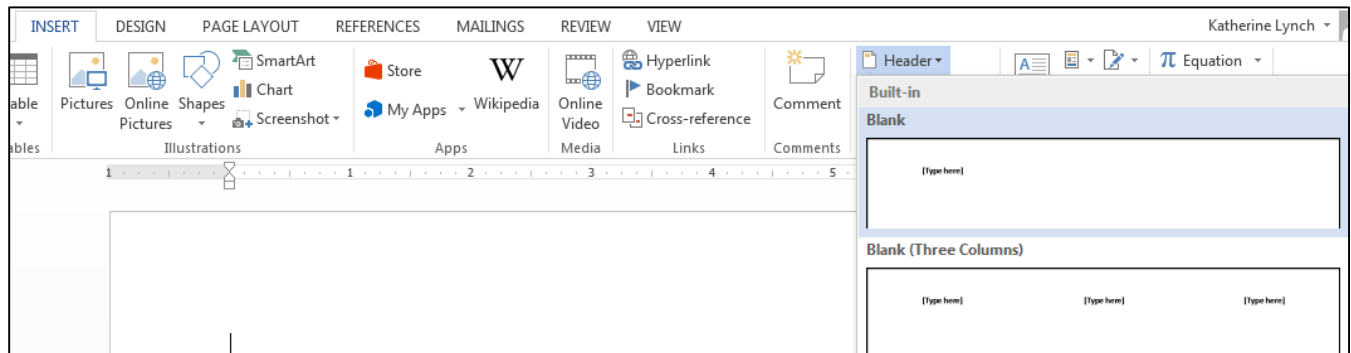


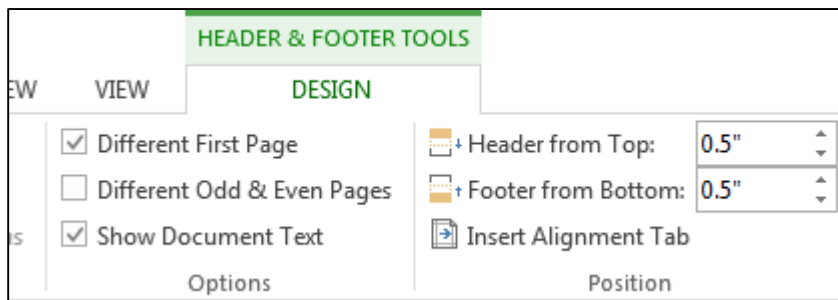
Formatting Header: APA Running Header

In Microsoft Word:

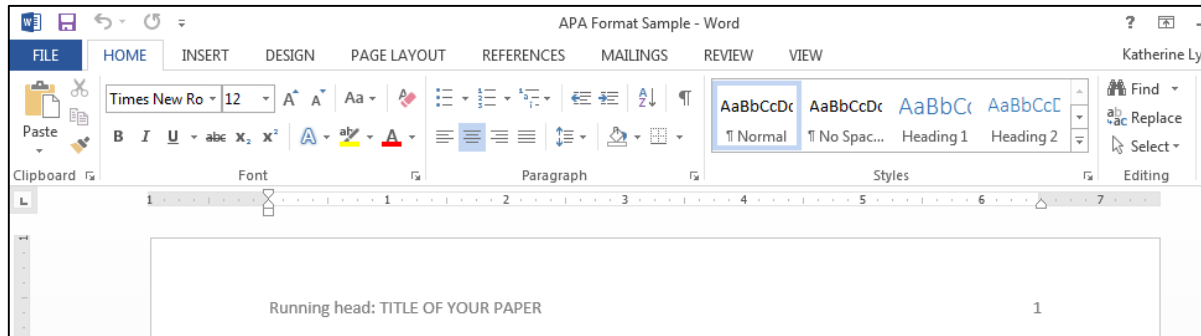
1. Under the "Insert" tab (the second tab in the main tool bar, after "Home"), click on "Header," and select "Blank."



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.

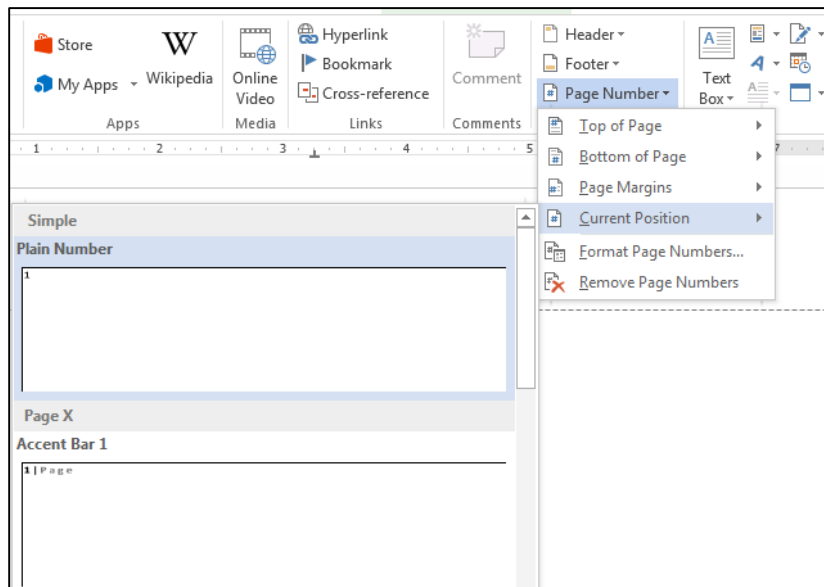


NOTE: If you do not see the box for "Different First Page," click on the box that says "Options," and the checkbox will appear.



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 and add in page numbers as before.
11. Close out of the Header.

