

## Inserting a Running Head

- Open a document and add 3 or 4 pages
- Position the cursor on page 1
- Click on the INSERT tab
- Click Header and choose 'Blank' from the list
- Click the DESIGN tab and check the box next to 'Different First Page'
- Type Running head: RESEARCH PAPER TITLE and press the space bar about 3 times
- Click 'Page #'
- Select 'current position'
- Select 'plain number'
- Position cursor in front of the number 1 and tab the page number to the right
- Move the cursor to the Header on page 2
- Click in the text box
- Type RESEARCH PAPER and press the space bar 3 times
- Click on Page #
- Select 'current position'
- Select 'plain number'
- Position cursor in front of number 2 and tab the page number to the right.
- You should see the same header and numbered pages from page 2 to the end of paper.