Instruction for inserting a heading and a page number (Microsoft Word 2010)

1. How to insert a heading and a page number

   1) Open a word document

   2) Click “Insert” tab and then Header, and select the Blank header.

   3) Type your header (should be your abbreviated title WITHOUT the term “Running head”), and then move the cursor to the end of the line (at the very right)

   4) Click Page number under “Pages”, and select Current Position and Plain Number.

2. How to insert Running head on the first page

   1) Double click the header on the first page (title page).

   2) Click “Design” tab, and check the box for Different First Page under “Options”.

   3) Type Running head: ABBREVIATED TITLE. Move the cursor to the end of the line (at the very right). Click Page number under “Pages”, and select Current Position and Plain Number.