How to Make the Running Head in Your APA Style Paper in Microsoft Word

1. Click Insert on the ribbon.
2. Click Header.
3. Choose Edit Header at the bottom of the drop down menu
4. Click on Different First Page
5. Click on Page #
6. Hover over Top of Page in the drop down menu.
7. Choose Plain Number 3 from the drop down menu (Page number on the top right).
8. Click to the left of the page number in the header
9. Hit backspace twice until the page number is on the left hand side
10. Write “Running head:” make two spaces, and then write your shortened title in ALL CAPS
11. Tab over twice, until the page number is back on the right side.
12. Click Close Header.
13. Type your cover page.
14. After the last line, Click Insert on the ribbon.
15. Click Page Break
16. When you are on page 2, click Header again.
17. Choose Edit Header at the bottom of the drop down menu.
18. Click Page #
19. Hover over Top of Page in the drop down menu.
20. Choose Plain Number 3 from the drop down menu (Page number on the top right).
21. Click to the left of the page number in the header
22. Hit backspace twice until the page number is on the left hand side
23. Write your shortened title in ALL CAPS
24. Click Close Header
25. Continue writing your paper. The page numbers will automatically change with each new page, and only your shortened title in ALL CAPS will appear on the left hand side.