APA – Inserting Running Head & Page Numbers into a Word Document

1. Begin after you have typed at least the title page and the second page of your paper.

2. Double click on the top of the first page to open header. Header & Footer Design tab will open.

3. Put a checkmark next to the Different First Page box.
4. Click on the **Insert** tab. Click on **Page Number** and hover over the **Top of Page** entry and select the **Plain Number 3** option.

5. Type **Running head: TITLE OF YOUR PAPER**

   **Note:** The **TITLE OF YOUR PAPER** should be **shortened** to be about **50 characters or less**
6. Make sure the cursor is between your title and the page number. Click **Insert Alignment Tab.**

![Alignment Tab dialog box](image)

7. Make the following selections in the dialog box that appears: Alignment: **Right**, Align relative to: **Margin**, and Leader: **1 None**. Click **OK.**

8. Scroll down to the header section of page 2 and click inside that page’s header to open it.
9. Click on the **Insert** tab. Click on **Page Number** and hover over the **Top of Page** entry and select the **Plain Number 3** option.

10. Type **TITLE OF YOUR PAPER** (the number 2 should be right beside it)
11. Make sure the cursor is between your title and the page number. Click **Insert Alignment Tab**

12. Make the following selections in the dialog box that appears: Alignment: **Right**, Align relative to: **Margin**, and Leader: **1 None**. Click **OK**.

You're done!