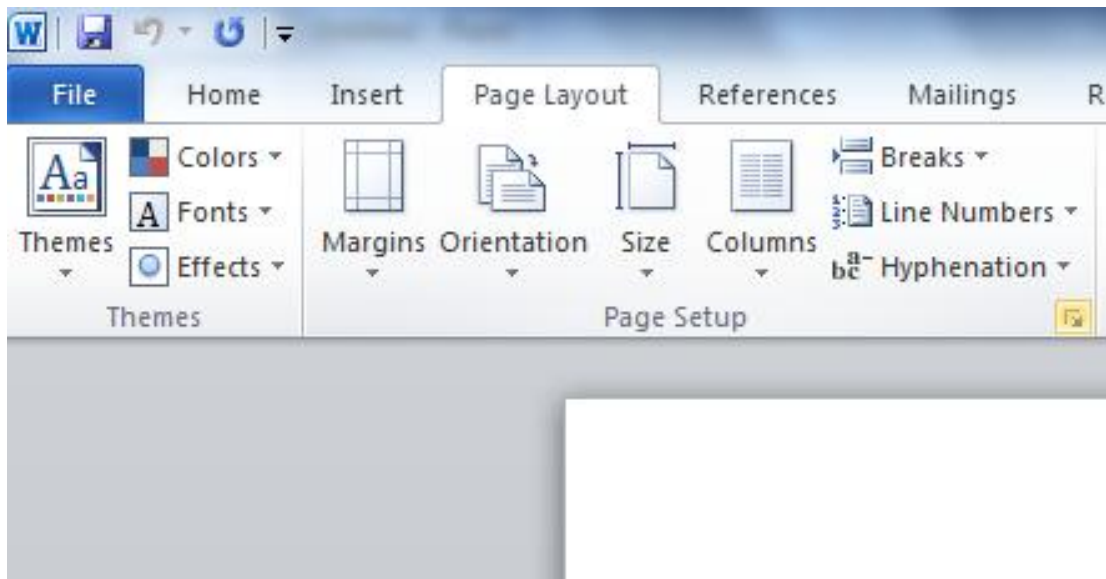


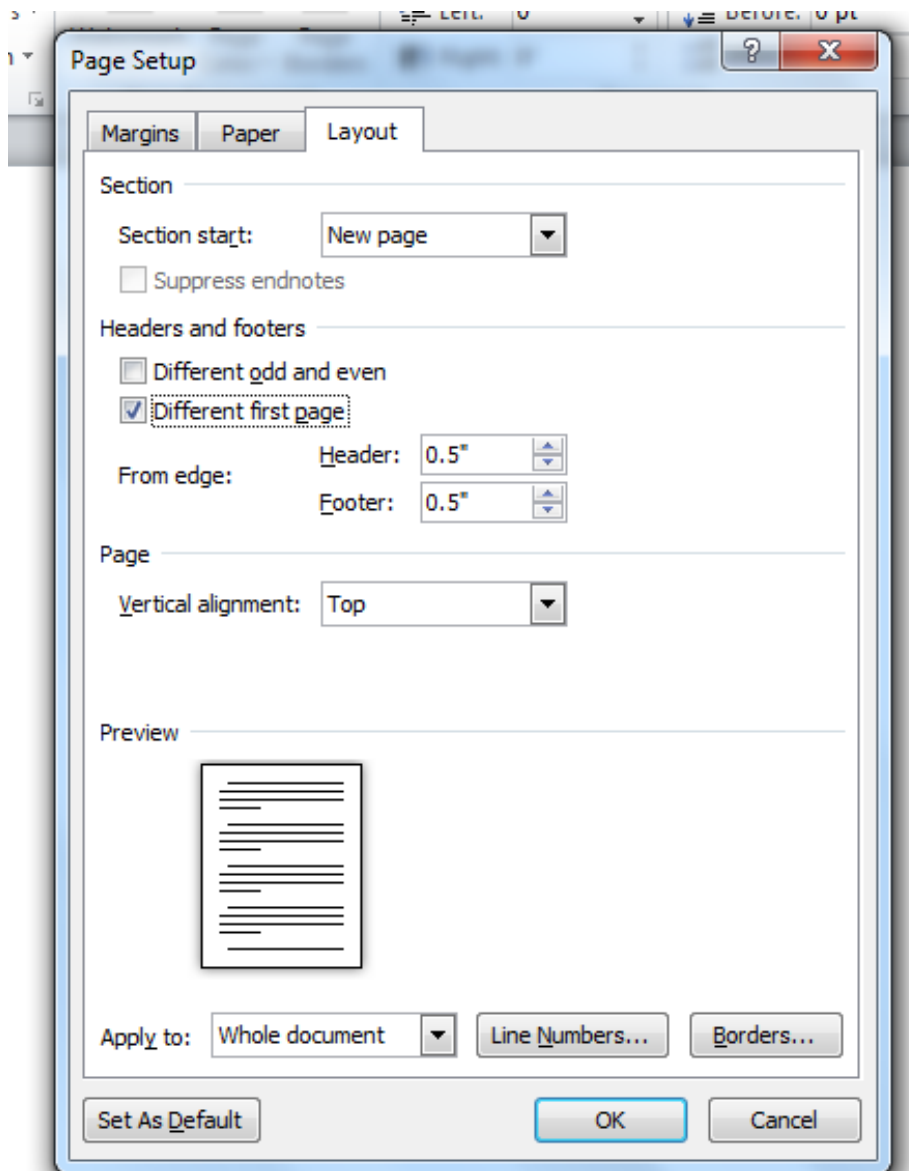


## How to Create an APA Running Head

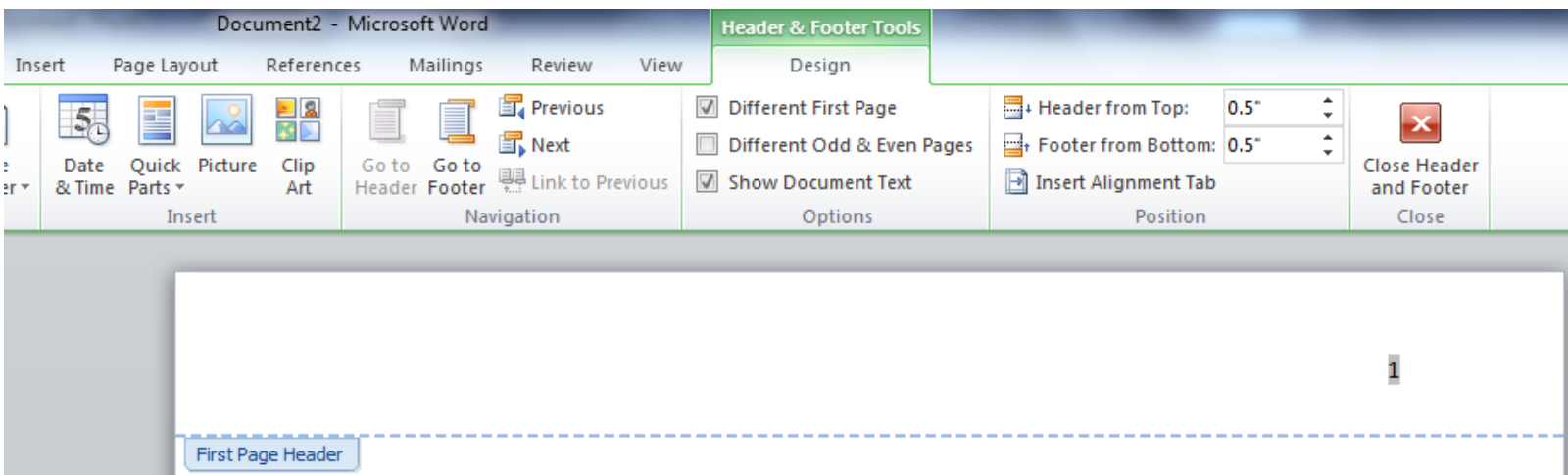
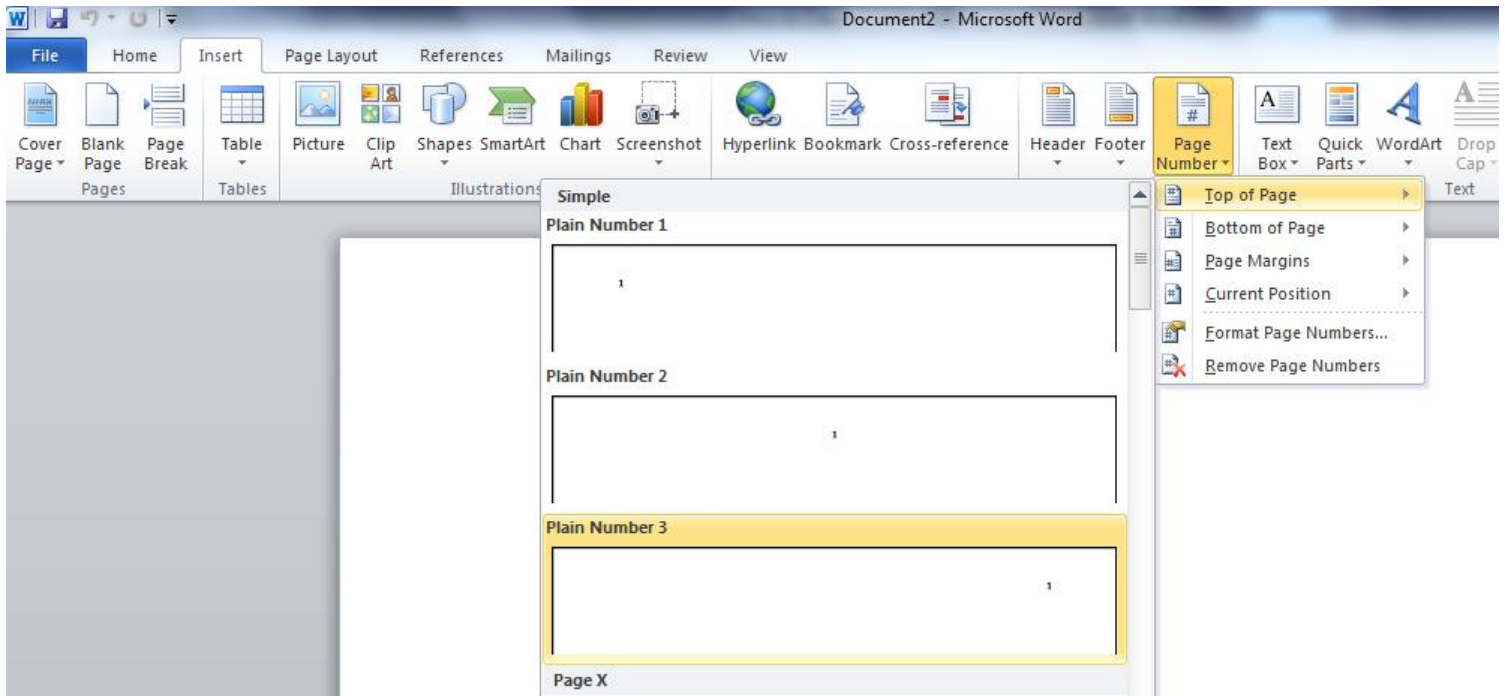
1. Click the Page Layout tab.
2. Click the small arrow on the right-hand corner of the Page Setup section. It's highlighted orange in the picture below.



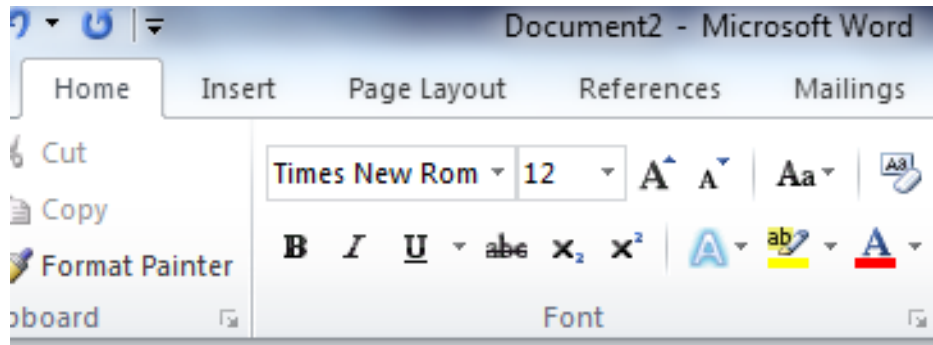
3. In the box that opens, click the Layout tab.
4. Checkmark the box for “Different first page.”
5. Click OK.



6. Click the Insert tab.
7. In the Header & Footer section, click Page Number.
8. Click “Top of Page.”
9. Click the third box. A number 1 will appear highlighted in gray at the top of the page.



10. Click the Home tab.
11. Change the font to Times New Roman and the size to 12.
12. Type the words “Running head.” Capitalize only the “R,” and add a colon.
13. Hit the spacebar once and type your title in all caps. If the title is too long, you may shorten it for the running head.



Running head: HOW TO CREATE AN APA RUNNING HEAD

First Page Header

14. Move the running head to the left of the page by hitting the “tab” key. For a short header, you may need to hit “tab” twice.
15. Double click outside the header area to leave the header.

Running head: HOW TO CREATE AN APA RUNNING HEAD

1

16. Move on to a second page and repeat the process.
17. Click the Insert tab.
18. In the Header & Footer section, click Page Number.
19. Click “Top of Page.”
20. Click the third box. A number 2 will appear highlighted in gray at the top of the page.
21. Click the Home tab.
22. Change the font to Times New Roman and the size to 12.
23. Hit the spacebar once and type your title in all caps. The second page should NOT say the words “running head,” but the title must be exactly the same as the one you typed in page 1.
24. Move the running head to the left of the page by hitting the “tab” key. For a shorter header, you may need to hit “tab” twice.
25. Double click outside the header area to leave the header.
26. The running heads on pages 1 and 2 of your paper should look like the ones on this handout. The running head from page 2 is the one that will automatically copy to all your other pages. Only the number will change.
27. Breathe. It’s done!