

## Word 2007: 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 use Word 2007 to create the header so it appears on each page with the pages numbered automatically.

1. On the **Insert** tab, in the **Header & Footer** group (middle of ribbon), click the **Header** button, and select the **Blank** header design. (Shortcut: Move the pointer to the header area and double-click.)
2. Press the **Tab** key twice to move the cursor to the right margin of the Header.
3. Type your last name and one space only.
4. On the **Design** tab, in the **Header & Footer** group (left side of ribbon), click the **Page Number** button. Select **Current Position** from the menu, and select the **Plain Number** design.
5. Click the **Close Header and Footer** button (**red X**) to return to the body area of your document. (Shortcut: Move the pointer to the body area and double-click.)