

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**.

