

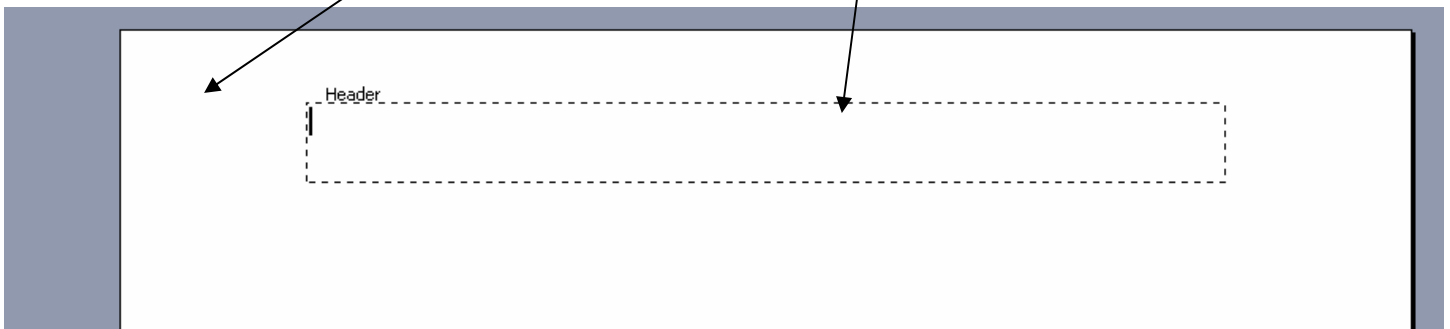
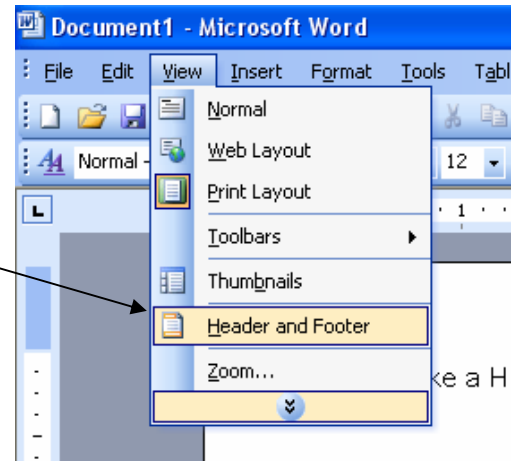
How to Make a Header

1) Open MS Word

2) Go to View -> Hader and Footer

3) This opens the header field. Type your header in this box.

4) Double click outside this box when you are finished. It will appear grey, but don't worry about it. It prints out in black, just like the rest of your page.



To add your header information on the right side of the header.

With your cursor in the header field, click on the **Align Right** button.

