

1. Insert Page number>
2. Choose the option in the upper left-hand square
3. Click the box that says **Different first page header/footer** (this will move the cursor to the left side of the page)
4. Hit Enter two times to move the cursor down or the header will cut off when you're printing
5. Type **Running header:** title of your paper in ALL CAPS
6. Space over to the right-hand side of the paper and manually enter the number 1
7. Click in the body of your paper and hit enter until you land on the second page. The number 2 should be there.
8. Put your cursor in front of the 2 and hit enter two times to move the page number down so it won't be cut off.
9. Type the title of your paper in ALL CAPS and space the title over to the left-hand side of the paper.
10. Now you can go back and enter the required information on the title page and begin writing the body of your paper.