Insert a Running Head in MS Word: PC
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1. In the toolbar select **Insert > Page Number > Top of Page + Plain Number 3** (right alignment).

   ![Insert Page Number](image)

2. Double-click the top of the document to reveal the **Header & Footer Tools** Design tab. Select **Different First Page**.

3. In the header of the first page, type “Running head:” then up to 50 characters of the title of your paper. Use CAPITAL LETTERS for the title, and Times New Roman font or similar. Hit Tab twice then type 1 to enter the page number for the first page.

   ![First Page Header](image)

4. On the second page, double click the top of the page and type just the title entered on the first page in CAPS. Do not include “Running head:“. Hit Tab twice at the end of the title to align it to the left. This title and page numbers should now appear on all subsequent pages.

   ![Second Page Header](image)

Adapted from *How to Insert a Running Head* by RDC Library (2011).