# Making an APA Running Header in Word 2010

In the American Psychological Association (APA) format, the title and page number must appear in a header at the top of each page. If the title is long, it is shortened by using the first word(s), up to 50 characters. The first page requires a different header from the other pages.

Open a new document or go to the first page of your paper.

Click the *Insert* menu.

Click *Page Number* (in the *Header & Footer* area).

Drag the mouse to *Top of Page* and click *Plain Number 1*.
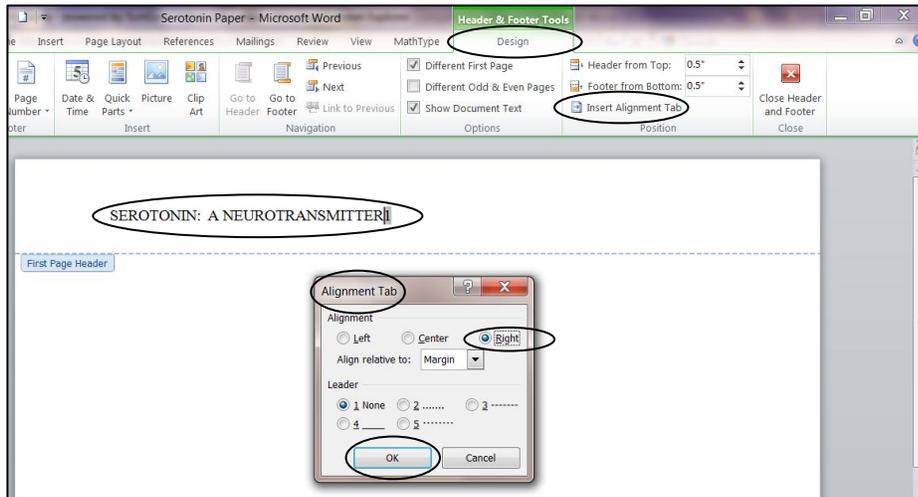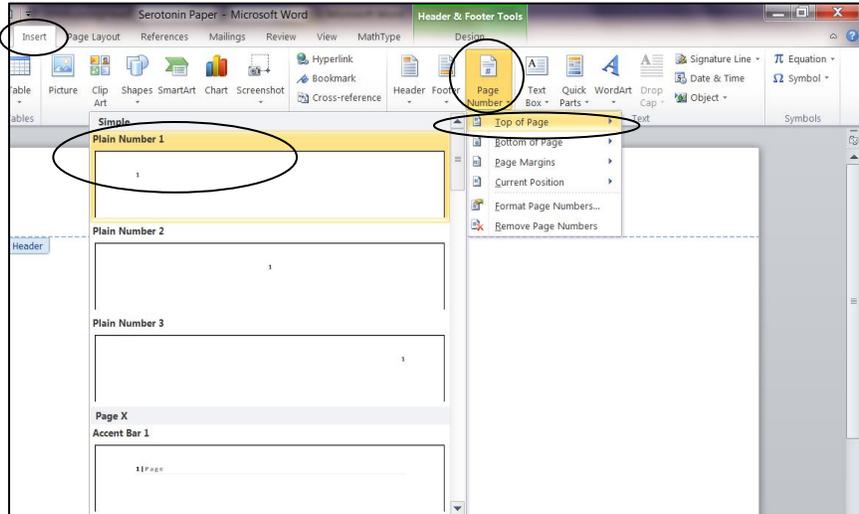
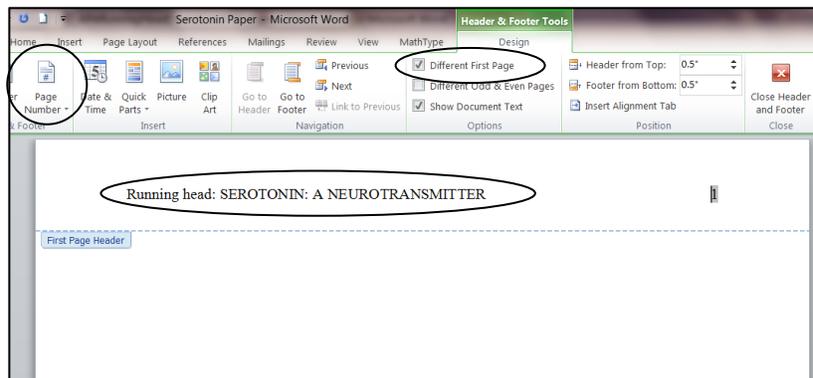Type your paper's title in all capital letters (upper case).

In the *Design* menu, click *Insert Alignment Tab* (in the *Position* area).
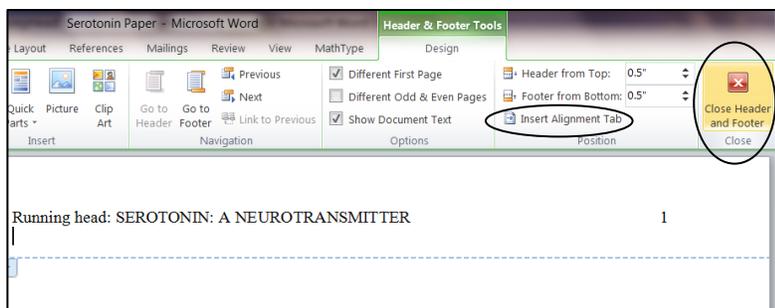
In the *Alignment Tab* window, click *Right*, and click *OK*.

Click *Different First Page* (in the *Options* area).

Click *Page Number* (in the *Header & Footer* area). Choose *Top of Page* and click *Plain Number 1*. (See the first illustration above.)

Type "Running head:" (without quotation marks) in upper and lower case, and then type your paper's title in all upper case.

Click *Insert Alignment Tab* (in the Position area). In the *Alignment Tab* window, click *Right*, and click *OK*. (See the second illustration on page 1.)

Click *Close Header and Footer* or double click below the dashed line.

If you have not typed the title page yet, hit the enter key until you are about one third of the way down the page.
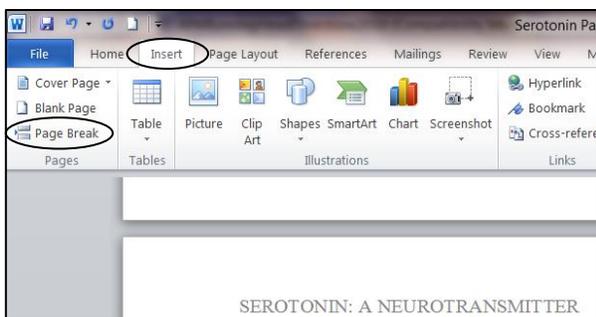
Hold down the *Ctrl* key and hit the *E* key (to center). Then hold down the *Ctrl* key and hit the *2* key (to double-space).

Click the *Home* tab. Set the font to Times New Roman 12.

Type the title, your name(s), your class, your professor's name, and the due date.
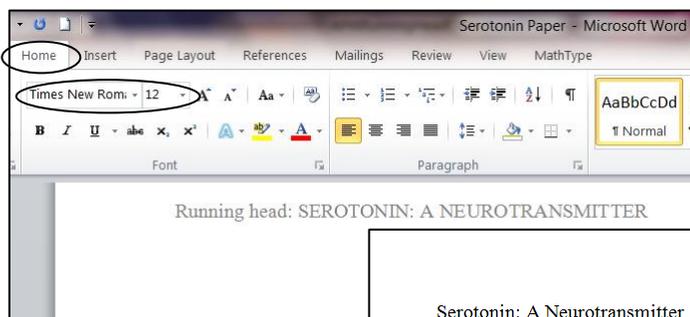
Click the *Insert* tab. Click *Page Break* (in the *Pages* area).

The second page will appear with the first header that you typed.

If the header is not in Times New Roman 12, double click on the header to open it. Select the title and page number (by dragging the mouse over them). Right click on the title, and set the font and size on the small menu that appears.

Click on the title to remove selection (highlighting).

Repeat this process for the header on page 1, if necessary.