Creating APA Headers & Page Numbers in MS Word

1. Open the Header & Footer Tools
Place your cursor on page 1 of your document. Double click in the header section of your document to open the Header & Footer Tools menu. On the Options pane, select Different First Page:

2. Insert your Page Number
Select Page Number from the Header & Footer pane, and select Top of Page >> Plain Number 3:

3. Create your Running head for the first page
Place your cursor next to the page number 1. Type the words Running head: followed by the title of your paper in capital letters.

Last updated: 10/14/2016
Available in an alternative format on request.
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4. Position your running head on the left margin
   Hit the Tab button twice to move the running head to the left margin.

| Running-head::TITLE-OF-YOUR-PAPER | - | - |

5. Create your page number and header for the rest of your pages.
   Place your cursor on page 2 of your document. Double click in the header section to open the header and footer tools menu. Repeat steps 2-4. Omit the words Running head:

| TITLE OF YOUR PAPER |

Need more help? Watch this video tutorial on how to insert APA style headers.