

Step 2

* The running head is a label followed by a shortened version of the full title shown below. Use two or three **key words** for the shortened title. Use **Times New Roman, size 12 font**, and follow the **capitalization pattern** shown above.

*To create the running head, **with the cursor left of the page number in the gray box**, type the running head label and shortened title. Then **tab** (text moves left) **once or twice until words align with left margin**. Close Header.

Step 1

* Go to Page Layout then click on Page Setup. Click on the Layout tab. Select the box, Different First Page. Then click OK.

*To create a header, **go to Insert tab, click on Page Number**, then **choose Top of Page and Plain Number 3**. The page number will appear automatically, and following pages will be numbered automatically.

The Fast and the Furious:
The Dangers of Teenage Driving
Fred E. Falcon
Friends University

Step 3

* Here and throughout the paper, **double space lines** and use **Times New Roman, size 12 font**. On centered lines at about the 3" to 3.5" ruler mark, type the **full title** followed by **your name** and the **university** for which you are doing this work.

Step 4

* Go to Insert and click on Page Break

* Create a header on your second page as you did on your first page, but leave out the words "Running head:" This second header is what will appear on your remaining pages.

*** Make sure you do all four of these steps before you type your paper!***