INSTRUCTIONS:

1) Double click at the top of the page to open header. Click on Different First Page. Insert the Running head: SHORT TITLE and then tab to the right and fill-in the number 1. Double click outside the header to exit it.

2) Go to the top of page 2 and double click back into the header. Click on Insert Tab and then Page Number.

3) Select Top of Page from the drop down menu and then Plain Number 3.

4) Insert SHORT TITLE. Tab it to the left. Double click out of header.