

# Running head and header (APA)

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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.