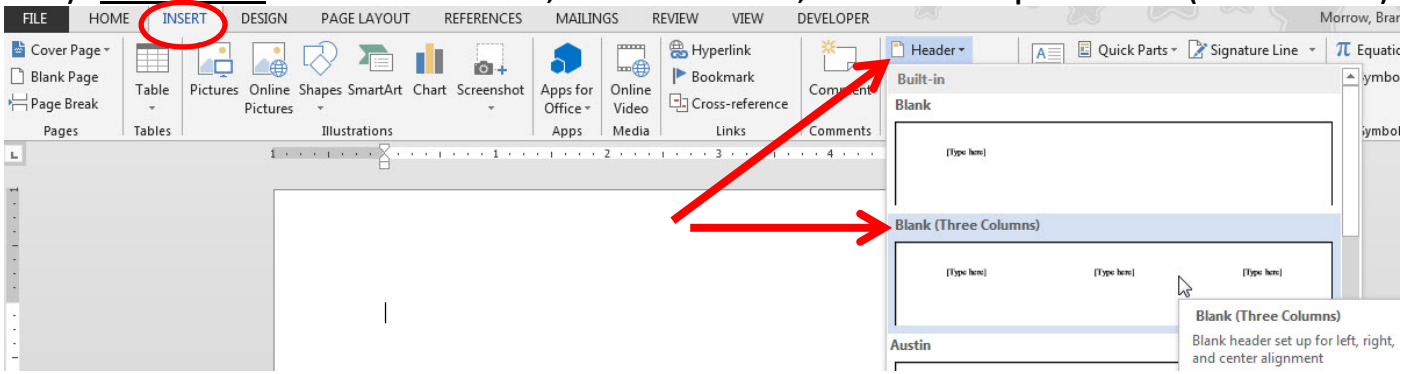
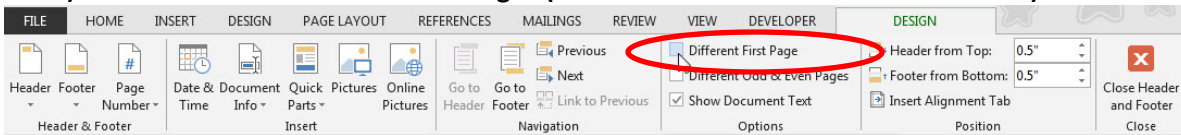


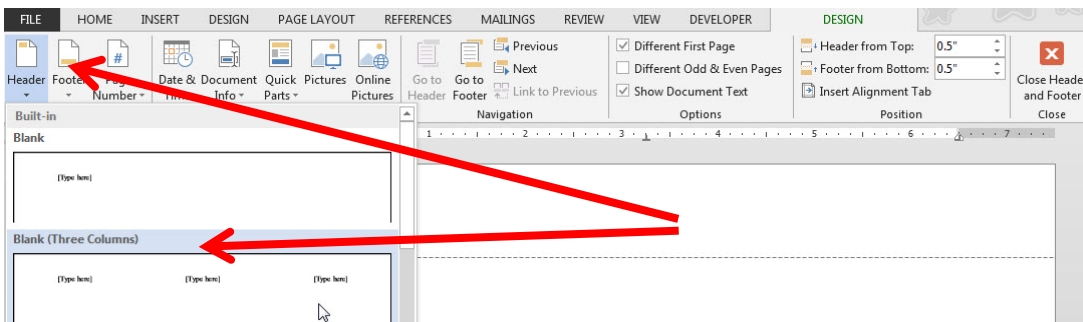
1) Insert Header – Click the “Insert” tab, then click “Header”, and choose 2<sup>nd</sup> option: “Blank (Three Columns)”



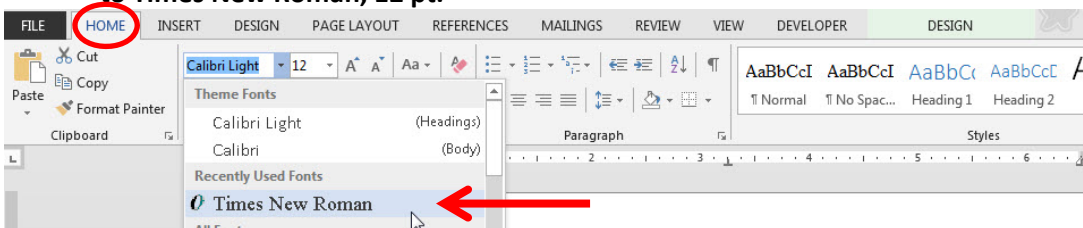
2) Check the box “Different First Page” (this will remove the 3 text box controls)



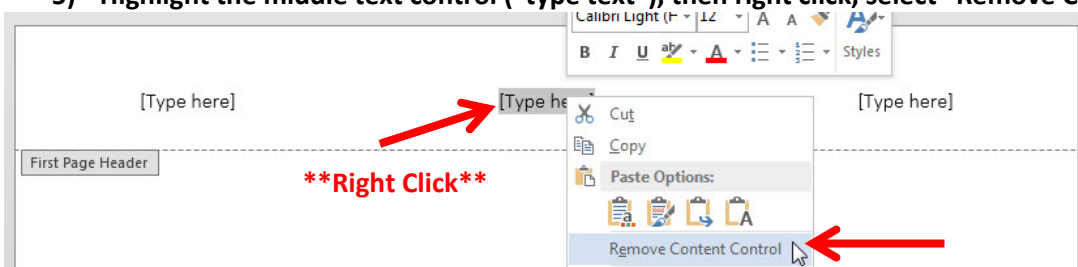
3) Insert First Page Header: Click on “Header” button and choose the second option: “Blank (Three Columns)”



4) Select (highlight) all three columns of the header with your mouse, then click the “Home” tab, change font to Times New Roman, 12 pt.



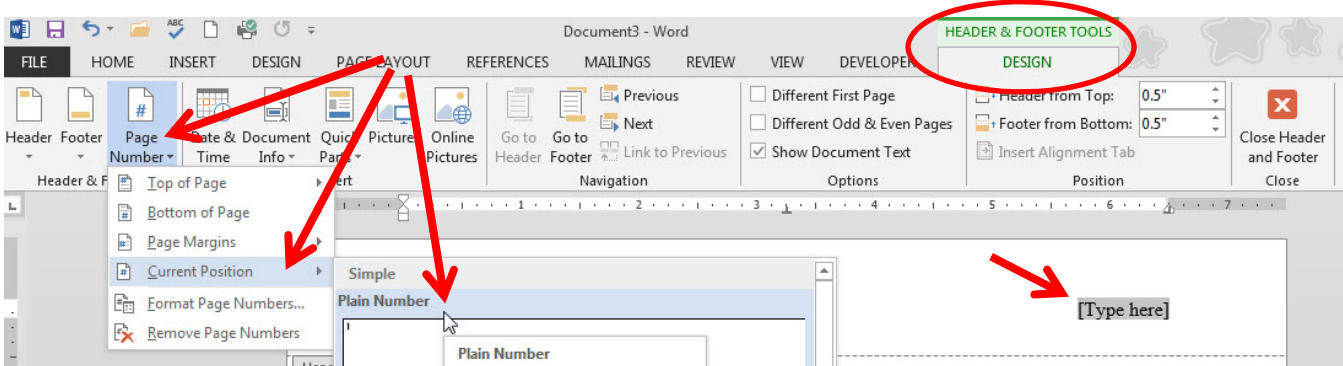
5) Highlight the middle text control (“type text”), then right click, select “Remove Content Control”



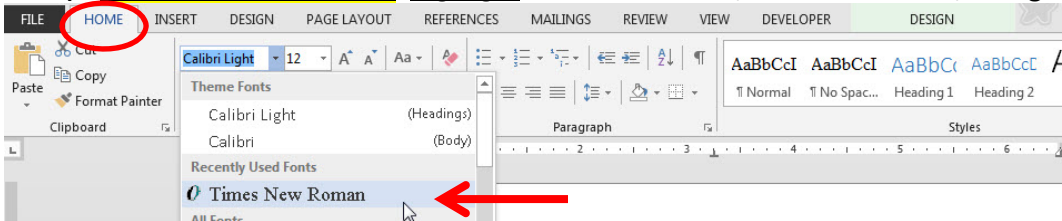
6) Click the left “type text” on the first page and type Running head: and then the title of your paper in ALL CAPS



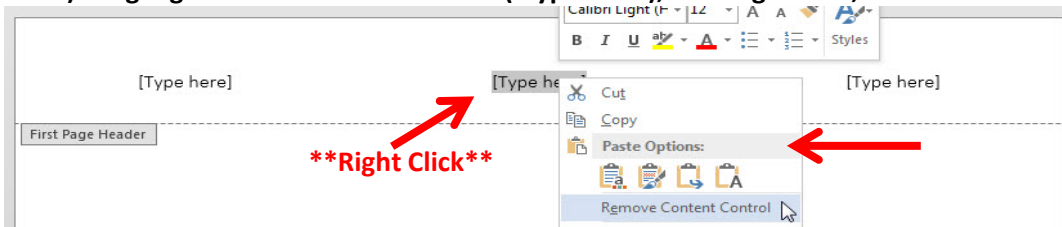
7) Click the right “type text” on the first page. Then Click “Header & Footer Tools” tab, click “Page Number” – Choose “Current Position”, then “Plain Number” (for now, page number will appear only on first page)



8) Go to the **SECOND PAGE**: Highlight all three columns, click “Home” tab, change font: Times New Roman, 12pt.



9) Highlight the middle text control (“type text”), then right click, select “Remove Content Control”



10) Click the left “type text” on the second page and type your title in ALL CAPS (abbreviate title if over 50 letters)



11) Click the right “type text” on the second page. Then click “Header & Footer Tools” tab, click “Page Number” – Choose “Current Position”, then “Plain Number” (will be 2 and carry throughout paper)

