

## Creating a Running Head

1. Make sure that both of the left indent guides in the ruler at the top of the page are at the left margin before beginning.
2. On the first page of your document (Title page), double click in the header portion of the page (top inch).  
The *Header and Footer Tools* ribbon will appear. A dotted line will appear at the top of your page with a label that says "Header." Open the *Design* tab if it is not already open.
3. Insert a page number in the upper right hand corner of the paper.
  - Click on PAGE NUMBER in the *Header & Footer* section of the ribbon
  - Select *Top of Page*
  - Select *Plain Number 3* which shows the page number in the upper right cornerThe number 1 will appear in the header, even with the right margin, and the cursor will be just to the left of the page number.
4. Type your running head from this position
5. Hit the TAB key once or twice to move the running head to the left margin.
6. Double click below the header to move your cursor out of the header.

This running head will appear on each page and the page numbers will increment automatically.