Inserting an APA Running Head and Page Number

1. Beginning on your 1st page, Click the INSERT tab and select **Header** from the menu. Then select **Blank**.

2. Once the Header has opened, check the **Different First Page** option from the **Header & Footer Tools** at the top of the page.

3. Type in your heading for **PAGE 1** using the format of the example provided. (This header is only for **PAGE 1**, the **PAGE 2** header will be done later.

4. From the end of your heading, press the **tab key** on the far left side of the keyboard 2 times to place your cursor at the 1 inch margin mark on the right side of the header. (6.5” on the ruler.)
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5. From the HEADER tab, select Page Number → current position → Plain Number. Your page number “1” should then be inserted into your header for your first (title) page.

6. Close Header and Footer by double clicking outside the box. From the INSERT tab, select Page Break.

7. From your 2nd page, insert your header again using the Blank Header option in the INSERT tab. (This will apply to each page for the rest of your paper.)

8. Now enter your paper title for PAGE 2 in ALL CAPS without the words Running Head from your title page.

9. From the end of your 2nd page heading, press the tab key on the far left side of the keyboard 2 times to place your cursor at the 1 inch margin mark on the right side of the header (6.5” on the ruler).

10. From the HEADER tab, select Page Number → current position → Plain Number. Your page number “2” should then be inserted into your header for your second page. Close the header.