4) On the *Header* tab of the Page Style: Default Page Style dialog, select the **Header on** and **Same content on left and right pages** options. Click **OK** to save your changes.
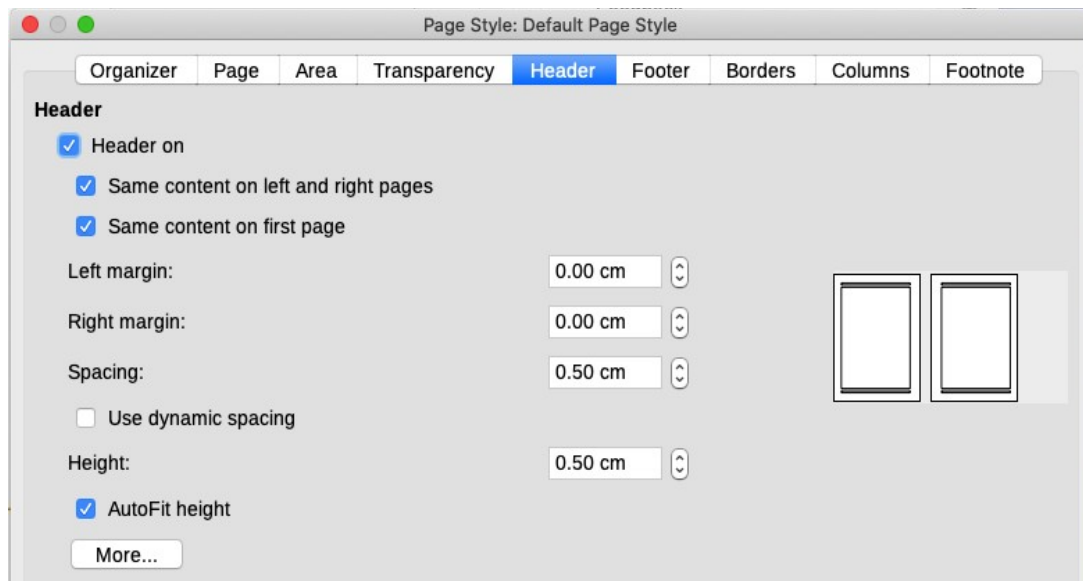

Figure 183: Setting up the header properties for the Default page style

Step 3. Set up the Heading 1 paragraph style to start on a new first page.

1) On the Styles deck, on the Paragraph Styles tab, right-click *Heading 1* and select **Modify**.

2) On the *Text Flow* tab of the Paragraph Style dialog, in the *Breaks* section, select **Insert**, **With Page Style**, and **First Page**. Click **OK** to save your changes.
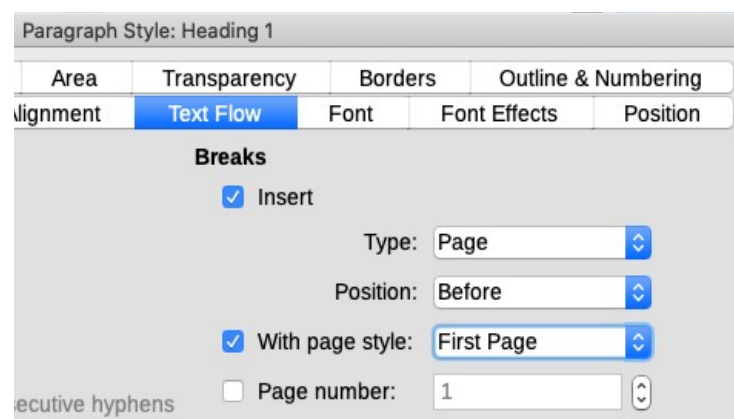

Figure 184: Setting a paragraph style to start on a page of a selected style

Step 4. Start a new chapter.

Apply the Heading 1 paragraph style to the first paragraph, which is the title of the chapter.

✅ **Note**

By default, the Heading 1 paragraph style is assigned to Outline Level 1. The assignment of paragraph styles to outline levels is done through **Tools > Chapter Numbering**.

Step 5. Set up the page headers.

On any Default Page Style page, put the cursor in the header and insert a page number field (**Insert > Page Number**).