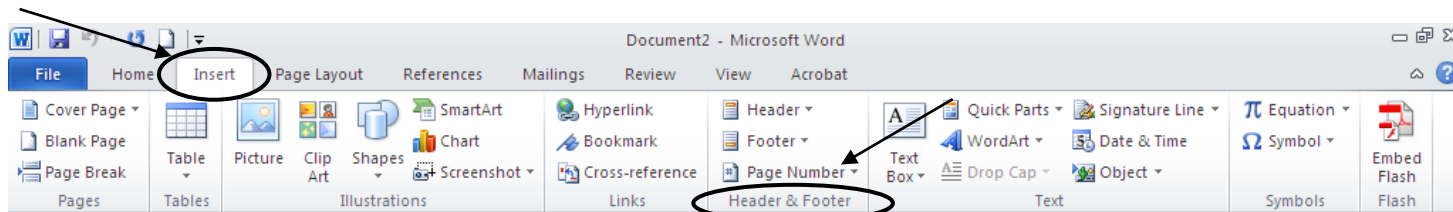


Running Head

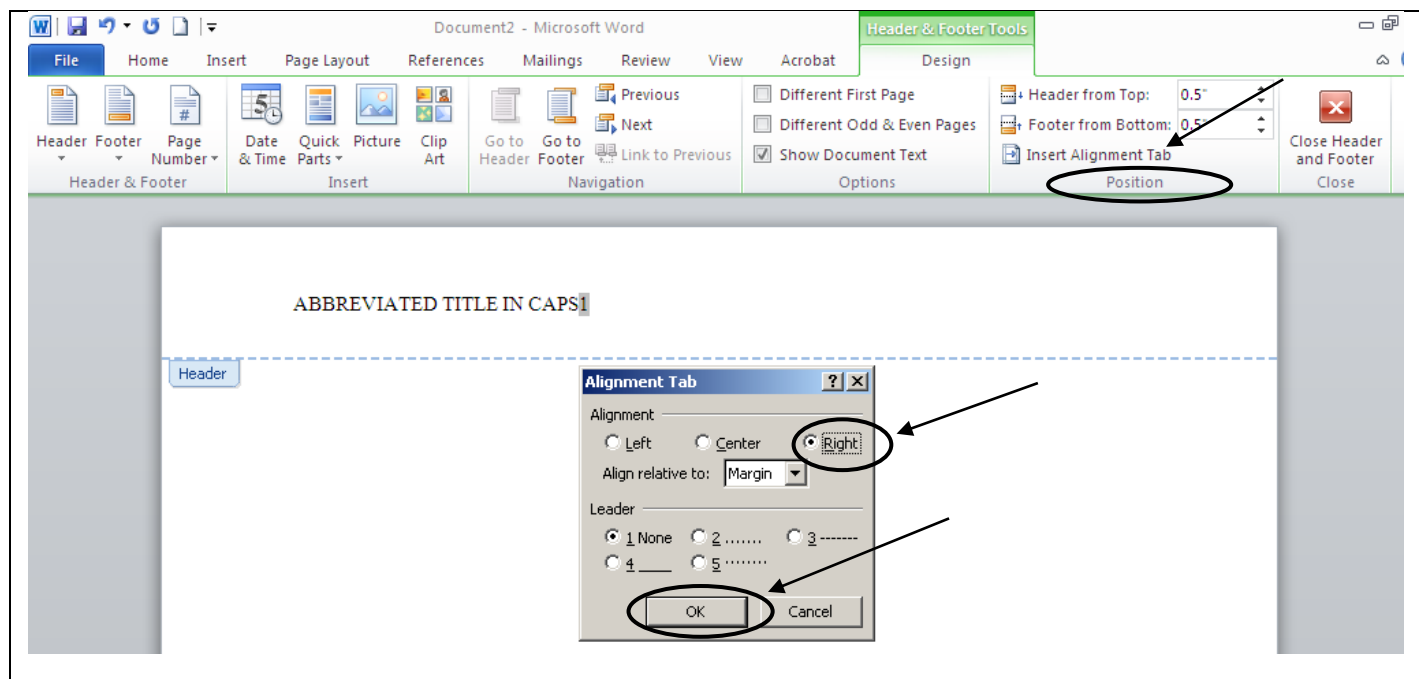
Follow these steps to create a running head in Microsoft Word.

1. On the **Insert** tab, select **Page Number** (not Header) in the **Header & Footer** box, then **Top of Page**, then **Plain Number 1**. This will insert a running page number on the top left of the header section of your document.



2. Type an abbreviated version of the title using all CAPS to the left of the number 1.

3. Select the **Insert Alignment Tab** tool in the **Position** box. An **Alignment** box will appear. Select the **Right** alignment option and click **OK**. The page number will jump to the right and your title for the running head will stay aligned to the left.



4. To make the running head of the first page different, double click in the header area of the first page. Check **Different First Page** in the **Options** box at the top of the page and type in your text followed by the number 1. Place your cursor immediately to the left of the number 1 and follow the directions in step 3 to properly position the number on the first page.