

HEADERS AND FOOTERS

Name and Page Numbers -- OMITTING FIRST PAGE

1. On Word Menu Toolbar → Select **VIEW** → select **Header and Footer**.

2. The **Header and Footer** toolbar opens.

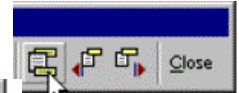


3. Press the **Page Set-up** button 

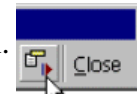
4. The **Page Set-up** window opens. Select the **Layout** tab

5. In the **Header and Footer** section, check the box marked: **Different First Page** → **OK** button.


6. Select header or footer by clicking the **Switch Between Header And Footer** button



7. Place the cursor in the **First Page Header** and press the **Show Next** button.



Switch Between Header and Footer

8. Press the **Align Right**  button on the Formatting Toolbar

9. Type your last name, space, then click **Page #**  button on the **Header and Footer** toolbar

10. Click the **Close** button on the **Header and Footer** toolbar.