Running head and header (APA)

A header on the first page of a document is different from the header in the rest of the document. These instructions tell you how to create two different headers.

Part I

1. On the first page double-click the header area. The header function will open.
2. In the Options group on the top ribbon select Different First Page.
3. In the Header & Footer group, select Page Number. Select Top of Page, select Plain Number 1.
4. The cursor should appear before a number. Type in the following: Running head: YOUR PAPER TITLE
5. Click TAB until the page number moves to the right margin.
6. Click on the X on the top ribbon to close the header.

Part II

1. Go to the second page of the paper (if the first page has no text, keep pressing Enter until you get to the second page).
2. Double-click the header area. The header function will open.
3. In the Header & Footer group, select Page Number, select Top of Page, select Plain Number 1.
4. The cursor should appear before a number. Type in YOUR PAPER TITLE in caps.
5. Click TAB until the page number moves to the right margin.
6. Click on the X on the top ribbon to close the header.