HINT: Double clicking quickly in the header or in the main area of the document will move the cursor there.

In your Word document, go to the Insert tab, then click on the arrow below Header

Click on the first option, blank

Before you start typing your header, look at the menu and check the box for Different First Page, then type Running head: SHORT VERSION OF YOUR TITLE TO 50 CHARACTERS MAX
Now hit the tab key to get to the right margin, go to the Insert tab, click on the Page Number dropdown arrow and choose Current Position, then click on plain number to the left.

Because you set up the first page header to be different from the rest of the pages, when you get to the second page, you will have to put in the SHORT VERSION OF YOUR TITLE TO 50 CHARACTERS MAX in the header. Double click in the header area to put the cursor there to type. Do not type the words running head here, only on the first page.

You will also have to tab and insert the page number the same way you did before …

Your header is now set for the rest of the paper.