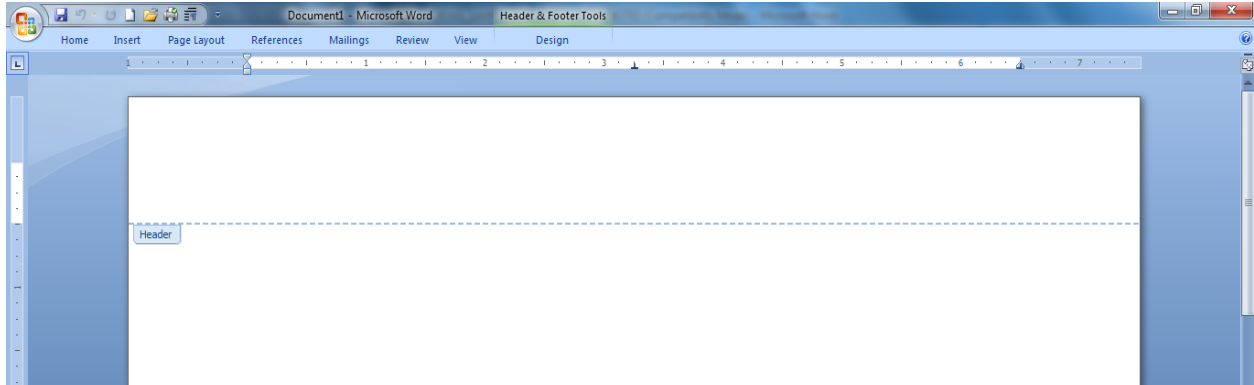
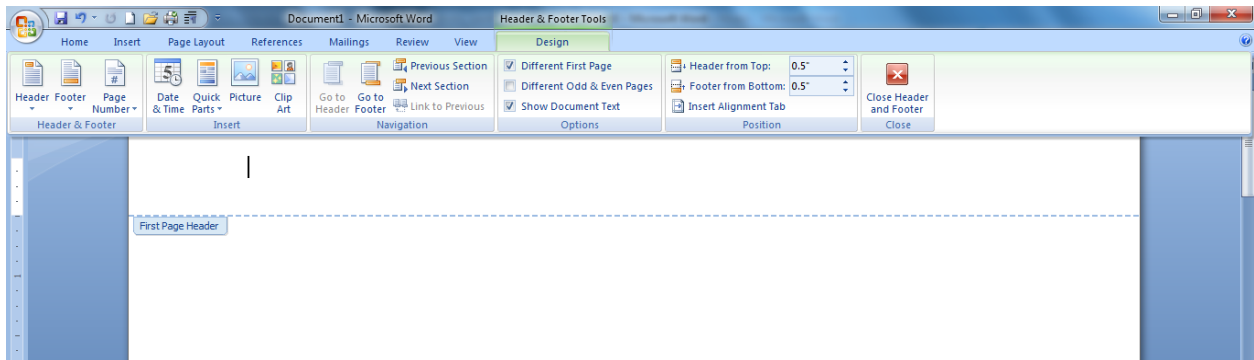


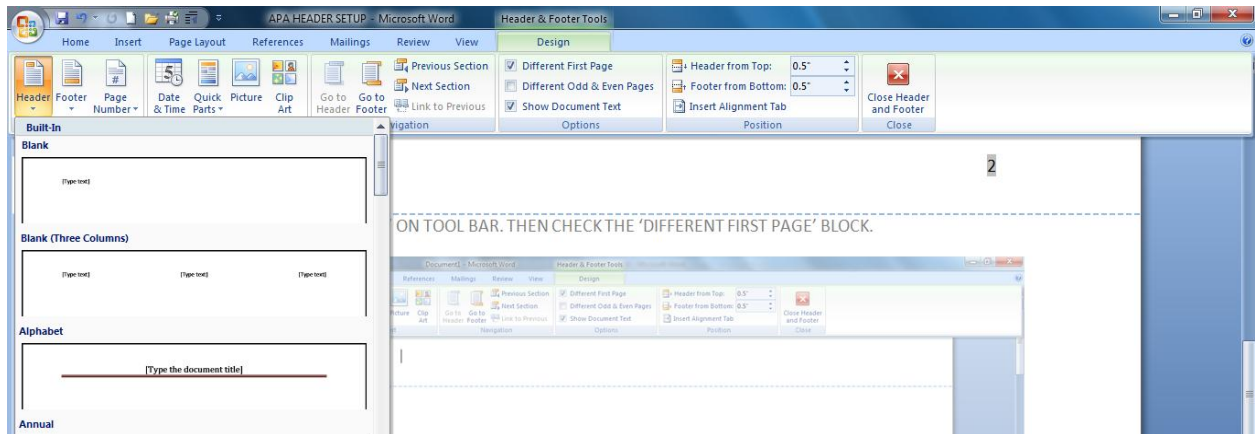
PLACE ARROW ON TOP OF PAGE AND DOUBLE CLICK, OR CLICK ON "INSERT" ON THE TOOLBAR, THEN CLICK ON "HEADER". THIS WILL OPEN UP THE HEADER SECTION.



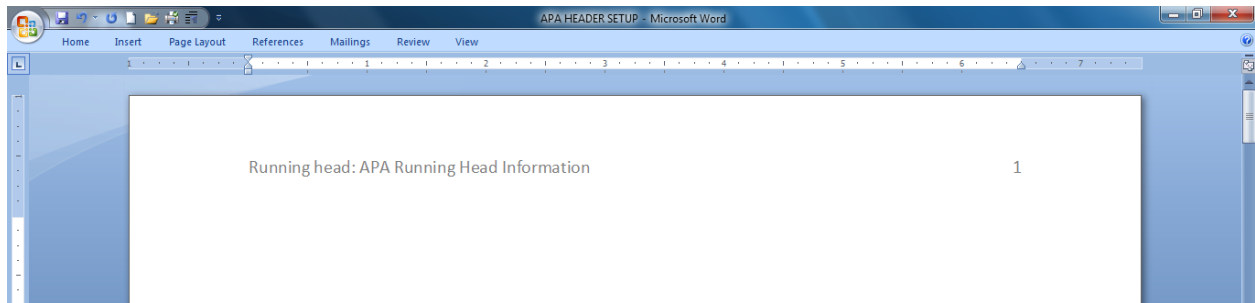
CLICK "DESIGN TAB" ON TOOLBAR. THEN CHECK THE "DIFFERENT FIRST PAGE" BOX.



CHOOSE THE FIRST HEADER BOX AT THE TOP OF DROP DOWN MENU TO INSERT TEXT RUNNING HEAD INFORMATION. IT MUST BE LEFT JUSTIFIED.



TYPE RUNNING HEAD INFORMATION INSIDE THE HEADER SECTION AS DESCRIBED BELOW AND INSERT PAGE NUMBER.



CLICK HEADER SECTION ON PAGE 2 AND THEN INSERT YOUR TITLE AND SUBSEQUENT PAGE NUMBER. FROM THIS PAGE ON, ALL FUTURE PAGES WILL HAVE JUST THE TITLE AND WILL NOT HAVE RUNNING HEAD REFLECTED.

