

Right Justify - Insert Header, then Insert Page Number - Top of page

Format line spacing 2.0

Printing - File Download as Word - Before you print select all - Font Times New Roman 12pt.

Word - Macs

View - Header

-- Right Justify -

Last Name # symbol on formatting pallet (Insert)

Word 2007- PCs

Insert - Page number

Top of page

3rd choice down (shows page number in right top corner)

Type Last name and hit space bar

click on X in red box " Close Header and Footer"

Mac - Pages

Right justify

Insert

Auto Page numbers