• Once your assignment is finished, place cursor somewhere on page 1
• Click INSERT
• Click Header
• Select Blank
Check Different First Page
Enter your ‘Running head’ (Running head: CAPITALIZED TITLE)
Place cursor at end of running head/title
- Select Page Number
- Select Current Position
- Select Plain Number
- A I should appear at the end of your running head; (tab it over to the right margin)
• Double click the heading section on page 2
• Add (capitalized) assignment title ONLY (no ‘Running head’)
• Place cursor at end
• Repeat page number instructions