Creating a Header

1. Go to the **INSERT** tab
2. Click on **HEADER** tab and select **BLANK**

Inserting a Page Number

1. **Header** box will display and type Running head: SHORTENED TITLE OF PAPER
   * Shortened title of paper should not exceed 50 characters
   * 12 pt. font size, Times New Roman font
2. Move to the right margin area by pressing the **Tab key** twice
3. On the **Header & Footer** tab click **Page Number**
4. Select **Current position** and select **Plain Number**, close **Header and Footer button**.
Creating a header for the rest of your paper

1. Click on Page Layout tab, click on Breaks, and select Next Page.

2. On page 2, go to the Insert tab select the Header button, and select Edit Header.
3. On the Header Design tab, click on the page header and click Link to Previous button to deselect the option.
4. Delete the words Running head: on your title and close header and footer button.