1. Click the **Insert** tab along the top of your document. Click the **Header** button and choose the **Blank** header.

2. Check the **Different First Page** option.

3. For your **title** page ONLY, type your header according to this example: “Running head: GLOBAL WARMING”.

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**Setting 6th Edition APA Header**

1. Click the **Insert** tab along the top of your document. Click the **Header** button and choose the **Blank** header.

2. Check the **Different First Page** option.

3. For your **title** page ONLY, type your header according to this example: “Running head: GLOBAL WARMING”.

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**PAGE 1**
4. After typing your header text, you now want to insert a page number. IMPORTANT: Tab over to position your cursor at the far right 1” margin.

5. Once tabbed to the right:
   1. Click Page Number
   2. Select Current Position
   3. Select Plain Number

   Make sure to do this ONLY when your cursor is blinking at the far right side of your header!

6. Then click on the red Close Header & Footer button.

7. Click the Insert tab. Then hit Page Break.
8. Once you are on the second page of your paper, double-click in the header area once again to bring up the **Header & Footer Design** tab.

You can now enter your paper title in ALL CAPS without the words “Running head.”

Next, tab your cursor over to the right and repeat the process shown before on how to insert a **Page Number** at your **Current Position**.

After that, you can again click the red **Close Header & Footer** button!