

## Creating an APA Running Head in WORD 2016

- Type your paper first, including the title page.
- Return to the title page and click in front of the first word of your text. Then click on the Insert tab.
- Click on: Page Number (in the Header and Footer box)  
Top of the Page (in the scroll down menu)  
Plain Number 1.
- Click on the box “Different First Page” (making sure you are on the first page).
- Type the words Running head, followed by a colon and one space. After the colon type the running head (the title of your paper using all caps, or an all-caps abbreviation of the title if it is longer than 50 characters, counting letters, punctuation, and spaces between words).
- Tab over to the right margin and type in the numeral 1.
- Go to page 2 and type in your running head (without the words Running head:), and one space. Tab the numeral 2 over to the margin.
- Click on the red box with an X, “Close Header and Footer”