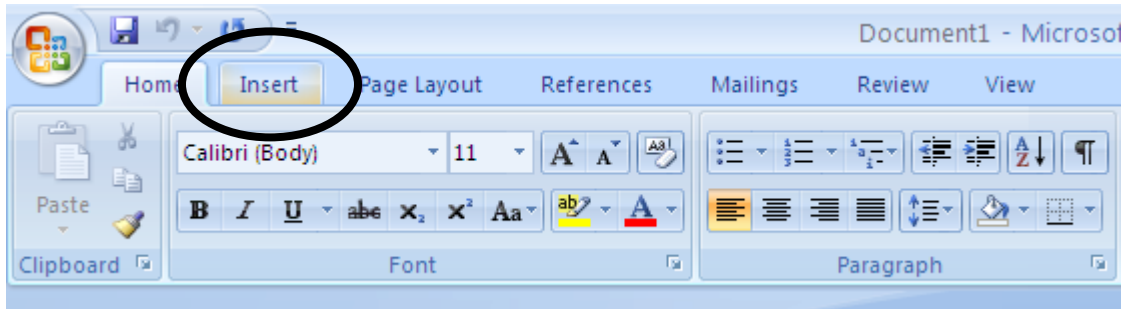
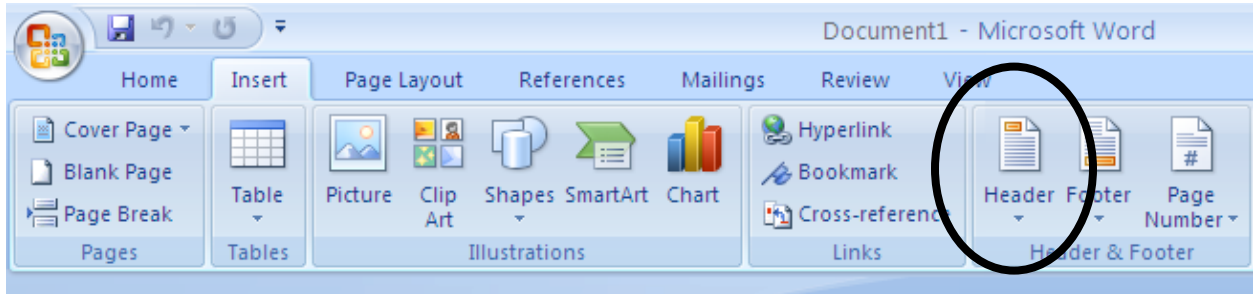


How to Add a Header to your MLA Term Paper – MS Word 2007

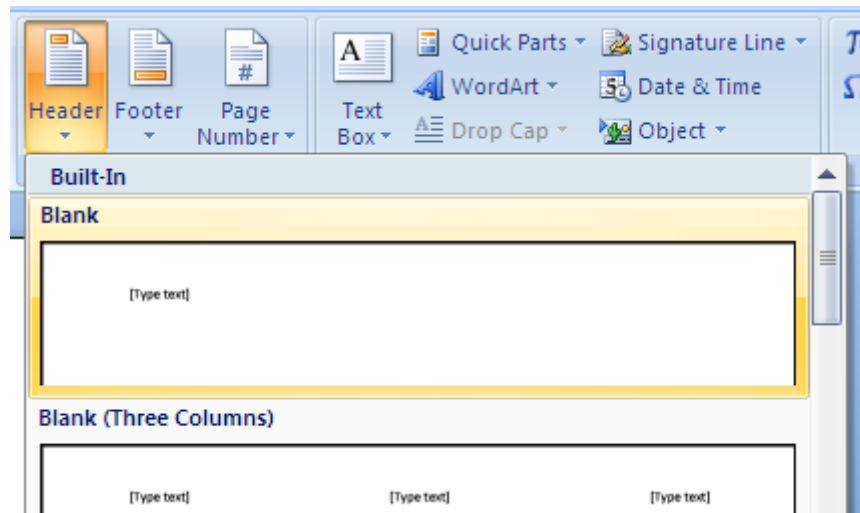
On the top ribbon bar, click the **Insert** tab, as shown below.



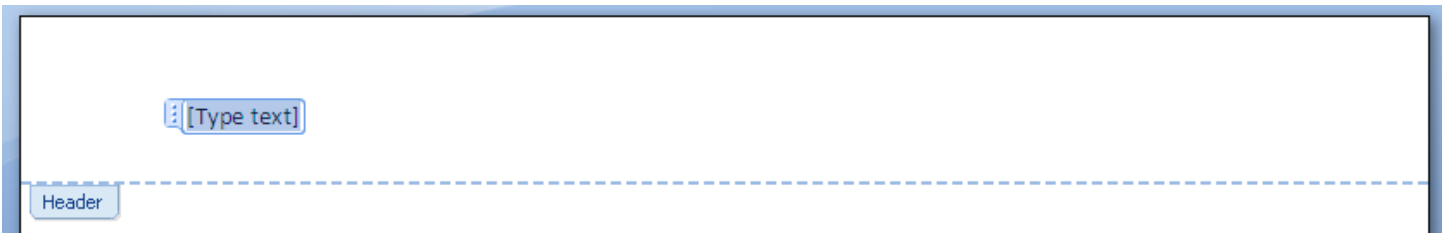
Click on the **Header** button, as shown below.



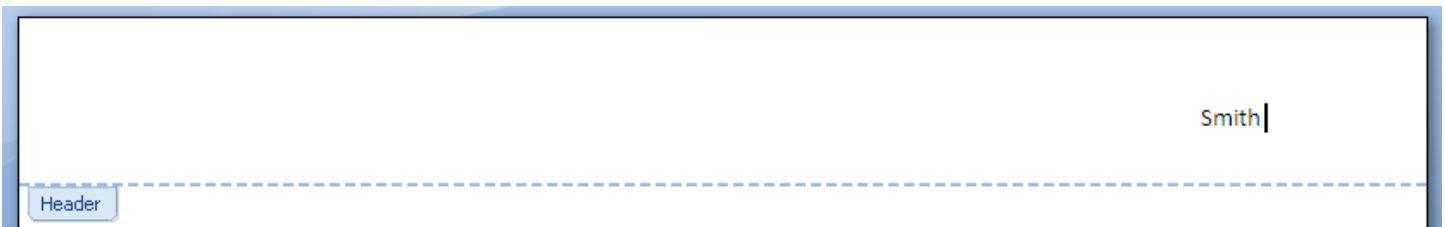
From the drop-down menu, click on **Blank**, as shown below.



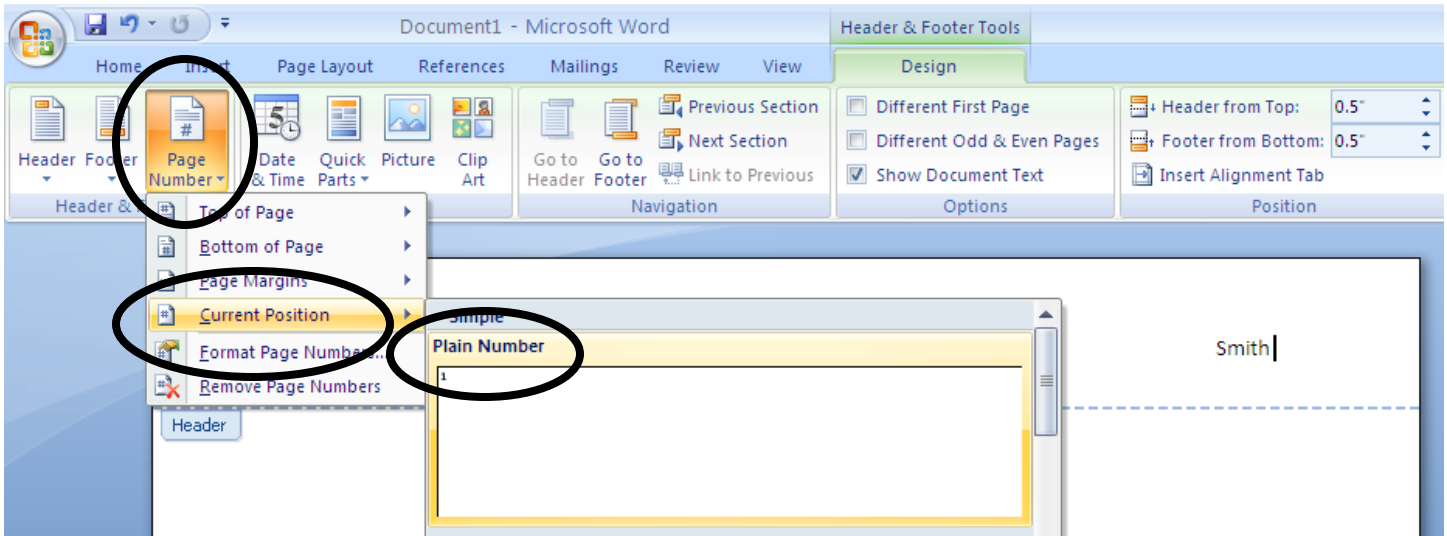
The Header edit area will appear, as shown below.



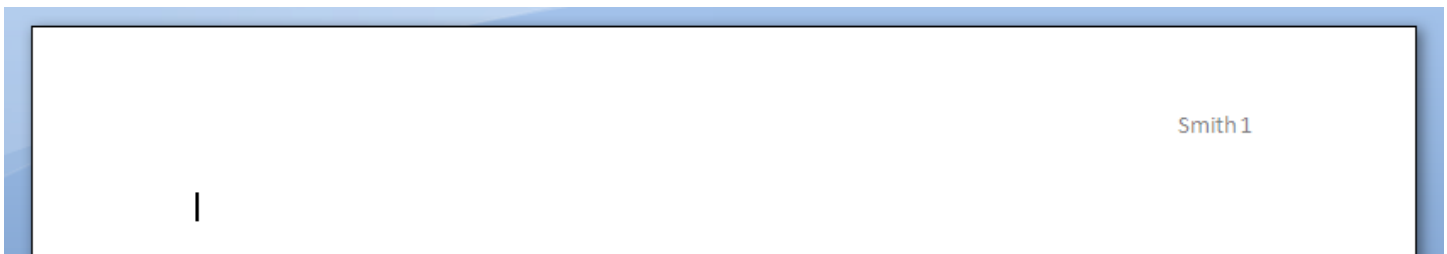
Press the **Tab** key twice; type your **last name** and **one space**, as shown below.



Click **Page Number**, then **Current Position**, then **Plain Number**, as shown below.

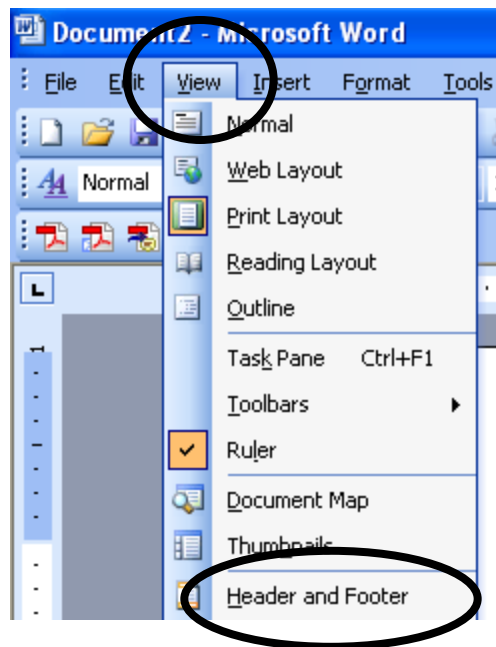


Type a **1** then double-click below the blue dotted Header line and you're done!

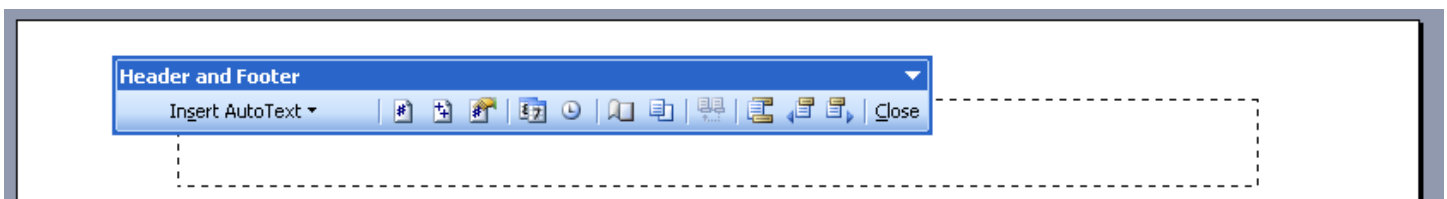


How to Add a Header to your MLA Term Paper – MS Word 2003

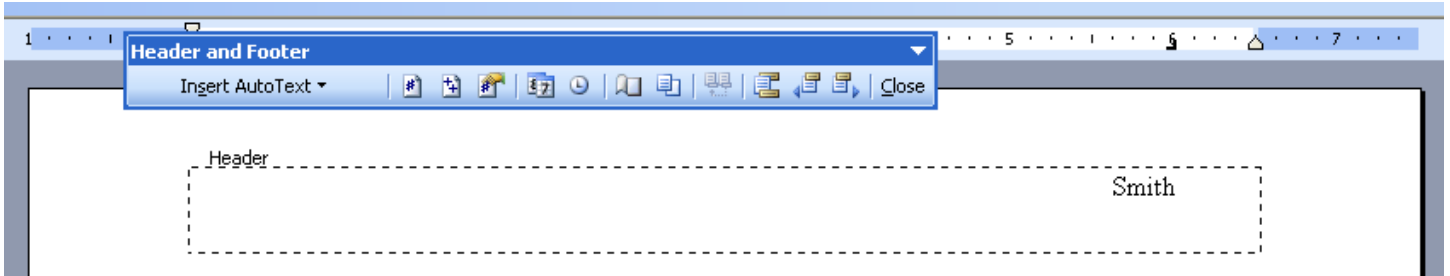
On the Menu Bar, click **View**, then from the drop-down list, click **Header and Footer**, as shown below.



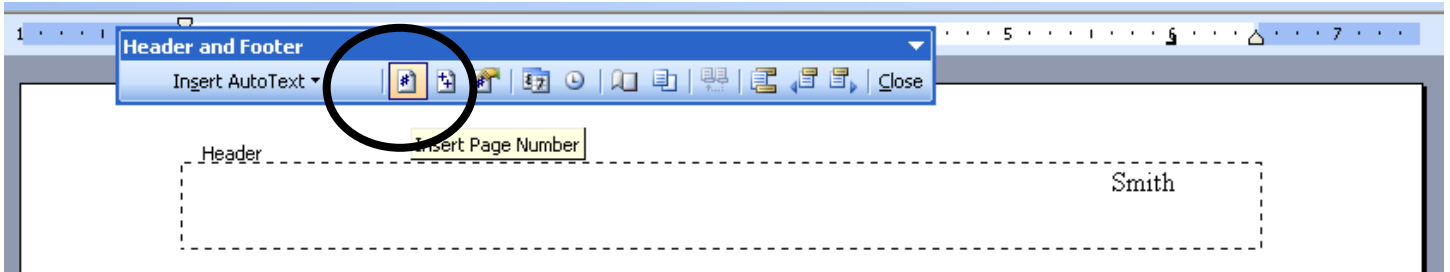
The Header and Footer toolbar and edit area will appear, as shown below.



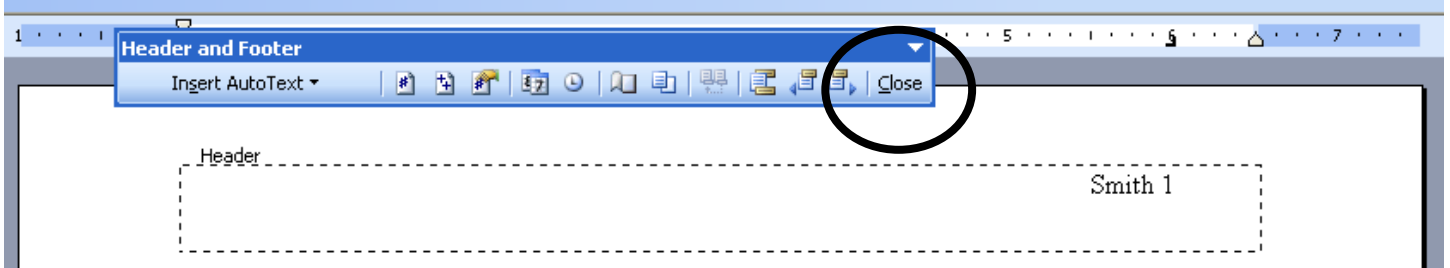
Press the **Tab** key twice; type your **last name** and **one space**, as shown below.



Click the **Insert Page Number** button, as shown below.



The correct page number will appear. Click the **Close** button.



You can now continue with your typing.

