The Writing Center

UNIVERSITY OF COLORADO
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Adding a Running Head & Page Numbers (APA 6th Edition) in Microsoft Word

1. Start with a **Blank Document** in Print Layout (Default). Make sure you're viewing Microsoft Word/the document in full-screen.
2. Double-click in the Header area at the top of your document.
3. Select **Different First Page** box.
4. Select **Page Number** (far left in Header and Footer Tools Design Tab).
5. Select **Top of the Page** and **Plain Number 1** option.
6. In the Header area, click on the left side of the number 1 and type "Running head:" followed by your title in capital letters. (Note: A running head can only be 50 characters maximum. You may need to abbreviate your title.)
7. Press the **TAB key** until your page number is right justified.

   Your first page is complete. Now, the rest of your page numbers must be added by adjusting the second page.
8. While still on page 1 of your document, click on the **Insert Tab** and select **Page Break**.
9. Double click in the Header area of page 2.
10. Select **Page Number** (far left in Header and Footer Tools Design Tab).
11. Select **Top of the Page** and **Plain Number 1** option.
12. Type your document title in capital letters but without "Running head:"
13. Press the **TAB key** until your page number is right justified.

   The rest of the document will now display your title on the left and your page numbers on the right.

Differences in Word 2011 (Mac):

1. After clicking into the header, you need to click the purple Header and Footer tab to find the Different First Page and Page Number options.
2. Within this Header and Footer tab, when you click Page Number, it defaults to Plain Number 1.
3. To find the Page Break option, click the Layout tab (not Insert).
4. Select the first option that simply says Page