

Step 1

***Double-click at the very top of the page to begin editing the running head.** Your cursor should begin blinking above a dotted line.

* Go to the “Header and Footer Tools” tab that appears at the top of the window. Select the check box “Different First Page.”

* **Type the running head as shown above.** 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.

The Fast and the Furious:

The Dangers of Teenage Driving

Fred E. Falcon

Friends University

Step 2

* Click the Tab key twice to move your cursor to the right side of the page.

* Go to the “Header and Footer Tools” toolbar at the top of the window. Go to “Page Number” on the left side of the toolbar.

* Choose “Current Position,” then “Plain Number” (the first option).

Step 3

* In the Paragraph menu, select **double** line spacing and check the box next to **(Do not add space between paragraphs of the same style)**. Use **Times New Roman, size 12 font** here and on the entire paper.

* 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

* With your cursor at the end of “University,” 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. Remember to use the correct font and add the page number.

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