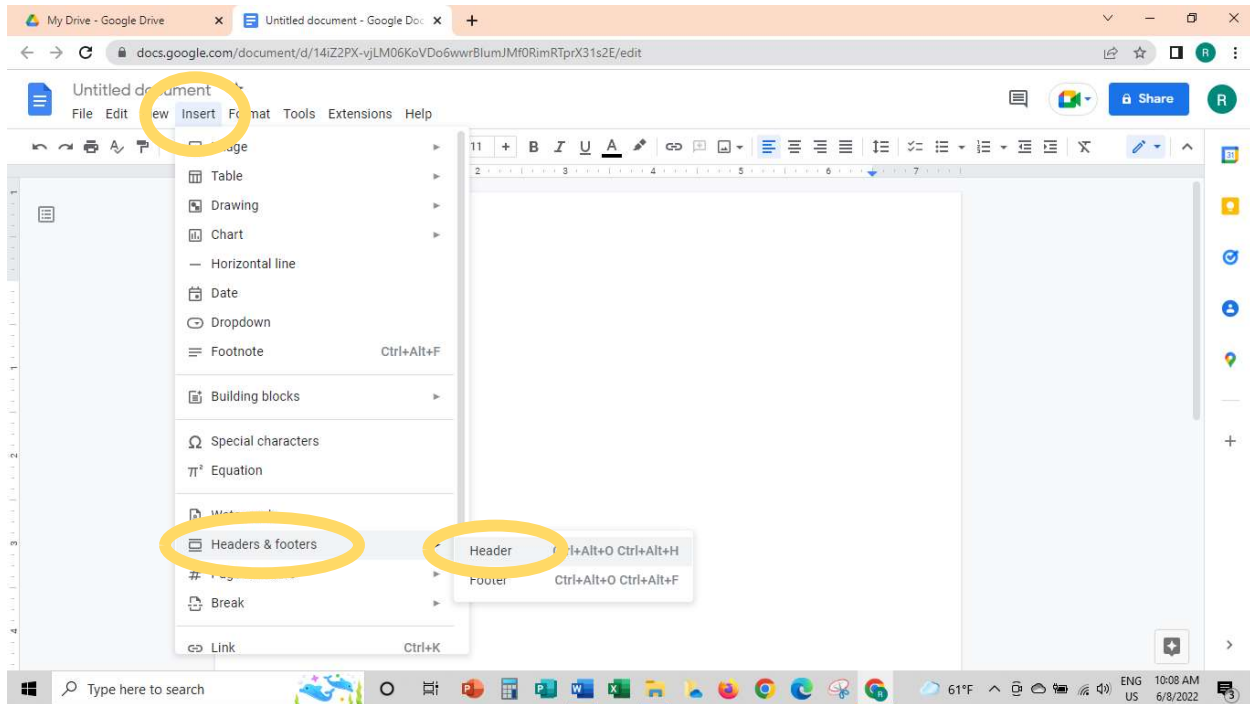


# SETTING UP A DOCUMENT HEADER IN GOOGLE DOCS

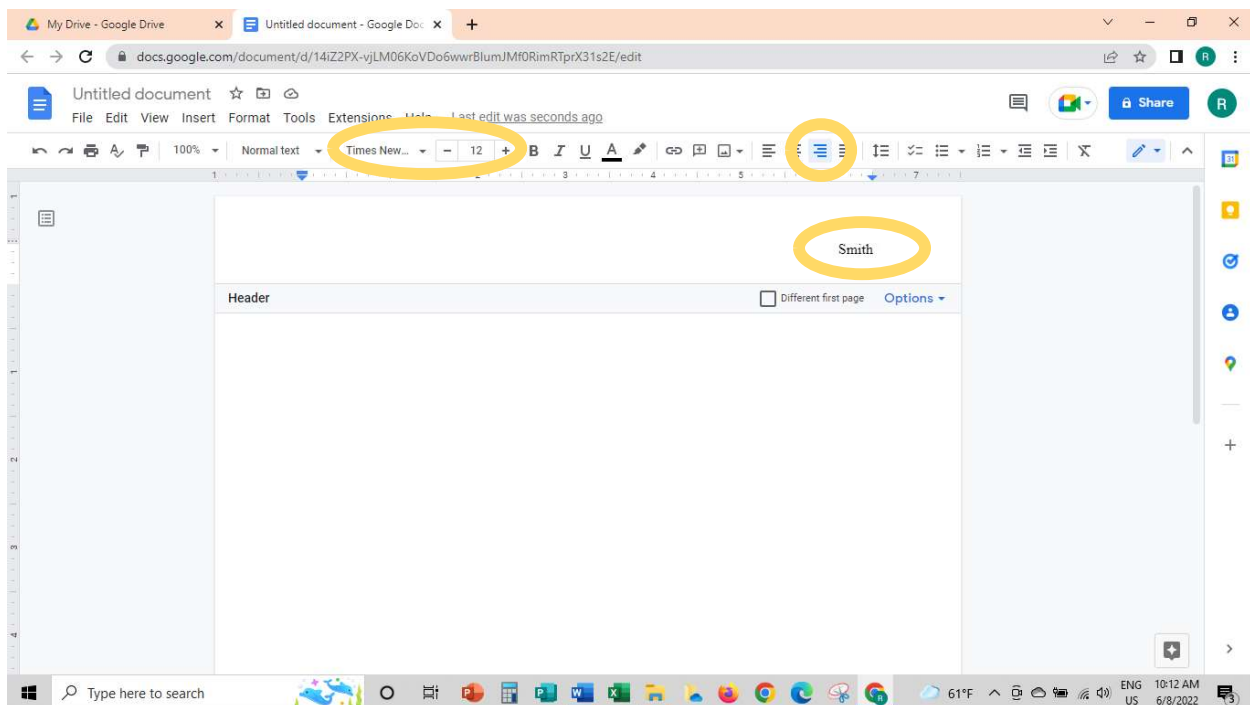
## STEP 1:

Select INSERT, then HEADERS & FOOTERS, then HEADER



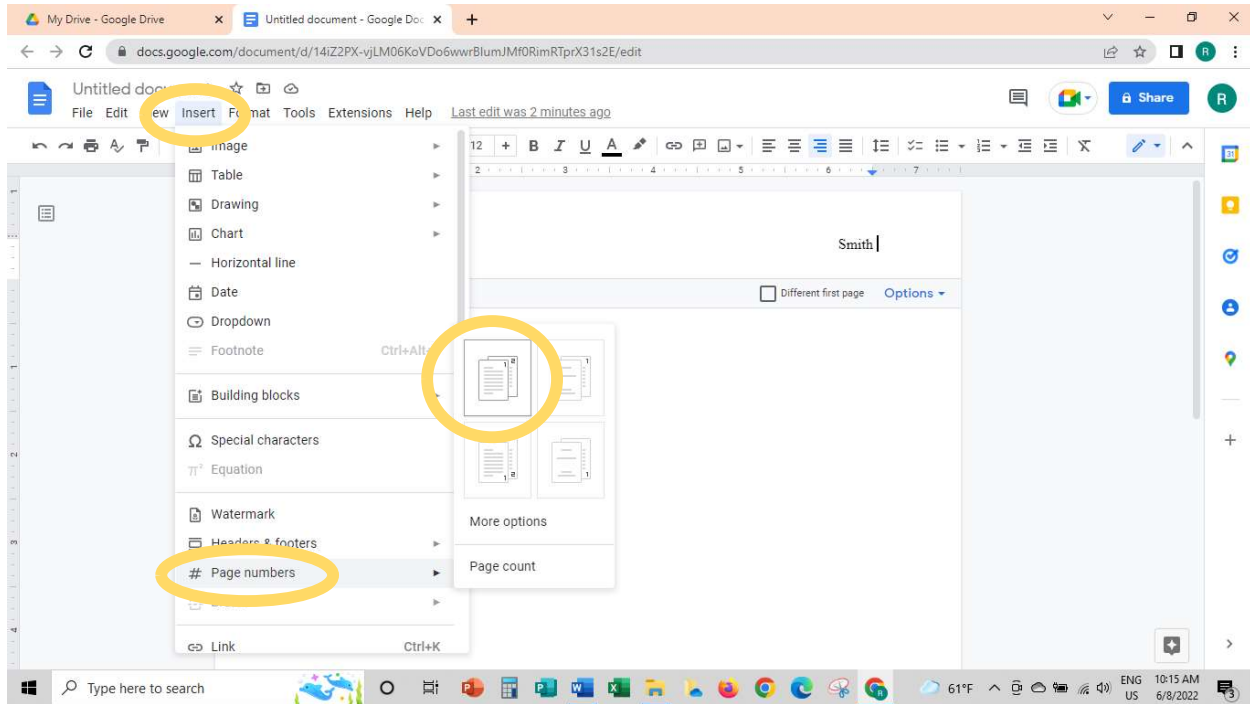
## STEP 2:

Change the font to Times New Roman, 12 point. Set the alignment to the right. And then type your last name and a space.



### STEP 3:

Select INSERT – PAGE NUMBER – and choose the option for numbering in the upper right corner with a 1 on the first page.



### STEP 4:

Click anywhere in the body of the document to CLOSE HEADER AND FOOTER.