1. Select the **Insert** tab.

2. Select **Page Number**.

3. Select **Top of Page**.

4. Select **Plain Number 3** option.

5. Enter your **last name** to the left of the page number. Press the space bar once to add a space between the last name and page number.

6. Select **Close Header and Footer** to return to the main document.

---

**Questions? Ask a Librarian!**

Columbus Campus: Library, Columbus Hall   Reference Desk: 614.287.2460
Delaware Campus: The Learning Center, Moeller Hall   Service Desk: 740.203.8183

[http://library.cscc.edu](http://library.cscc.edu)