1. On the Title Page of your paper, click on the Insert tab. Next, click on Header. Select the Blank option from the drop-down menu.

2. The words, [Type here], will appear in the upper left corner of the header. Click on the Header & Footer Tools/Design tab and then check the box for Different First Page.

3. In Times New Roman, 12 pt. font, type the words Running head: and the title of your paper in ALL CAPITAL LETTERS. Note that the Running head is limited to 50 characters. Press the Tab key once or twice to reach the right margin of the page. Type the numeral “1”. Click on Close Header and Footer.

5. Insert a **Page Break** at the end of your title page. (Insert tab, Page Break).

6. A new page will open. Click on the **Insert** tab, then select **Page Number, Top of Page**, and **Plain Number 1**.

7. The number 2 will appear on the upper left side of the header. Notice that the cursor is to the left of the number 2. Type the header for your paper, but this time, **do not** type the words “Running head.” The title should be in Times New Roman, 12 pt. font in ALL CAPITAL LETTERS. After you finish typing the title, press the **Tab** key twice, which will cause the page number to move to the right-hand side of the page. Close the header and continue writing your paper.