2. In the toolbar section, 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 , which will create one blank space after your name.
8. In the toolbar click on “Page number” icon:
  - highlight “Current position,”
  - click on “Plain number” option.
9. Click “close header and footer.”
10. If you find that you have a page without a document header:
  - click on the “View” tab
  - then click on “Print Layout”
  - the document header should appear at this point.

The final product should display your last name and the page number, in gray, in the *upper right hand corner* of your paper.

All assignments should have a document header, regardless of the page count.