Inserting Running Head: The MS Office Version

CASS Tutoring Center

Lincoln University

**Here are some tips for starting running headers on your own paper!**

1. Open a new document.
2. Click Insert tab and click Page Number drop down.



1. Choose “Top of Page” and then “Plain Number 3”.



1. After you do this, a Design tab opens. In the Design tab, you have to check the box for

□ Different First Page



1. Type Running head: TITLE & then tab over to right margin and type 1.
2. Double click into the body of the page to get out of headers.

***Tips for starting running headers cont’d…***

1. Type your cover page information, which is the Title, Your Name, and Your School.
2. Insert a page break or space down to second page of your paper.
3. On the second page, double click on the page number 2.
4. Place your mouse cursor in front of 2 and type your TITLE.



1. You will have to tab until TITLE is on left margin and page number is on right margin.



**The End!**