

Formatting a Header in Google Docs

1. Open your **Google Drive**;
2. Find and click the **NEW** button...and then select **GOOGLE DOCS**;
3. Next, choose **INSERT** from the tool bar and pick **HEADER** from the drop-down menu;
4. Before you type anything on the document, open **INSERT** (from the tool bar) *again* and select **PAGE NUMBER** from the drop-down menu. Pick the style at the top left of the given choices;
5. Now, **move your cursor** in front of the number 1 and type in your last name. Be sure to leave a space between your name and the number;
6. **Move your cursor *again***, this time in front of your last name, and hit the **SPACE BAR** until your information moves to the right margin;
7. Your pages should now be numbered 1, 2, 3 etc. as you type the body of your document.

