Making the header in Google Docs

Click on Insert at the top of the screen to the right of the blue document symbol.

Select Header in the drop down menu.

Another box will open to the right of this one.

Go to the page number and click on the box that represent page numbering in succession at the top right corner.

Now, numbers will appear at the top of the page in the upper right-hand corner.

Put your curser to in front of the number and hit the space bar one time. Then type in your last name. Check that your header is in Times New Roman 12 font. If not, highlight the header and make the change.

If your header is not ½ inch from the top of the page, click anyplace inside the header area. Then, click on the blue OPTIONS word at the right side of the gray Header bar. A box will show up titled Headers & footers. In this box, you can adjust the margins. The header margin should be .5, but if that doesn’t position your header correctly on the page, you could make an adjustment to that number.

GETTING RID OF EXTRA LINE SPACING:

If you end up with extra space after you use the Enter key, hold down control and depress letter A to highlight the entire document.

Select Format above the document to the right of the blue page icon.

In Format, more options will appear. Select Line Spacing.

Another box will show up to the right. Select Double.

Below double, with your text still highlighted, click on the bottom option Custom spacing . . .

Another box will appear that has a box for Line spacing (which should be set at 2) and to the right of that will be two more boxes under the words Paragraph spacing.

In the Before box and the After box, change the numbers to 0. Then click on the blue box at the bottom with the word Apply.