Directions for Creating Different Headers in Word

- Choose “Page Layout” tab
- Go to “Margins”
- Choose “Custom Margins”
- Click on “Layout”
- Check box “Different first page”
- Go to “Insert” tab and choose “Page Number”
- Choose “Top of Page”
- Choose “Plain Number 3”
- Type your header
- Close header and footer
- From “Insert” tab choose “Page Break”
- Choose “Top of Page”
- Choose “Plain Number 3”
- Type your header