How to Insert a Running Head in APA Format

1. From the HOME tab, click on the word “INSERT.”

2. Next, click on the drop-down menu for “Header,” and click in the box marked “Blank.”
3. Place a checkmark in the box marked “Different First Page.”

4. Above the “First Page Header,” type “Running head:” and your TITLE (all upper case).
5. Next, hit the “Tab” key twice, so your cursor moves to the right margin. Then, click “INSERT,” “Page Number,” “Current Position,” and “Plain Number.”

6. Go to the second page of your paper, double click in the header area, and type the title of your paper (again all upper case). This header will be on all pages except the first.

7. Again, press the “Tab” key twice, so your cursor moves to the right margin.

8. Finally, just as you did in step five, click “INSERT,” “Page Number,” “Current Position, and “Plain Number.”