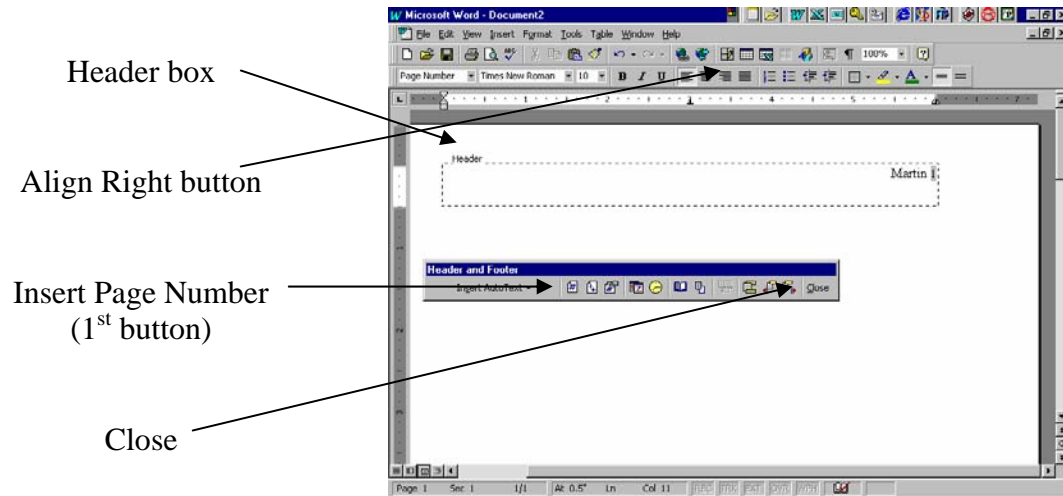


How to Create the Header in the MLA Style

The MLA style requires that you place your last name and the page number in the upper-right corner on each page (as shown in the upper-right corner of this page). This handout shows you how to create the header so it appears on each page with the pages numbered automatically.



Header Box with Header and Footer Toolbar

1. Select the **View** menu and then select **Header and Footer** to display the Header box with the Header and Footer toolbar.
2. Click the **Align Right** button on the Formatting toolbar to move the cursor to the right margin of the Header box.
3. Type your last name and one space only.¹
4. Click the **Insert Page Number** button on the Header and Footer toolbar to begin automatic page numbering.
5. Click the **Close** button to return to your document.

Note: The header is displayed only in Print Layout View, not in Normal view.

¹ To create an APA style header in Step 3, type the first two or three words of your title, followed by five spaces.