Creating the Running head in Word 2003 & 2007

Creating a Different First Page Header

You can create a first page header containing different information than the header in the rest of the document.

For Word 2003 Users:

1. Place the insertion point on the first page of the document
2. From the View menu, select **Header and Footer**
   The **Header and Footer** toolbar appears.
3. Click **PAGE SETUP**
   The **Page Setup** dialog box appears.
4. Select the **Layout** tab
5. Under **Headers and footers**, select **Different first page**
6. Click **OK**
7. In the **First Page Header**, type and format the desired information
8. To create the header for the rest of the document, click **SHOW NEXT**
9. In the **Header**, type and format the desired information
10. To close the **Header and Footer** toolbar and return to your document, click **CLOSE**

For Word 2007 and 2010 Users:

1. Make sure that both of the 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 blue 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. In the **Options** section of the ribbon, place a checkmark in the box by **Different First Page**. The label on the blue dotted line will now read “First Page Header.”
4. 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 corner
     The 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.
5. Type your running head from this position (Running head: XXXXX XXXXX1 )
6. Hit the TAB key once or twice to move the Running head to the left margin.
7. Double click below the header to move your cursor out of the header.
8. On the second page, double click in the header portion of the page (top inch) to open the header.
9. Insert a Page number (see #3). The number 2 will appear with the cursor to the left.
10. Type your running head from this position (without the words “Running head”—XXXXX XXXXX2)
11. Hit the TAB key once or twice to move the Running head to the left margin.
    This running head will appear on each subsequent page and the page numbers will increment automatically.

For Mac Users: