To add a header to the first page:

1. Begin on the first page, which will be the title page.
2. Click the Insert tab.
3. In the Header and Footer section, click on "Header," and choose the first option.
4. A special Header and Footer Toolbar will then appear. Within this Toolbar, go to the Options section, and check the box next to "Different First Page." This needs to be done because the header for the title page will be different than the header for the rest of the document.
5. Click inside of the brackets in the upper left-hand corner, and type the words "Running head" (without quotations), followed by a colon and a shortened or full version of the title of your paper (up to 50 characters in length). This abbreviated title should be written in all caps. The following is an example: Running head: OPENING UP SCIENCE
6. Remain in the the Header and Footer Toolbar for the next set of steps.

To add a page number to the first page:

1. Be sure that you are in the Header and Footer Toolbar (double-click on the running head you just made to return to it if you are not).
2. Begin with your cursor at the end of the running head you just typed.
3. Click the tab button on your keyboard twice.
4. In the Header and Footer section at the far left of the Header and Footer Toolbar, click on "Page Number," and scroll to the fourth option, "Current Position." Choose the first option, "Plain Number," in the list that appears. The number 1 will then appear in the top left corner of your title page.

To add a header and page number to the rest of the pages:

1. Go the the second page of your paper.
2. Be sure that you are in the Header and Footer Toolbar. If you have left this toolbar, then there should still be a set of brackets in the upper left-hand corner of the second page with the words "Type Here" between them. Double click on these brackets, and then you will be back in the Header and Footer Toolbar.
3. Type the header that will be added to the rest of the paper. It will be the same abbreviated, all-caps title from the title page, except this time, you will not include "Running head:" before it. The following is an example: OPENING UP SCIENCE
4. To add the rest of the page numbers, start with your cursor at the end of the header you just typed.
5. Click the tab button on your keyboard twice.
6. In the Header and Footer section at the far left of the Header and Footer Toolbar, click on "Page Number," and scroll to the fourth option, "Current Position." Choose the first option, "Plain Number," in the list that appears. The number 2 will appear in the top left corner of the page, and the numbering will continue consecutively throughout the paper.
7. On the far right of the Header and Footer Toolbar, there is a button to click so that you can exit the Header and Footer Toolbar and continue writing your paper.