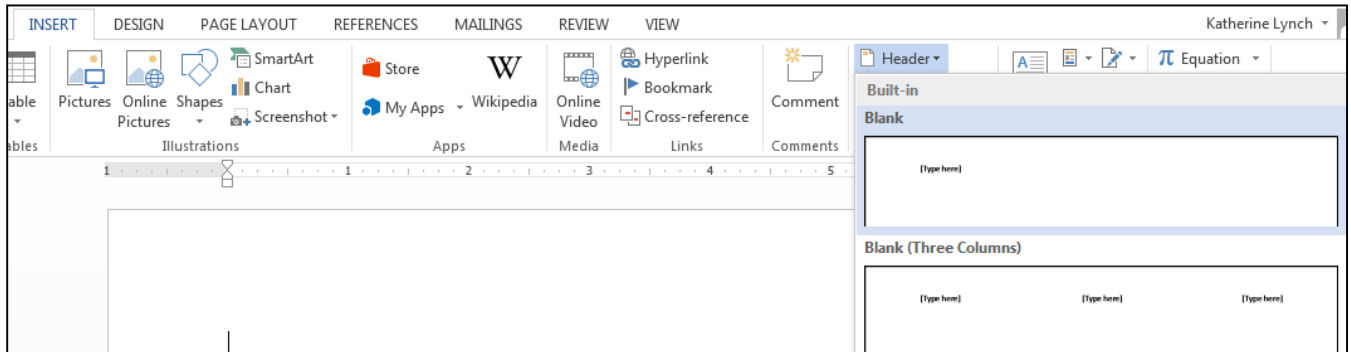




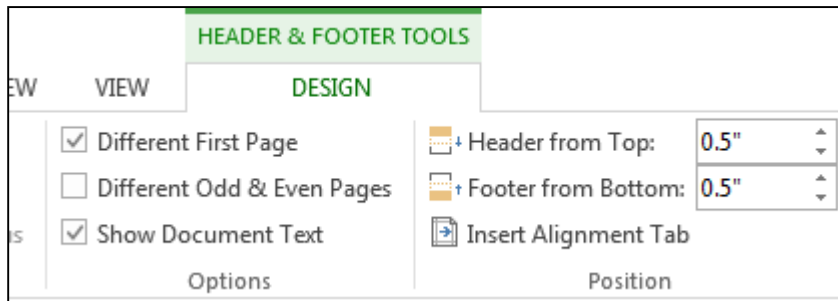
Formatting: APA Running Header

In Microsoft Word:

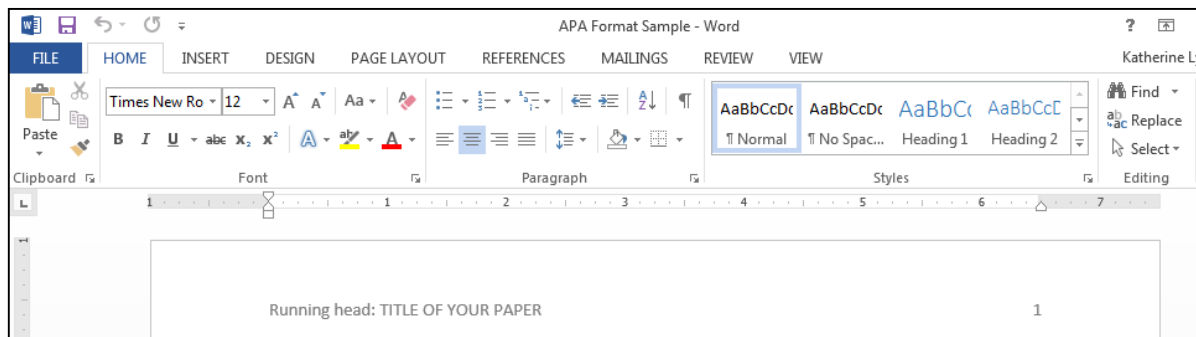
1. Under the **"Insert" tab** (the second tab in the main tool bar, after "Home"), click on "Header," and select "Blank."



2. This will create a header and open up a new tab on the far right side of the tool bar entitled **Header & Footer**, which will be highlighted in green.
3. Under the **Header & Footer Tools Design Tab**, check the box for **Different First Page**. Type in your first page header.

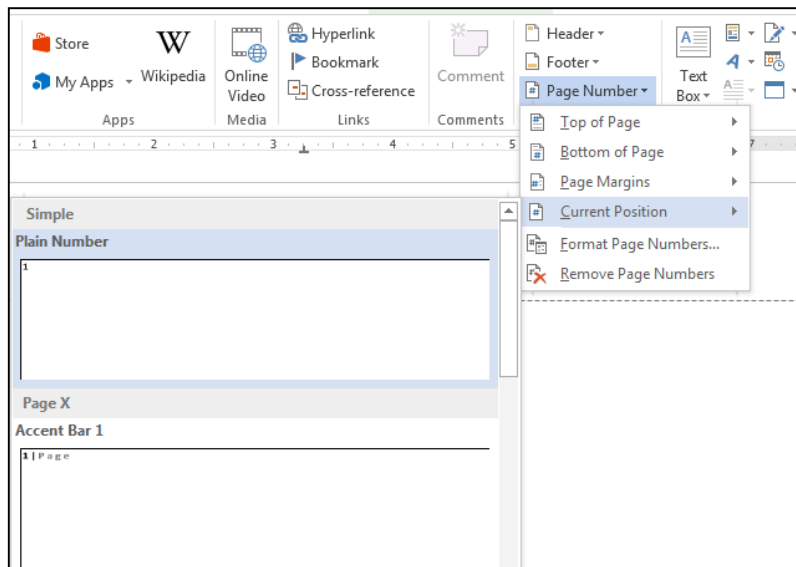


NOTE: If you do not see the box for "Different First Page," click on the box that says "Options," and the checkbox will appear.



Example: "Running head: TITLE OF YOUR PAPER"

4. Press tab twice to move the cursor to the right-hand side of the header.
5. Go to the **Insert** tab and click on **Page Number**.
6. Select **Current Position**, and then **Plain Number**.



7. Double click on the document page to exit the header.
8. Go to the second page of your paper (or create a new page by hitting CTRL + Enter).
9. Open up the header on the second page (double click on the header).
10. Type in the title of your paper.
11. Close out of the Header.

