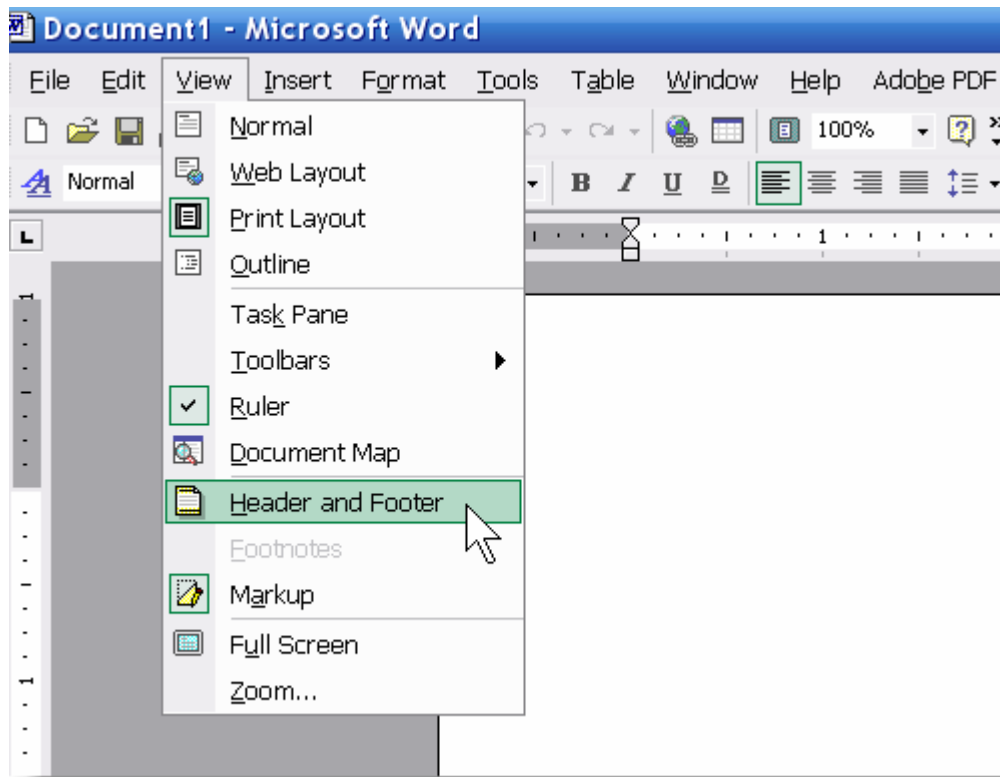
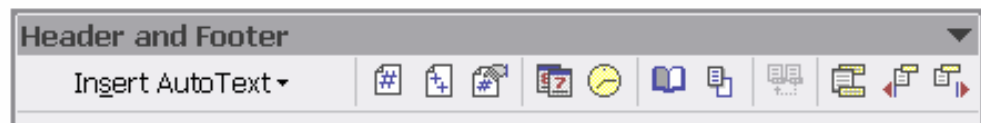
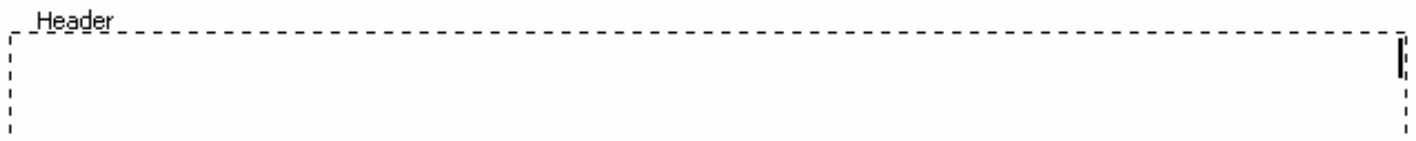


Helpful Hint #8 – Pagination



Step 1: Click on “View,” then “Header and Footer.”

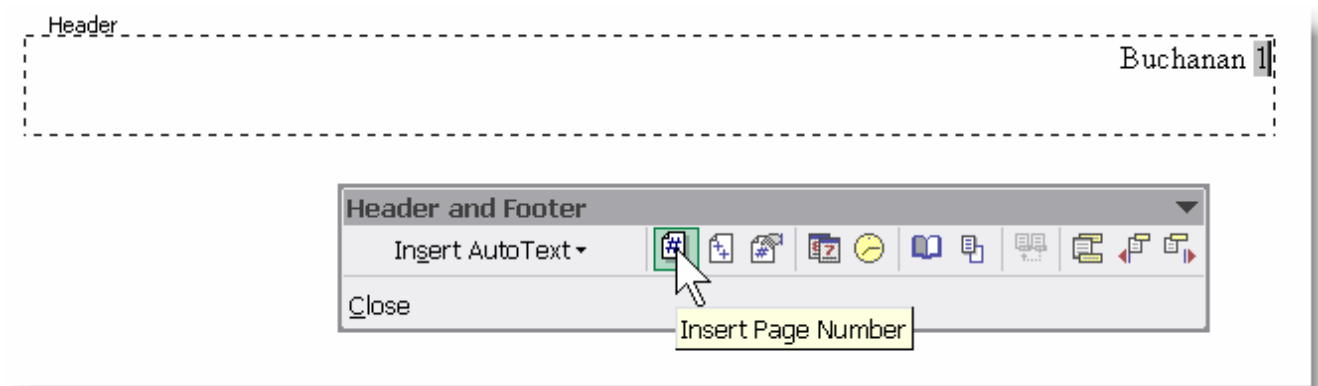
Step 2: When the “Header” field appears, click on the “Align Right” icon to switch your cursor to the right side of the page.



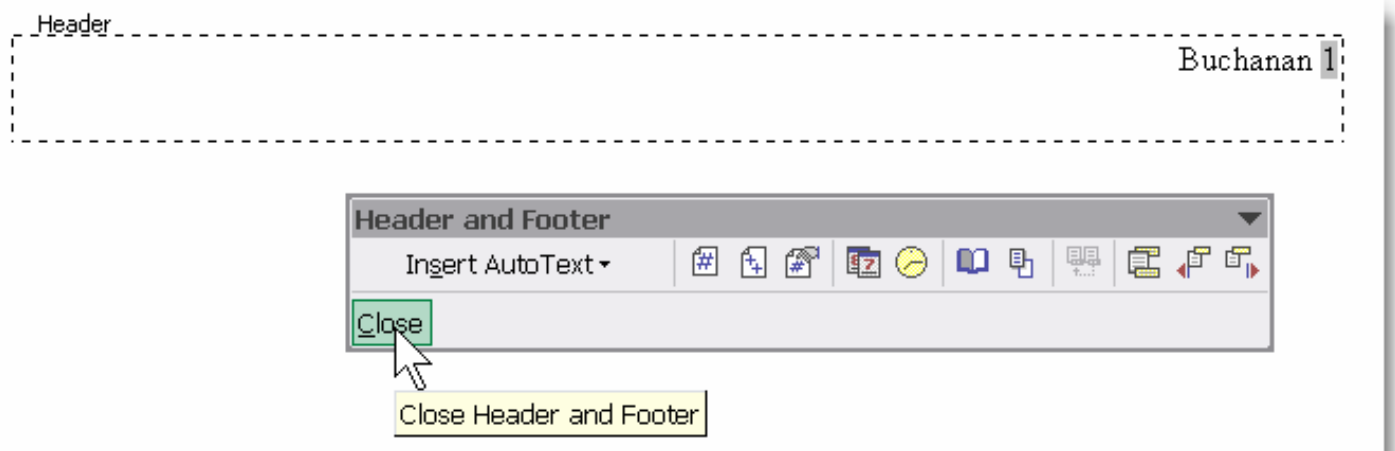
Step 3: Type your last name, space, and then click the “Insert Page Number” icon on the Header and Footer toolbar. If you have done this correctly, your page number should be highlighted in gray.

CAUTION: If you simply type the number 1, Word will not recognize it as a page number, thereby putting “1” on every page. This is incorrect formatting.

Also: Check and make sure that your header is in the appropriate size and type font. It should be uniform with the rest of the text in your paper/assignment.

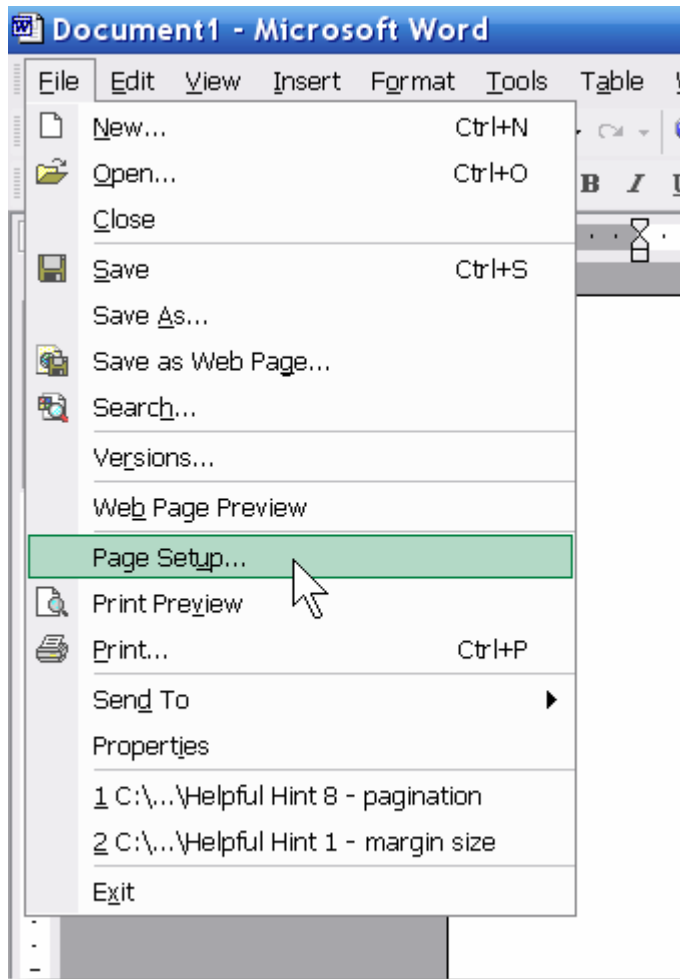


Step 4: Click on “Close.”



Step 5: The header field and toolbar will disappear, but you should be able to faintly see your completed header in the top right hand corner of your document.





Step 6: Verify that your pagination is $\frac{1}{2}$ " from the edge of the paper – to do so, click on "File," then "Page Setup."

Step 7: Click on the "Layout" tab in the "Page Setup" dialogue box. In the middle of the dialogue box, under the "From edge" formatting, the header and footer should read .5"

Once you have done that, click "OK."

