Adding Headers and Page Numbers in Word

1. Go to the Insert tab on the Home Ribbon along the top of the page and click on the drop box under Header.

2. Select Blank (Three Columns).

3. Under the Design tab, click “Different First Page”.
4. Place your cursor in the far right [Type text] area. Click the drop box in Page Number and select Current Position and then Plain Number.

5. Place your cursor in the middle [Type text] area and delete this middle tab.

6. Place your cursor in the far left [Type text] area and type your title. On your title page, type Running head: TITLE OF YOUR PAPER.

7. Go to your second page and repeat the process but only include the TITLE OF YOUR PAPER (without the words “Running head:”) and the page number. See the example at the end of this document.