Headers Using Microsoft Word 2013
Handout courtesy of Angela Gulick

A header is information in the upper ½ inch of a document. Follow these directions to create headers for assignments requiring MLA documentation and format.

Step 1. Open up Microsoft Word. Under the Insert menu, select Header.

Step 2. A new window will appear. Click the top box that says Blank. You should now see [Type text].

Step 3. Click on Page Number and scroll down to Plain Number 3. Select that box.

Step 4. The computer will insert the proper page number on each page.

Step 5. Type your last name and a space before the page number, like this: Kuykendall 6. Note: You do not need to put a comma between the two or write out the word “page.”

Step 6. Click on the red box that says Close Header and Footer.