1. In the toolbar select **Insert > Page Number** > Position: *Top of page (Header)* + Alignment: *Right*.

2. Double-click the top of the document to reveal the **Header & Footer** 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.

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:”.

   This title and page numbers should now appear on all subsequent pages.

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