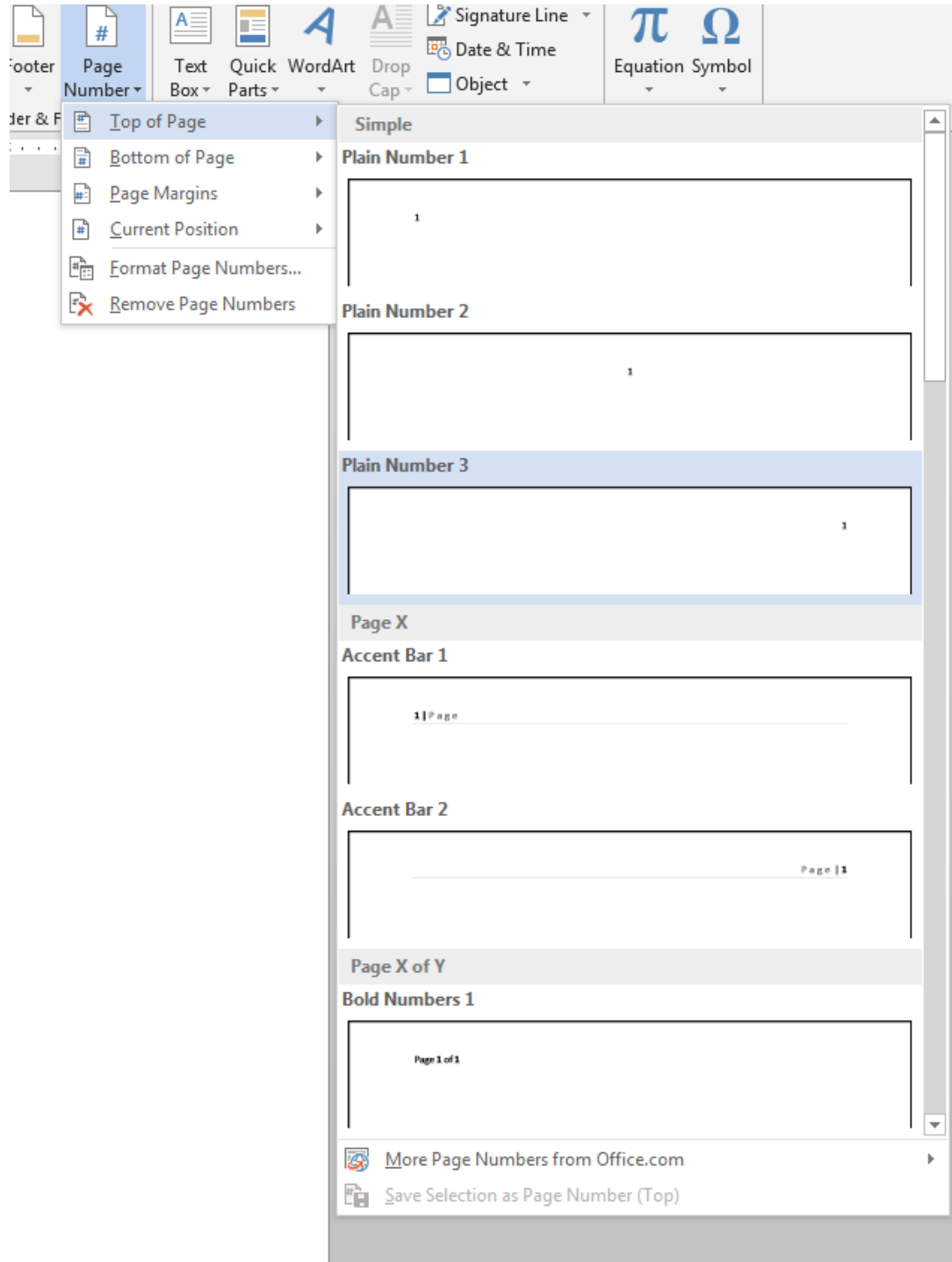


OPEN YOUR PAPER

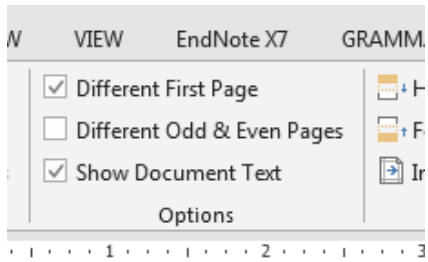
CLICK ON INSERT AT THE TOP OF THE SCREEN:



CLICK ON PAGE NUMBER, THEN TOP OF PAGE, THEN PLAIN NUMBER 3:



IN THE TOOLBAR, MAKE SURE THAT THE DIFFERENT FIRST PAGE BOX IS CHECKED:



ON YOUR FIRST PAGE (YOUR TITLE PAGE), PUT THE WORDS Running head: TITLE OF YOUR PAPER



GO TO YOUR SECOND PAGE AND WITH YOUR CURSOR RIGHT BEFORE THE NUMBER 2, TYPE IN YOUR RUNNING HEAD BUT WITHOUT THE WORDS Running head:



HIT THE TAB BUTTON TWICE TO MOVE YOUR RUNNING HEAD TO THE LEFT SIDE OF THE PAGE.



CLOSE THE HEADER FOOTER.

