Instructions for Header/Page Number

1. Click INSERT
2. Click HEADER and PAGE NUMBER
3. Click arrow for PAGE NUMBER
4. Click TOP LEFT choice that shows page 1, page 2
5. Put the cursor IN FRONT of the number 1.
6. Hit ENTER
7. Type the TITLE of your Research Paper in ALL CAPS
8. Hit TAB until your title is at the left side the header and the #1 is in the right corner
9. Hit ENTER to scroll down to page 2.
10. Highlight the header on PAGE 2.
11. Change the font to TIMES NEW ROMAN, 12 POINT FONT
12. Scroll back up to PAGE 1.
13. Click on DIFFERENT FIRST PAGE HEADER in the top, left hand corner near the header
14. Hit ENTER
15. TYPE your header again in this format: Running head: TITLE OF PAPER
16. Hit TAB until your cursor is in the top right hand corner.
17. TYPE 1
18. HIGHLIGHT the header.
19. Change the font to TIMES NEW ROMAN, 12 POINT FONT

Instructions for Title Page

1. On page 1, include the following information CENTERED in the middle of your paper:

Name

Title of Paper

Hillgrove High School