

Important after inserting Header Hit return in order for Header to print on document

Your name

Teachers name

Class and period

due date (26 September 2016)

Adding name and page numbers.

Insert - header

Right justify

Type last name

Insert - Page number

Double Spacing

Go to Format - Line Spacing - 2.0

To print go to file open preview - print

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See how the number changes for each page? Do not type the page number, make sure to Insert page number.