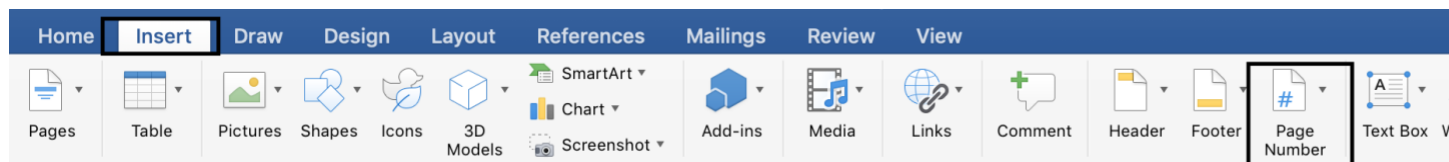




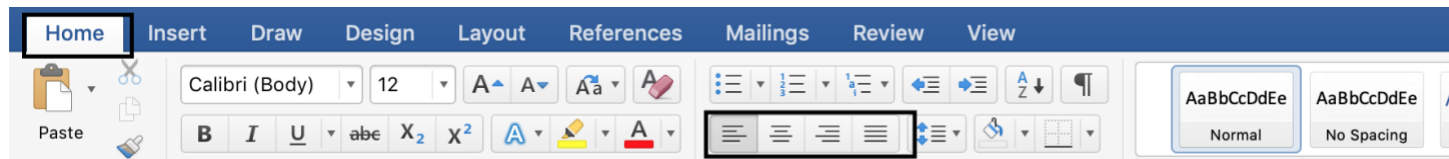
How to Insert Page Numbers

Step 1: Go to the “**Insert**” tab, and click “**page number**” in the header and footer section of the ribbon.



Step 2: In the drop-down menu, select the option for where you would like the page number to appear, such as top of the page, bottom of the page, etc.

Step 3: To change the size, font or location of the page number, highlight the number and go to the “**Home**” tab. Here, you can change the alignment of the page number by clicking “left align,” “center,” etc.



Step 4: To change the page number text (e.g., add your last name before the page number, as is required in MLA formatting), move your mouse cursor to before the page number by clicking on the left side of the page number, and type your last name.