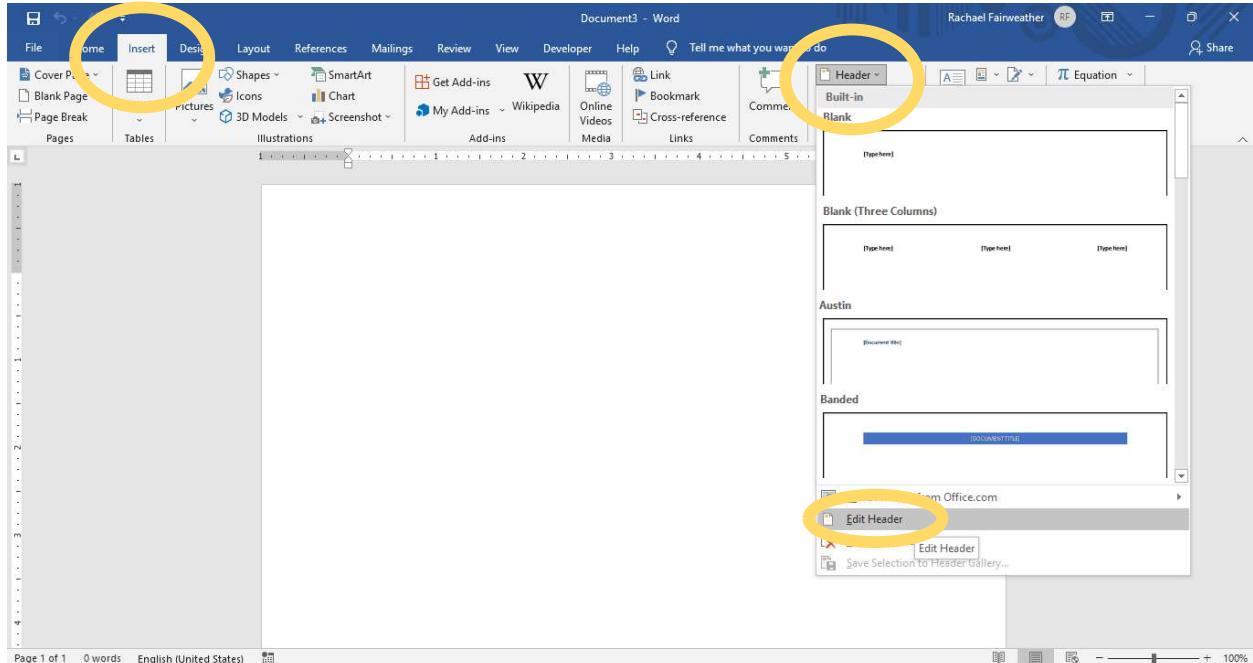


SETTING UP A DOCUMENT HEADER IN MS WORD

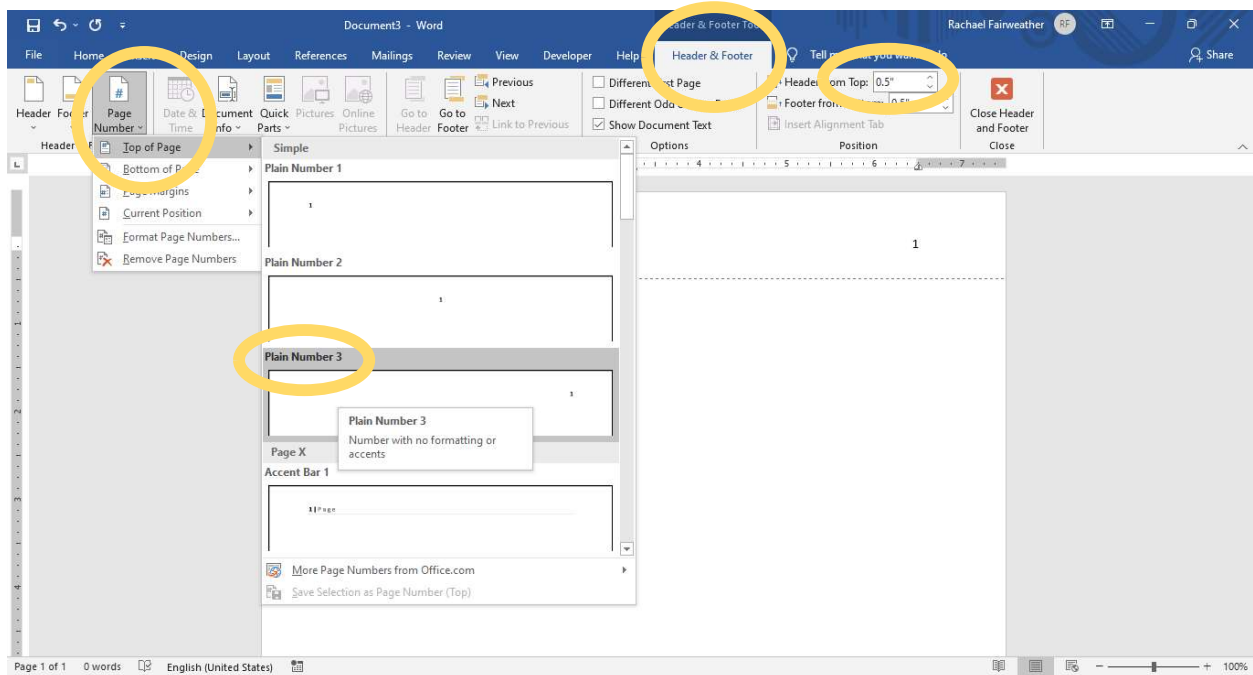
STEP 1:

Select INSERT, then HEADER, then EDIT HEADER



STEP 2:

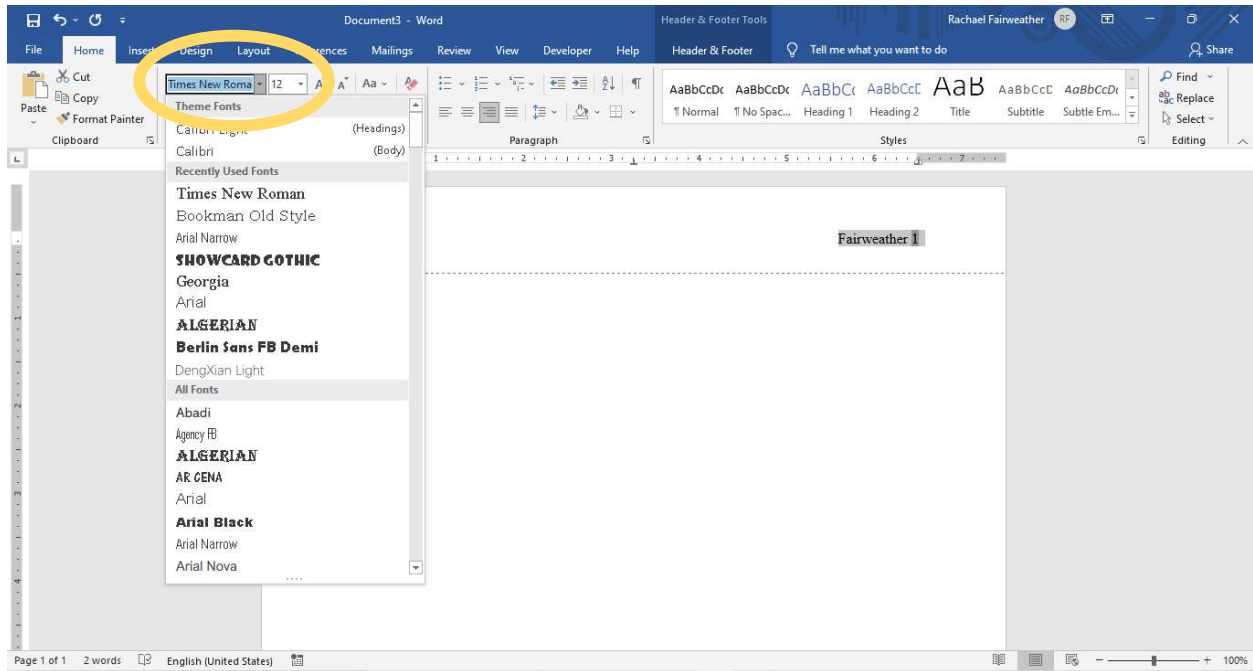
Select the HEADER & FOOTER tab, then PAGE NUMBER, then TOP OF PAGE, then PLAIN NUMBER 3 which places the page number along the right margin. Make sure the HEADER FROM TOP is set at 0.5 inch.



STEP 3:

Type your LAST NAME followed by one SPACE *in front* of the page number.

The default font for the header is likely incorrect. Highlight your last name and the page number. Select the HOME tab and change the font to TIMES NEW ROMAN and the font size to 12 PT.



STEP 4:

Return to the Header & Footer Tab and select CLOSE HEADER AND FOOTER.

