A **running head** is a shortened version of a paper’s title placed near the top left hand corner of all pages of your paper.

However, the two words **Running head** appear only on the title page:

On all subsequent pages (starting on the second page) only the shortened version of the title appears in the top left corner:

Setting this up so that the title page has a different look than all subsequent pages requires that you set up the running head twice, once on the title page and again on the second page of the paper.

1. **Setting up the running head on the title page.**

Click the small tab at the top-right of the document view. When you hover over it with the cursor, the word “Header” will appear. If you do not see any tab on the top-right corner of the document, double click at the top of the document.
When you click the Header tab, the following view should appear. Click on “Options” in the bottom right of this pop-up view:

Once you’ve opened the “Options” menu, select “Different First Page”:

You should see two options available for editing; “First Page” and “Other Pages”.

You will notice that in both options (“First Page” and “Other Pages”) that there are three distinct cells you may edit.
On the first page, put a simple “1” in the right cell and “Running head: TITLE” in the left cell (all without quotation marks):

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Running head: TITLE
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2. Setting up the running head on subsequent pages.

Select “Other Pages” in the header menu:

Input your title in the left cell, capitalized without “Running head”

To add the automatic page number for all pages other than your title page, click on the right cell in the header, then open the Insert tab in the toolbar. Open the menu for Page Numbers (highlighted below):

Select the third page number option, the right-justified page number (circled in red):