

SETTING PAGE NUMBERS IN WORD/MS-WORD

Wait to do the pagination until you've **finished** writing the paper. Then, follow these two steps:

1) scroll to the first **content** page of your paper (not the cover sheet), and click your cursor anywhere on that first page. Go to the menu bar, click on "insert", scroll to "page numbers." Click whatever options necessary to get your page numbers in same font/size as your type, positioned at the upper right, and select whatever option will keep the page number for page 1 from appearing.

2) scroll down to anywhere on content page **two**, and click your cursor there. Go to the menu bar and click on "view," then click "header and footer"; right-align your text, and type in your last name.

This should create a header that starts *counting* from page 1 but won't print the *number* on page 1. Your last name should also now appear next to the page number, starting from page 2.

Give that a try.