FORMATTING APA HEADERS IN WORD

1. Go to the Insert tab in the ribbon, click Header in the Header & Footer group and click Edit Header at the bottom of the menu:
2. Click **Different First Page** in the **Options** group of the **Design** tab:

![Microsoft Word screen showing the Different First Page option checked]

3. Click the **Page Number** icon in the **Header & Footer** group, and insert the page number at the appropriate position:

![Microsoft Word screen showing the Page Number insertion dialog]

4. With the cursor blinking directly to the left of the page number, type the title of the article in all-caps, prefixed by the phrase, "Running head: ".

5. With the cursor between the title and the page number, hit Tab on the keyboard until the title is on the left margin:
6. Click **Close Header and Footer**. Add a second page to your document by inserting a **Page Break**:

7. Follow the same instructions as in **Step 1** and in **Step 3** above.

8. With the cursor directly to the left of the page number, type the title **without** the “Running head: ” prefix:
9. With the cursor between the title and the page number, hit **Tab** on the keyboard until the title is left-aligned:

10. Click **Close Header and Footer**.