1. Beginning on your first page, click the INSERT tab and select Header from the menu. Then select Blank.

2. Once the header has opened, press the tab key on the far left side of the keyboard 2 times to place your cursor at the 1 inch margin mark on the right side of the header.
Inserting an MLA Style Header

3. Type your last name into the header and hit the space bar one time.

4. From the INSERT tab select Page Number → Current Position → Plain Number. Your page number “1” will then appear next to your last name in the header box and consecutive numbers will appear with your last name on each new page of your paper.

5. Close your header and begin the rest of your paper.