

HOW TO CREATE HEADERS IN MICROSOFT WORD (VISTA)

- Open the Insert Menu. Click on the “Header ” option.
- A dialog box will open to the right. Click on the blank box at the top.
- In the box that says “Type text” enter your NAME (for IPE’s) or BLIND GRADING NUMBER (for QE’s)
- To add the PAGE NUMBER, hit enter after your name and from the tool bar select page number, then select current position and a dialog box will open to the right. Select first box to insert page number.
- Click on the box on tool bar at the far right with the red X, “Close Header and Footer.”