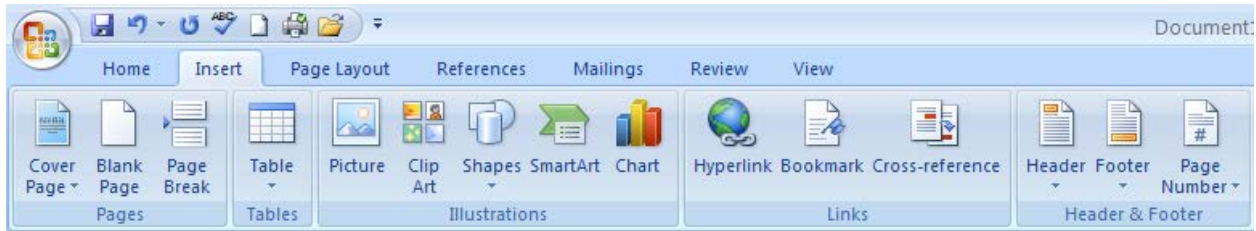
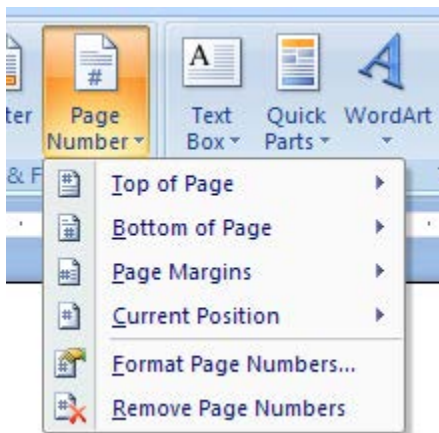


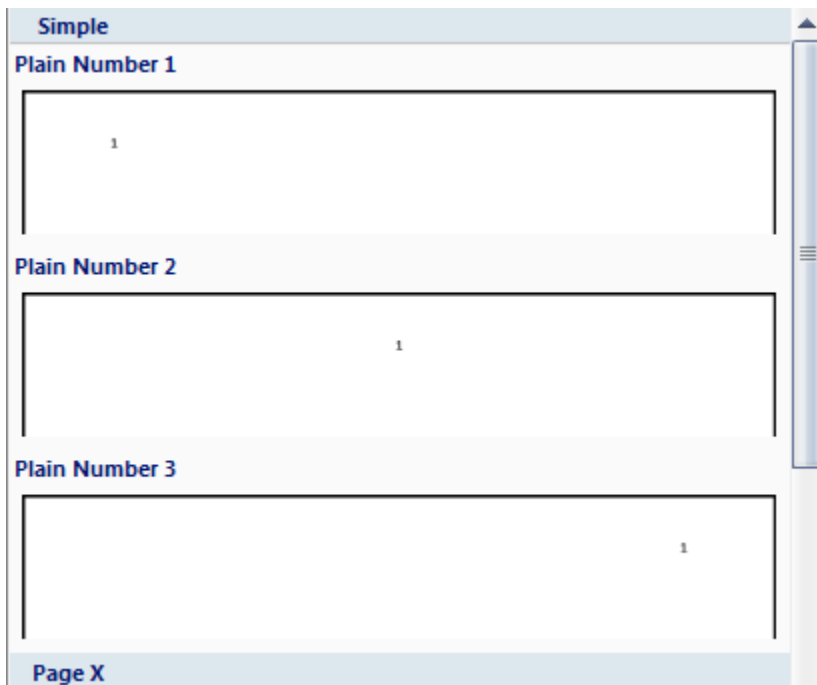
1. After opening the document, click on the “Insert” tab at the top of the page. Click on the “Page Number” option, which is found in the middle of the provided options.



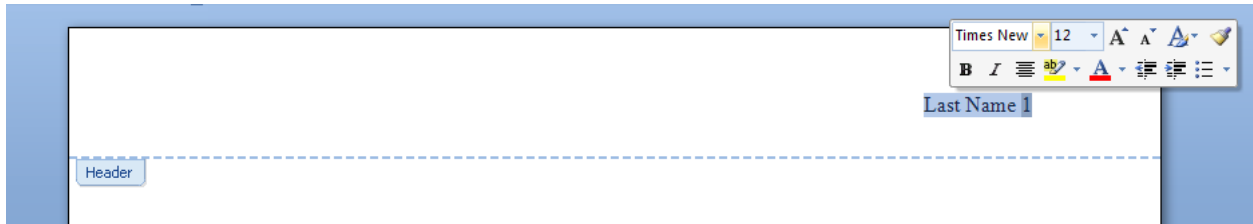
2. Click on “Top of Page.”



3. Click on “Plain Number 3.”



4. Type in your last name and hit the SPACE bar. Highlight you name and the page number. Change the font and size to “Times New Roman” and 12 pt.



5. Click “Close Header and Footer” at the very end of the tabbed options when finished to resume typing in the document.

