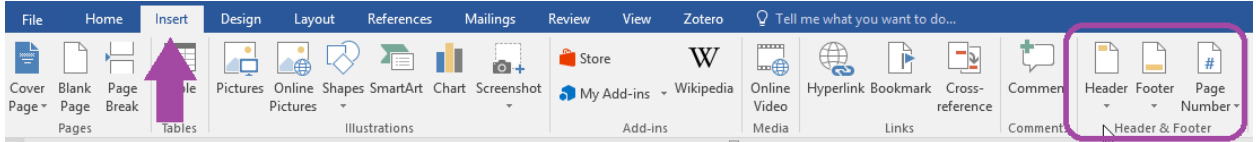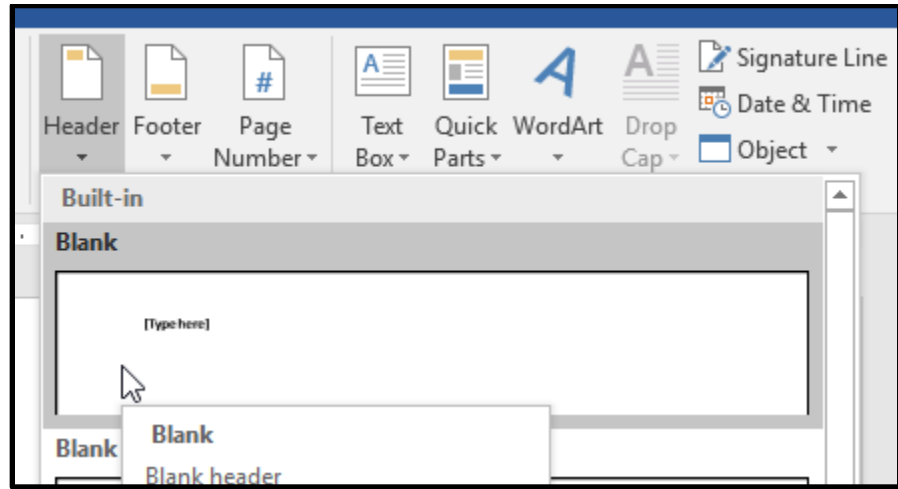**To create Flush Left first page running head and page number:**
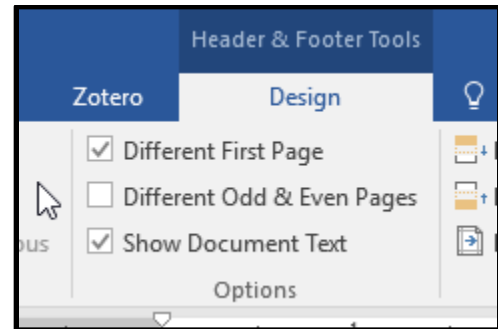
1.  On your title page, the Header is in the form "Running Head: SHORT TITLE OF PAPER".
    Click on the "Insert" tab in the ribbon at the top of the Word program, then choose the
    Header tool.

    

2.  Choose the "Blank" style from the drop-down menu.
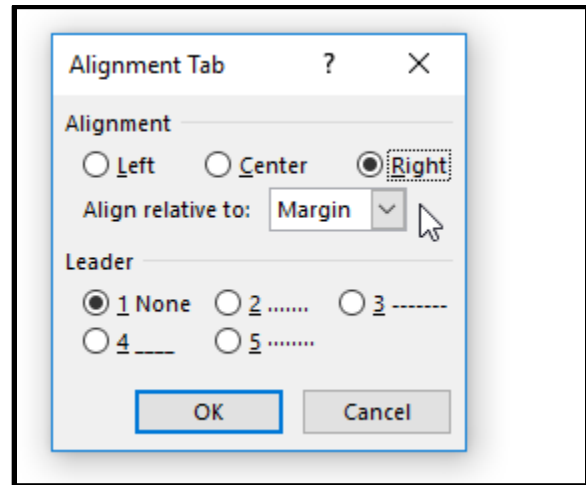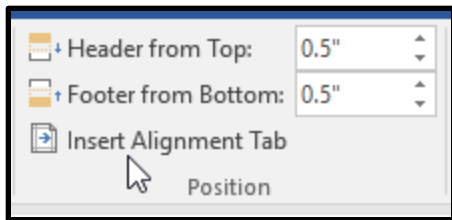
    

3.  Check the box labeled "Different First Page."
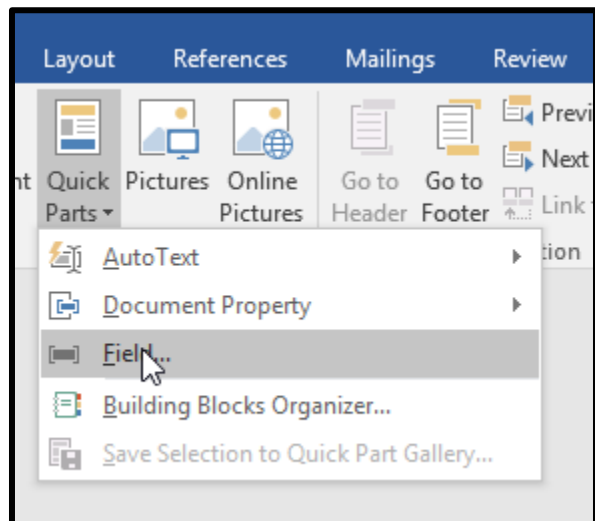
    

4.  Header space becomes active; type first page style header "Running Head: SHORT TITLE
    OF PAPER"

    

5.  Move cursor to the end of your title. Then, with the Design Tools displayed, click the "Insert Alignment Tab" and select the Alignment option "Right." Click OK.



6.  Click on the Quick Parts tool and click on Field in the menu.



7.  In the Field pop-up menu, scroll down to Page and click on that. In Field Properties: Format, choose the page number style [1, 2, 3, ...] and click OK.

**To create Flush Left running head and page numbers for all subsequent pages:**

1. Scroll down to the second page to repeat process for balance of paper.
2. Click in header area above line; if line is not visible, double-click in space at top of page to activate header space.
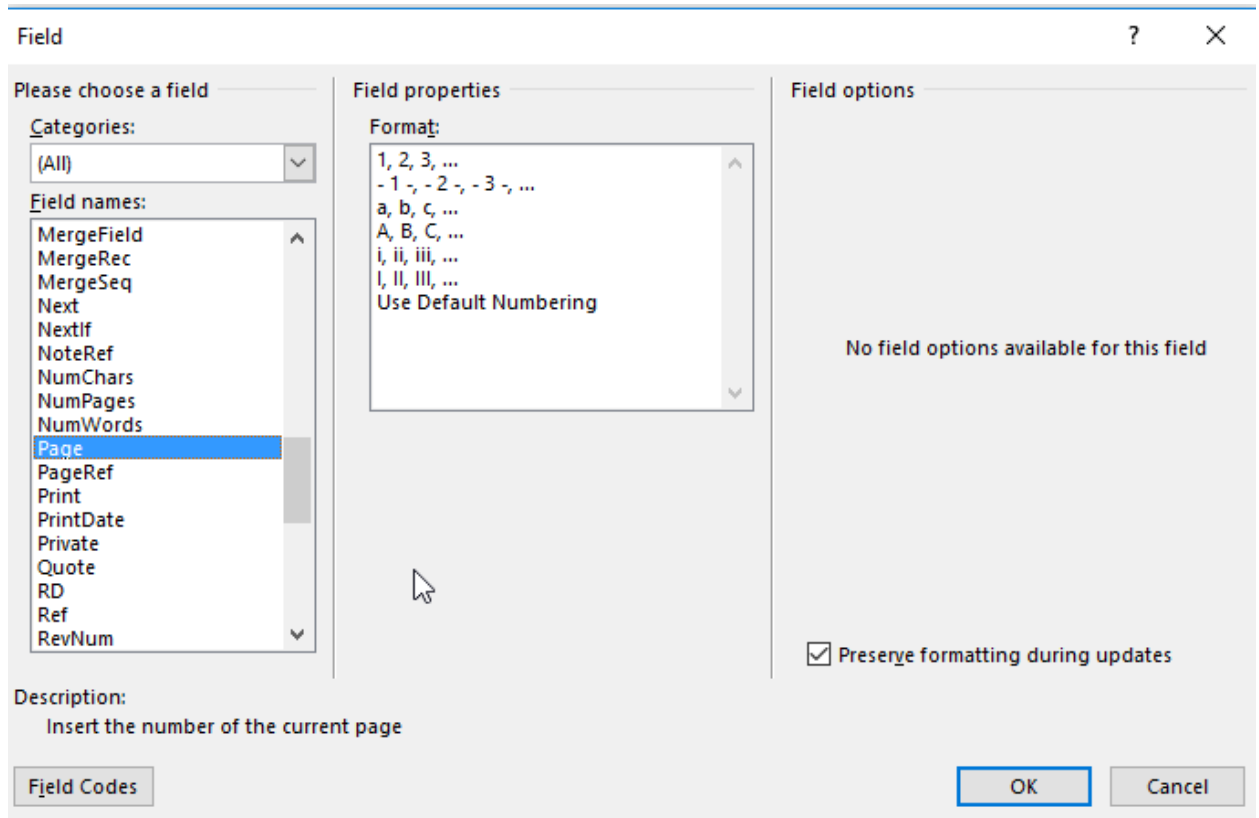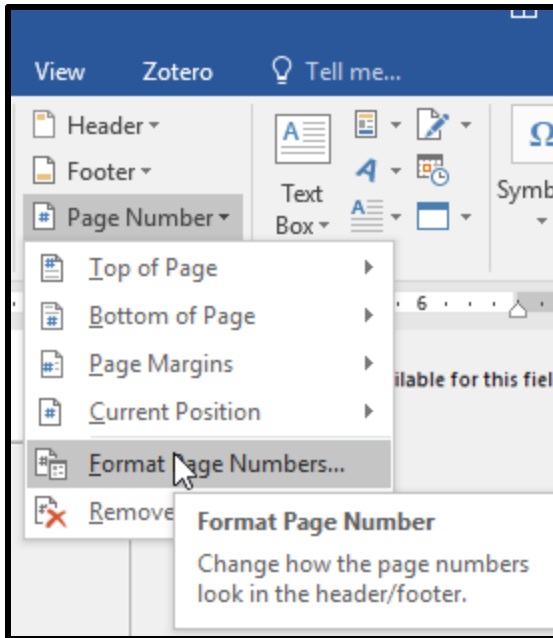3. Enter SHORT TITLE at left. While the Header area is active, mover your cursor to the end of your title. Then, with the Design Tools displayed, click "Insert Alignment Tab" and select the Alignment option "Right." Use Quick Parts tool to create page numbers (will automatically start at "2").

**To start page numbering after title page:**

1. In first page header area, delete page number. The second page will still be numbered "2".
2. To start numbering on second page with number "1", click on the **Insert** tab, in the **Headers & Footers** group, click **Page Number**, and then click **Format Page Numbers**.

3.  In the Page Number Format pop-up box, choose "Start at 0" and click OK.  You can also change the format from this menu by clicking on the Number Format section.