Creating a header

From the **insert** tab, select **header**.

Choose the header design. “Blank” is standard for papers, but something fancier will often be OK.

If you prefer (or you are asked to do so) begin your header with your last name or your paper title.

If you prefer (or are told to), you can omit the header from page 1 by selecting “Different First Page.”
Insert the page number. Choose “current position” when creating a header.

“Plain Number” is standard. Other options are available when you are able to be more flexible.

Use control-R to move the text to the right corner (or go to the “Home” tab and use the right alignment button). Click “Close Header and Footer,” and you’re done.