**How do I format my paper so that the phrase *Running head* appears on only the first page?**

**Microsoft Word 2007 and Microsoft Word 2010:**

1. On the *View* tab, select the *Print Layout* document view.
2. Double click the header area of the document.
3. On the *Header & Footer Tools Design* tab, in the *Options* group, select the check box for *Different First Page*.
4. In the *First Page Header* box at the top of page 1, type *Running head:* and then your abbreviated title.
5. Go to page 2 of your document and delete the phrase *Running head*.
6. On page 1, *Running head* will remain in your first page header, and only your abbreviated title will appear on subsequent pages.

**Microsoft Word 2003:**

1. On the View menu, click on *Header and Footer*.
2. In the toolbar that appears, choose the *Page setup* image and then the tab *Layout*.
3. In the menu, under *Headers and footers*, click the box that says *Different first page*.
4. In the *First Page Header* box at the top of page 1, type *Running head:* and then your abbreviated title.
5. Go to page 2 of your document and delete the phrase *Running head*.
6. On page 1, *Running head* will remain in your first page header, and only your abbreviated title will appear on subsequent pages.