1. First make sure that you are in the Print Layout view of the document, which can be found under the View tab. Also check the box for Ruler.

2. Next go the Insert tab. Then click on Page Number > Top of Page > Plain Number 3. That will insert the page numbers on to the top right corner of your pages.

3. Next under the Design tab check the box Different First Page.

4. The next part can be tricky but you need to double click on the same line of the page number but in the left corner until the cursor lets you type. Then proceed to type in Running Head: TITLE OF YOUR PAPER.

5. Then on your second page delete Running Head. Since you check the box Different First Page, Running Head will remain on the first page but not the rest of your paper.