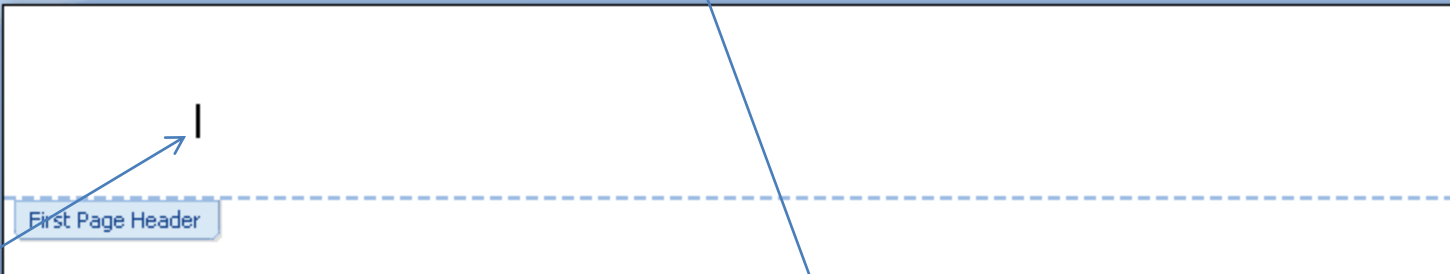
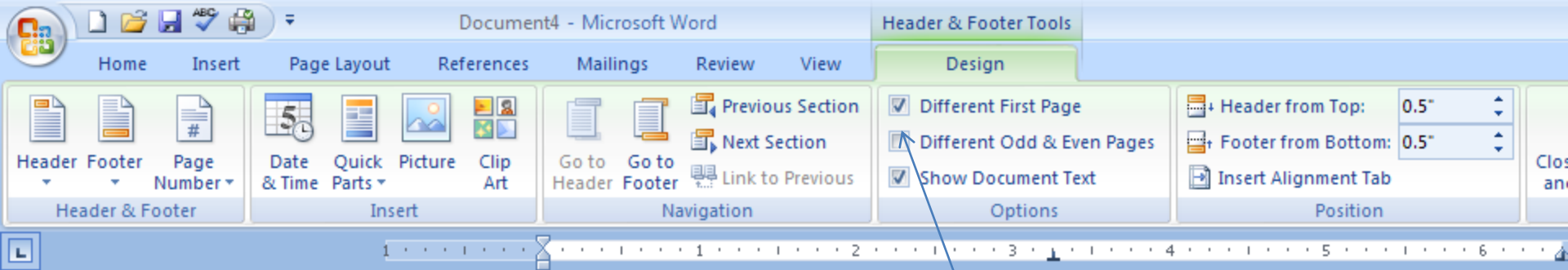


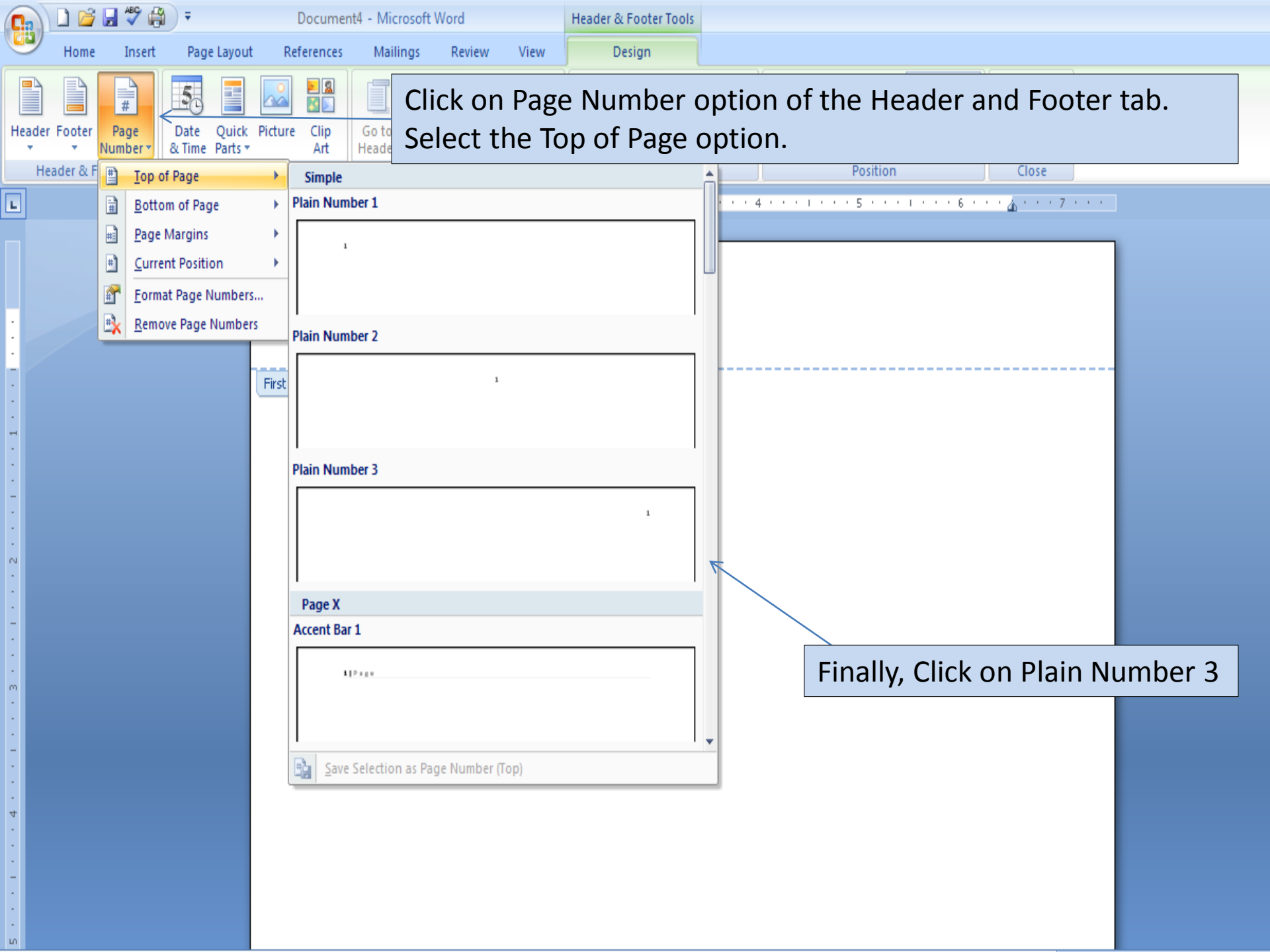
How to insert a Page Number as
a Header Manually.



Place your cursor in the upper 1" or so of the page and double click.

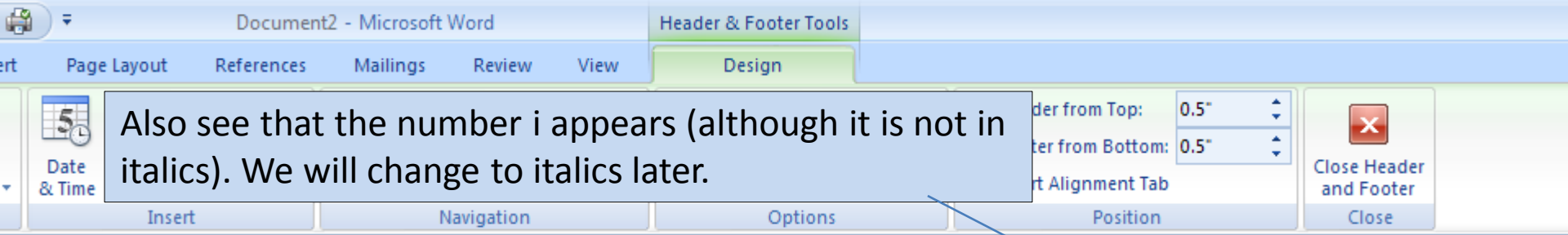
When you do this you activate the Design feature of the Header function.

First of all, unclick the Different First Page option. This is very important so that no page number will appear on first page.



Click on Page Number option of the Header and Footer tab.
Select the Top of Page option.

Finally, Click on Plain Number 3



Also see that the number i appears (although it is not in italics). We will change to italics later.



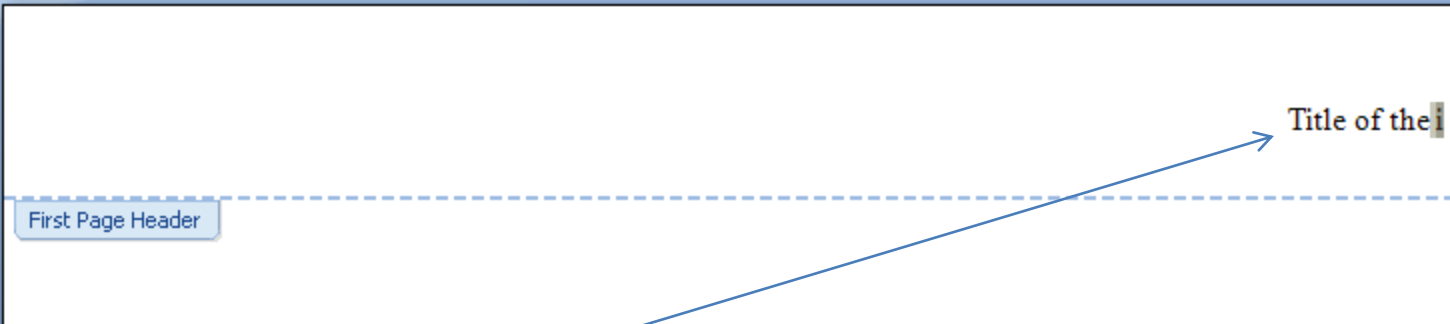
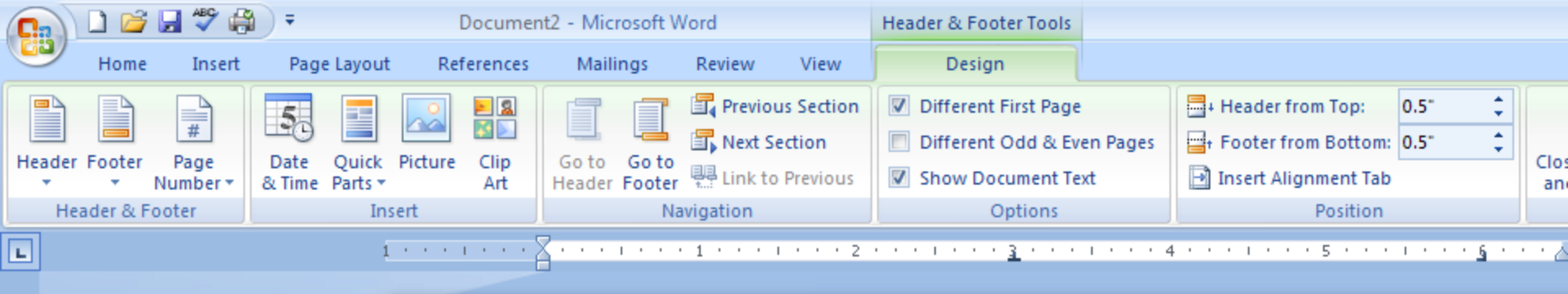
First Page Header

Be sure the cursor is positioned on the number i.
Then type the first 2-3 words of your paper title.

Title of the Paper Here

Subtitle if You Use One Here, Otherwise Delete This Line

Type Your Name Here



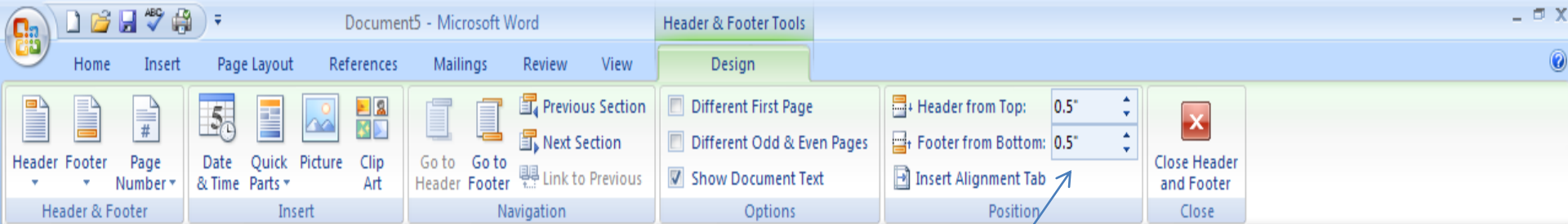
Now, highlight the number i. Be sure to highlight as the cursor position kind of makes it look highlighted but it is not. I found I had to do this 2-3 times to get the highlighting correct (but I was tired the day I did this tutorial 😊).

Once it is highlighted type these two keys at the same time: <ctrl> + i

This will make the number change to italics font.

Title of the Paper Here

Subtitle if You Use One Here, Otherwise Delete This Line



At this time, you are done. Click the Close Header and Footer to close.

Done.