

Daniel Nester

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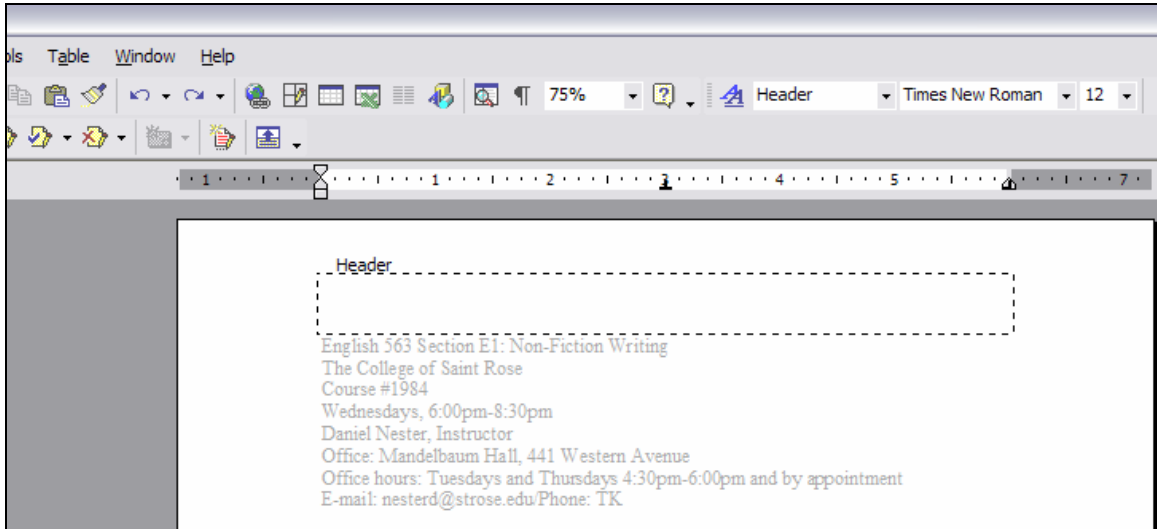
English 105

25 August 2005

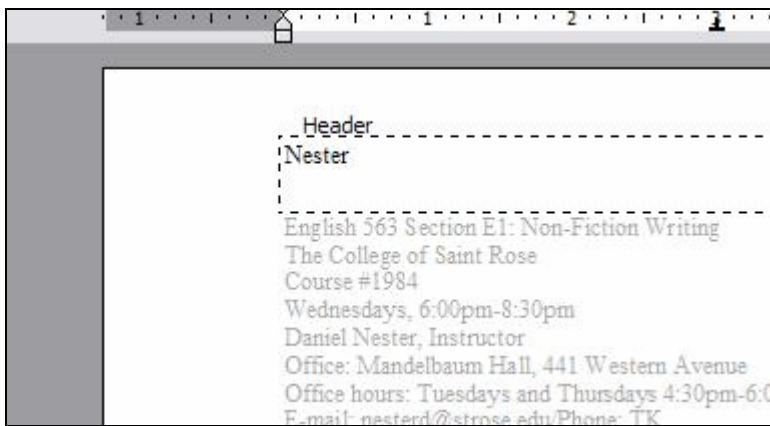
### How to Create a “Running Header” in Microsoft Word: A Tutorial

All college paper formats require a “running header” on each page of your paper. What is a running header? It’s text that appears at the top, or the “head,” of each page of a paper. Why do college instructors require them? Well, one fundamental reason is that, in college as in the real world, papers are sometimes torn apart and each page needs to be easily identifiable to the author. (Another might, just might, be some people’s habit of forgetting to staple their papers, but that’s just this instructor’s hunch.) In any case, what follows is a tutorial on how to create a header that adheres to MLA format in the very popular word processing program, Microsoft Word.

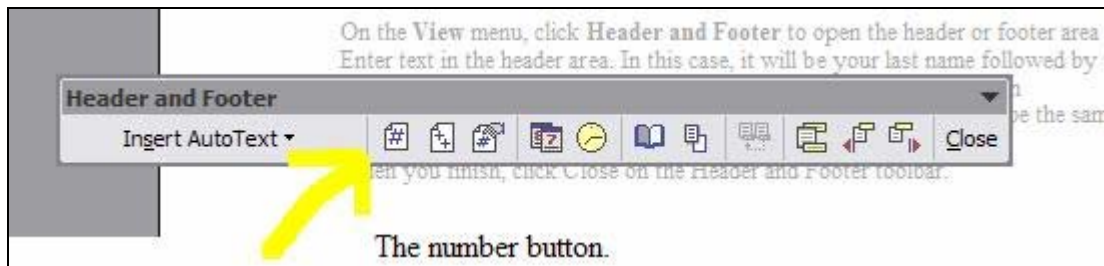
1. On the **View** menu, click **Header and Footer** to open the header or footer toolbar on your screen. The body of your paper will turn grey, and you will see a dotted-lined box at the top of your screen with the word “Header” on it, like so:



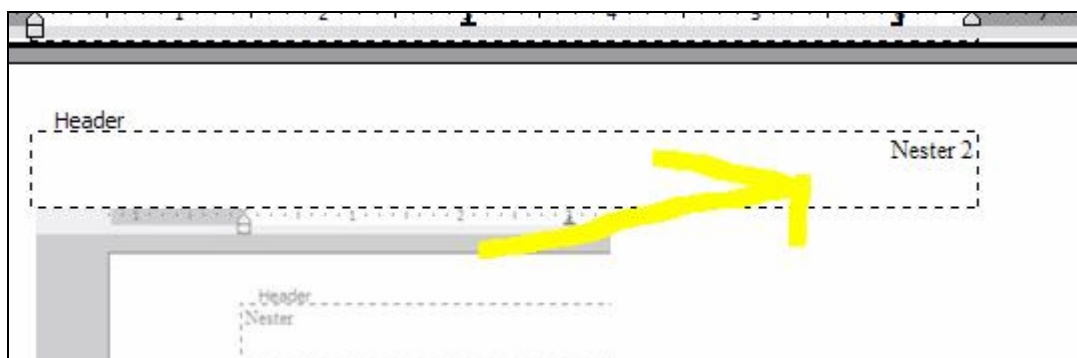
2. You can now enter your text inside dotted-lined Header box. In your case, it will be your last name followed by the page number. Let's begin with the last name:



3. The next step is to insert the page number. Do not—repeat, do not—insert a page number manually. Nothing but pain and confusion can come from doing that. Instead, put your cursor where you want the number to appear—which is after one blank space after your name—and click the number button on the Header and Footer tool bar. Put a space after your name, and hit that number (#) button. (What will appear is the actual page number you are on at the time of formatting.)



4. Now you have to format the text you have entered. What you need to end up with is your last name and the page number aligned to the top-right of the page. This needs to be the same 12-point Times New Roman style of the rest of your paper. You do this by using the buttons on the Formatting toolbar at the top of the document, as you would with regular text in your paper.



5. You're almost done. Click **Close** on the Header and Footer toolbar. Huzzah! Hoorah! Rock on! You now have an MLA-compliant running header.