To Put Your Last Name and Continuous Page Numbers on Every Page

From the **Insert** tab:

- Click on **Page Number** (do not click **Header**).
- Click on **Top of Page**.
- Click on **Plain Number 3**.

Type your last name (use standard capitalization, not all capital letters), and hit the space bar once.

Click on **Close Header and Footer** (upper right corner).
To Remove Your Last Name and Page Number from the First Page Only

Some instructors might tell you to put your last name and page number on every page except the first page. If this is the case, follow all instructions on the previous page and then:

Right-click on your last name and page number (you can be on any page and in any tab).

Click on the box that says **Edit Header**.

Click in the little box beside where it says **Different First Page** (a check mark will appear).

Click on **Close Header and Footer** (upper right corner).

Your last name and page number will no longer be on the first page but will be on all other pages of your paper.