CLARKSON COLLEGE WRITING LAB

Formatting the “New” 6TH Edition Header

1. Click on Insert.
2. Click on Header.
3. Choose Blank Three Column.
4. Highlight the Left Column, and type just your abbreviated title in ALL CAPS.
5. Highlight the Middle Column, and delete it.
6. Highlight the Right Column, and stop.
7. Find and click on Page Number (toward the left); then, scroll down and click on Current Position; then Plain Number.
8. Now, check the box under Design that says Different First Page.
9. When prompted, at the far left, type the words Running head: ABBREVIATED TITLE.
   - Note that head in Running head: is not capitalized and the abbreviated title is still in ALL CAPS.
10. Tab over to the right as far as you can; then, type 1.
   - This will handle the page number for your first page.
11. Double-click below the header, or click on Close Header and Footer.
12. Your header should resemble the one above.
13. Every subsequent page should have just the abbreviated title in ALL CAPS (left justified) and the page number by itself (right justified).