Creating a Running head for an APA paper is a very easy thing to do. First, begin on the first page.

**Step 1:** Double-click in the top 1 inch of the page to enter the header and open the menu.

**Step 2:** Put a check mark in “Different First Page” in the “Options” section under the “Header & Footer” and “Design” tab.

**Step 3:** Using the “Page Number” feature in the “Header & Footer” section, insert page numbers at the top right of the page. After clicking “Page Number,” You will be given a menu with options. If using Word on a PC, click “Top of Page,” then “Plain Number 3.” This will place your page number in the top right corner.

*Depending upon the settings in Word, you may need to adjust the font to be 12pt Times New Roman.
If you are using Word on a Mac, a menu will appear after clicking “Page Number.” Confirm that the alignment says “Right” and click “Okay.”

**Step 4:** Your cursor should be in front of the page number 1. Type “Running head: SHORTENED TITLE OF PAPER” here.*

**Step 5:** Hit the “Tab” key once or twice until the Running head is **flush left** and the page number is **flush right**.

This completes your title page. For the rest of the paper, you will just make a few minor changes.
The header you enter on page 2 will become the header for the entire remainder of your paper.

**Step 6:** Go to the Header field of the second page of your Word document. Double-click to enter the field if necessary.

**Step 7:** Again, insert page numbers top right using the “Page Number” feature in the “Header & Footer” section of the menu.

**Step 8:** Type the short title of your paper **WITHOUT “Running head:”** before page number 2.* This will copy to all pages.

**Step 9:** Hit the “Tab” key until the header is **flush left** and the page numbers are **flush right**. Close the header. **You’re done!**