Inserting Running Head & Page Numbers in Your APA-style Paper

1. On your title page, go to the Insert tab.

2. Select Header.

3. Then Edit Header.

The Design Tab opens. Check the box labeled Different First Page.
Click **Page Number**.

Select **Top of Page**.

Then select **Plain Number 3**. This will insert the page number on the right side of your header.

The **page number 1** appears on the right side of your header. The cursor is to the left of the number. Keep it there.
Without moving your cursor, type **Running head**: in upper and lower case followed by a shortened version of your title in ALL CAPS.

Is the running head in the correct font and size? (Times New Roman, 12 pt)

If not, select the text and page number. Choose the correct font and size.
With the cursor still between the title and the page number, hit the TAB key. The Running head shifts to the left.

Close header by clicking on the red X labeled Close Header and Footer.

Scroll down to second page of document. Click to place cursor anywhere on page 2.

Just as before, click Page Number.

Select Top of Page.

Then select Plain Number 3.
Page number 2 appears. Just as before, with the cursor to the left of the 2, **type the shortened title in ALL CAPS**. (Do not include the words "Running head"). **Hit the TAB key** to shift title to the left.

Close header by clicking on the **red X labeled Close Header and Footer**.

The header and correct page number **appear on each page**. The words "Running head" still appear on the first page but not on any other pages.