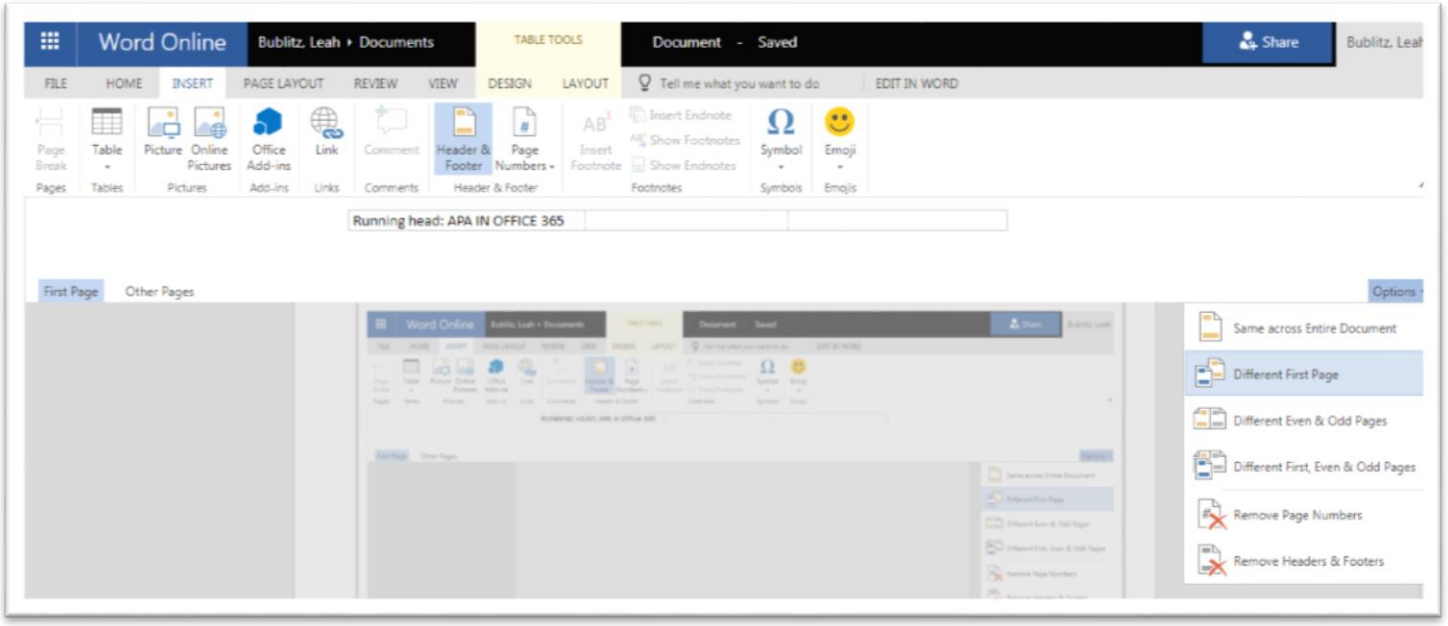
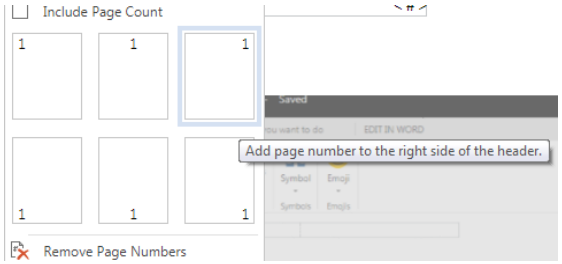


1. "Insert" **2.** "Header & Footer" **3.** "Options" **4.** "Different First Page" **5.** "First Page" **6.** "Other Pages"

First Page (Header): Left Section, type "Running head: PAPER TITLE IN ALL CAPS (you can move the little dotted line!)
First Page (Page #): Right Section, type "1"

Other Pages (Header): Left Section, type "PAPER TITLE IN ALL CAPS (again, you can move the dotted line if you need to)
Other Pages (Page #): Click on "Page Numbers" and then the top right option ("Add page number to the right side of the header")