How to Insert a Running Head (Mac)

MS WORD FOR MAC

1) From the Menu bar, click on View → Header and Footer

2) From the Menu bar, click on Format → Document → Different First Page

3) On the first page of your document, in the Header section:
4) On the second page of your document, in the Header section:
   a. Type only the title of the paper, in ALL CAPITALS
   b. From the Menu bar, click on Insert → Page Numbers. Choose the style with the page number on the top right.

From Page 2 on, the pages will just have the short title and the correct page numbers.