

HEADERS AND PAGE NUMBERING - MSWord

Sometimes you will be asked to insert page numbers in your papers. Here's how! Also, if you need to add a header with both a page number & your name (MLA format), or if you need to add a header with the first few words of your title & a page number (APA format), then use the customized header information, below

Inserting a Page Number

Go to Insert menu tab

Select "insert page number"

Select position for page number from drop down menu ("top of page" or "bottom of page," etc)

Select a format (Plain 1, etc.)

Double-Click (2 rapid clicks) on main part of paper to return to regular text editing mode

Inserting a Customized Header

Go to Insert menu tab

Select "insert header," then pick option where you can [insert text]

Within the [insert text] box, type your name (or first few words of the title, if using APA format, not MLA)

Delete any extra [insert text] boxes you don't need, if applicable

Type a space after your name in header (so that there will be a space between your name and the page #)

While still in header, go to the Insert menu tab again

Select "insert page number"

Select "Current position" option from drop down menu

Select the first format (Simple- Plain Number)

Double-Click (2 rapid clicks) on main part of paper to return to regular text editing mode

How to Remove Header from 1st Page of your Paper

Double-Click (2 rapid clicks) on header area of your paper to select header

Go to "Design" tab

Check the "different first page" box

Delete any header information from first page's header, if still present

Double-Click (2 rapid clicks) on main part of paper to return to regular text editing mode