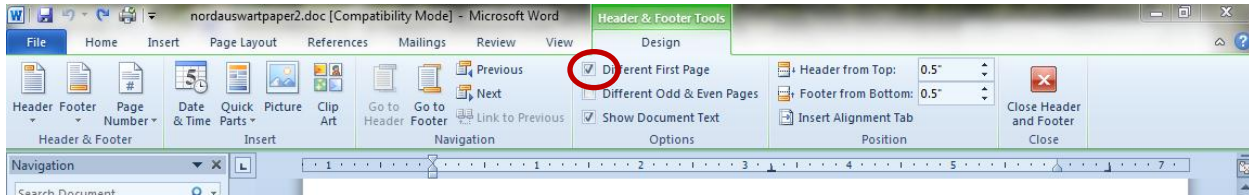
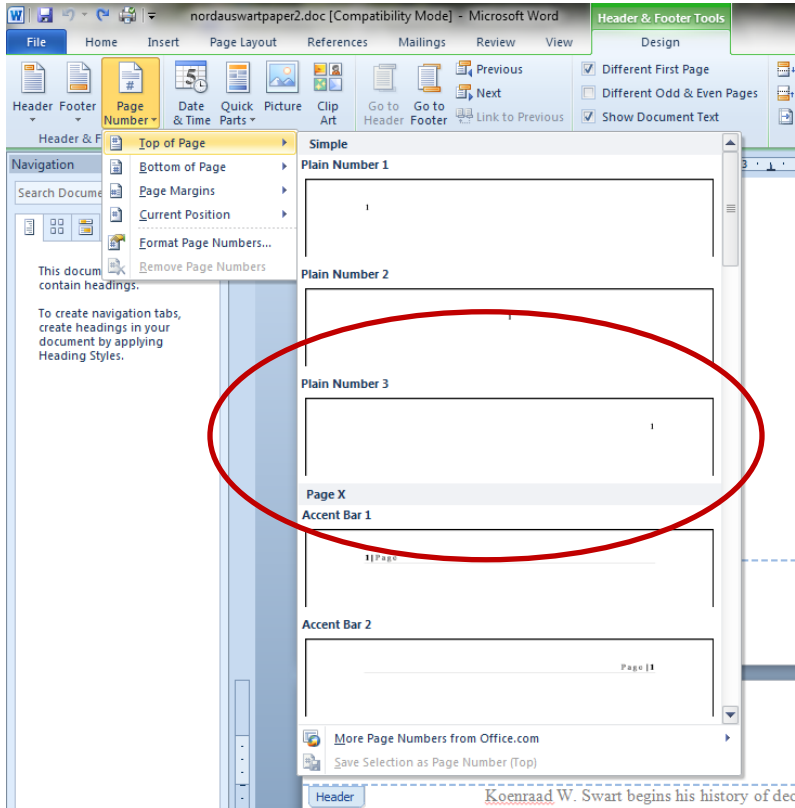


These directions set up a header and footer starting on the second page of your document.

1. Start with your cursor before the first word on the second page of your paper.
2. Double click in the blank top margin area of the second page. This opens the Header & Footer Tools. Make sure the box for “Different First Page” option is selected under Design.

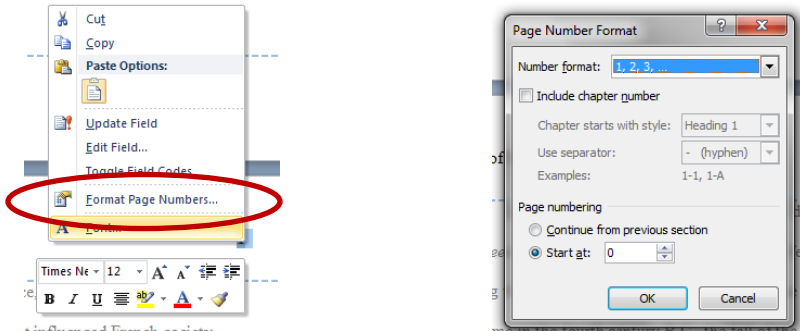


3. Click on the Page Number button to open the page number options and choose Plain Number 3.

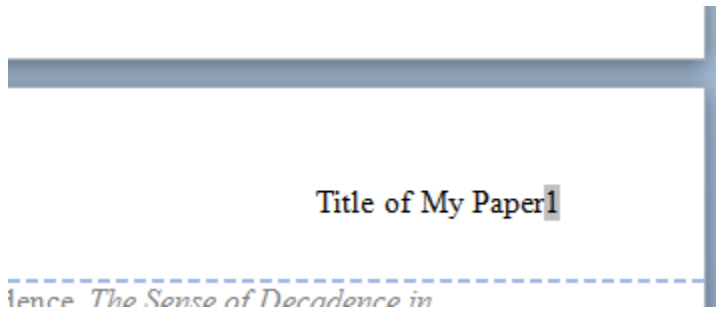


The number should now appear in the right upper corner, and it should be grayed out.

NOTE: If you need to change the style of the numbering, or the number itself, highlight the number and use the right click button to open the format menu. From the pop-up menu choose "Format Page Numbers" and make these changes.

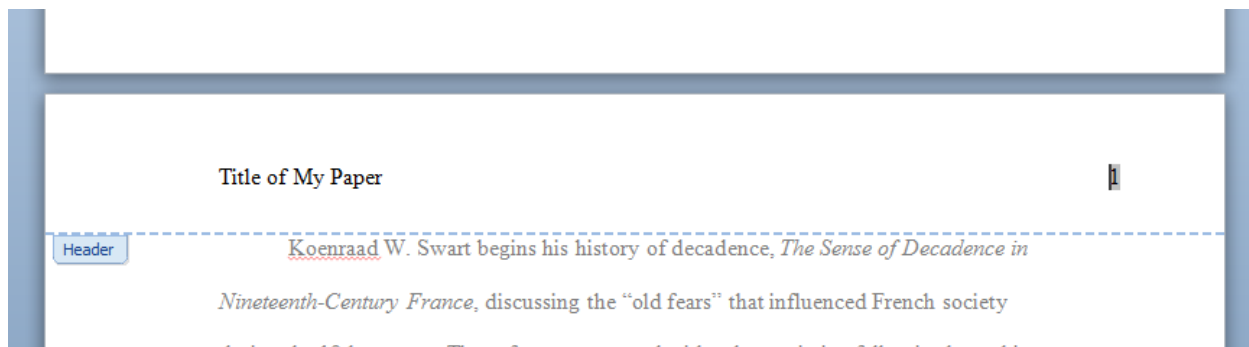


4. Now that you have the numbers on the page, with the cursor before the page number, type your paper's title before the page number.



5. Move the cursor to the beginning of your title and use the back space to line the title up on the left hand margin. NOTE: YOUR PAGE NUMBER WILL FOLLOW THE TITLE, BUT THAT'S OK.

6. Now move the cursor between the last letter of your title and the page number. Press the tab key until you have lined the page number up with the right hand margin.



7. If your professor wants a different title on the title page, just double click on the upper margin of your title page and type that text into the header field. This should not change the header in the following pages.

