Headers and Page Breaks

**Page Breaks.**
To begin a new page, place the cursor where you want to place a new page (end of a section, for example).

1. Select the “Page Layout” tab
2. Click on the arrow next to “Breaks”
3. Click on “Page”
4. If you want different page numbers depending on the sections of your paper, then under “section breaks” choose “next page”

**Page Numbers**
To insert page numbers,

1. Select the insert tab
2. Click on “Page Number”
3. Select “Top of Page”
4. Click on Option 3.

This will place the page number in the upper right-hand corner.
Headers
After inserting page numbers, the cursor will be in front of the page number.

To add text to your header,

1. Begin typing
2. When you are finished typing, double click anywhere in the body of the paper.

If you need to remove page numbers (from the title page, for example),

1. Select “Header” from the “Insert” tab
2. Select “Edit Header” from the dropdown menu. This will open up a design tab for the Header.

3. Check the “different first page” box. This will suppress the page number from the first page

You may need to retype the Running header information on the first page.