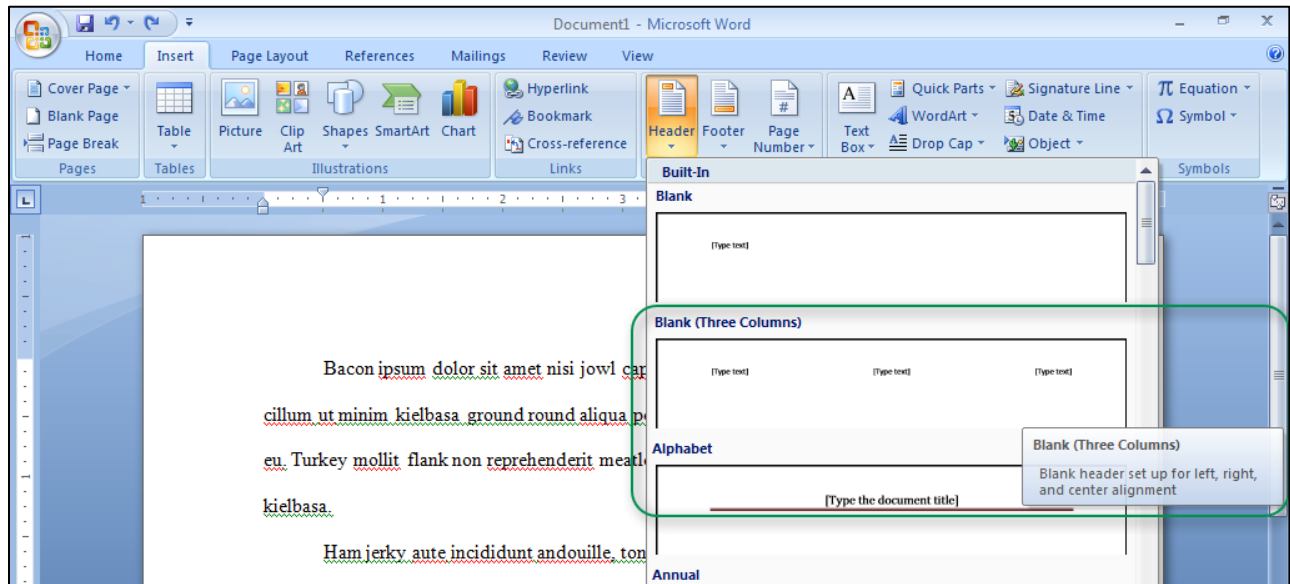


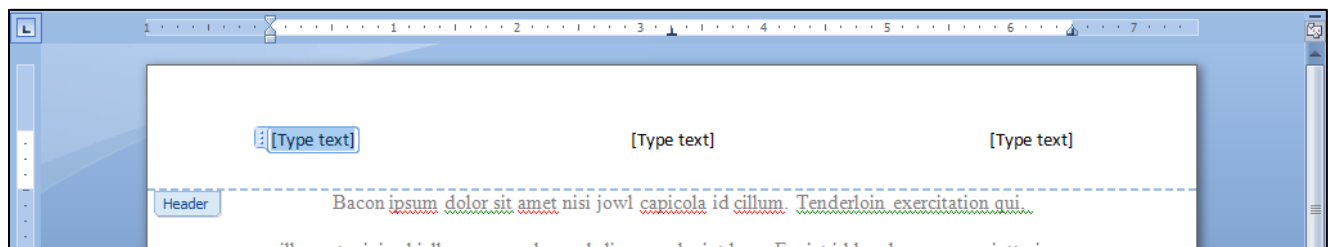
## Setting Up the APA Header: A Step-by-Step Guide

Note: These steps may vary on MACs. This guide was adapted from “An Easy Guide to APA-Style Headers” found at: <http://writingcenter.cos.edu/2013/03/an-easy-guide-to-apa-style-headers/>

1. Click on “Header” under the “Insert” section of the Ribbon.
2. Choose the “Blank (Three Columns)” layout, as it makes it easy to separate your running head from your page number.

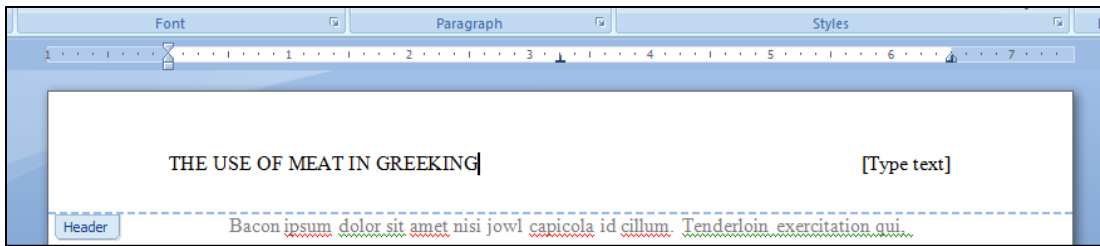


3. Delete the middle box, since APA style doesn't require anything in the center of your header.

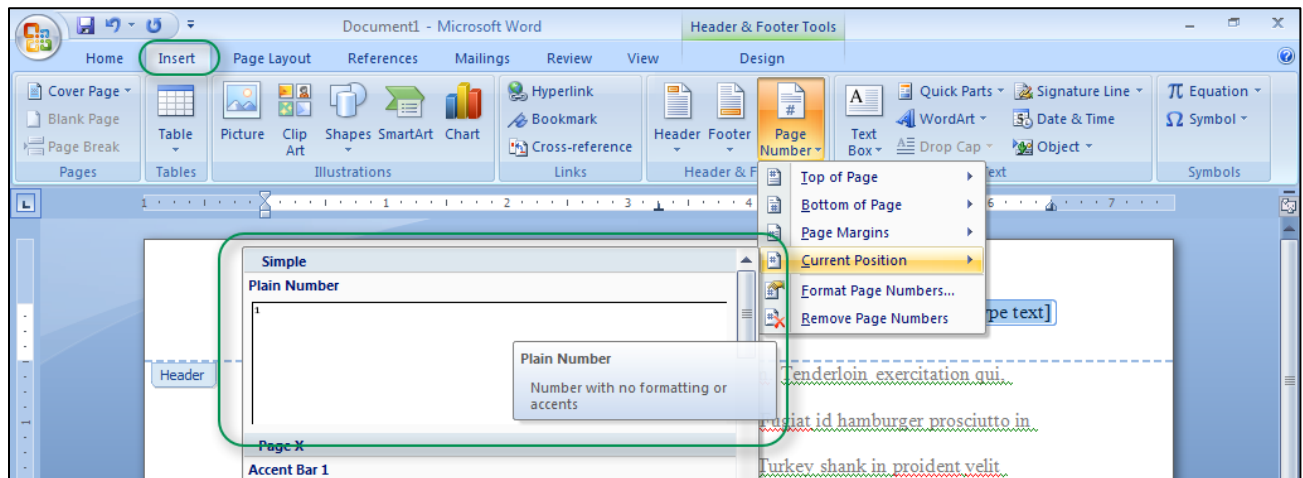


4. Type the short version of your essay title in ALL CAPS on the left, and make sure to set your font correctly (the font in the header must be adjusted manually).
5. Remember, we're setting up the header for the *paper* right now, not the title page, so you do not need to type “Running Head” yet.

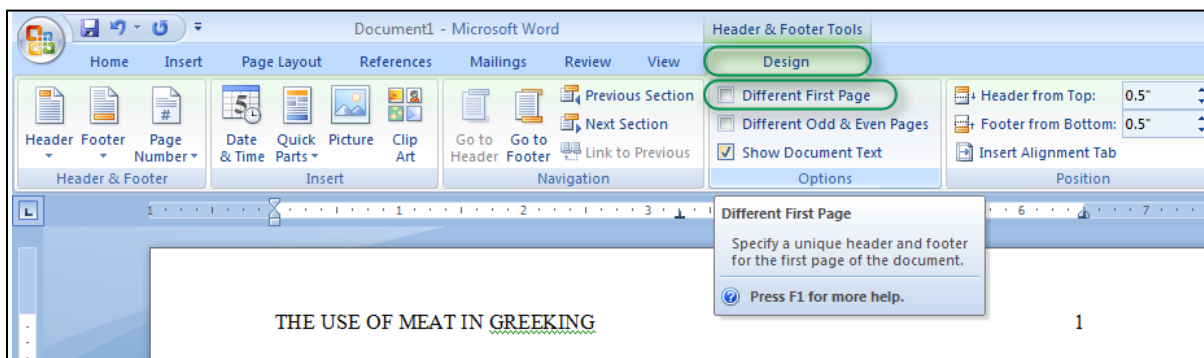
This is what your paper should look like so far:



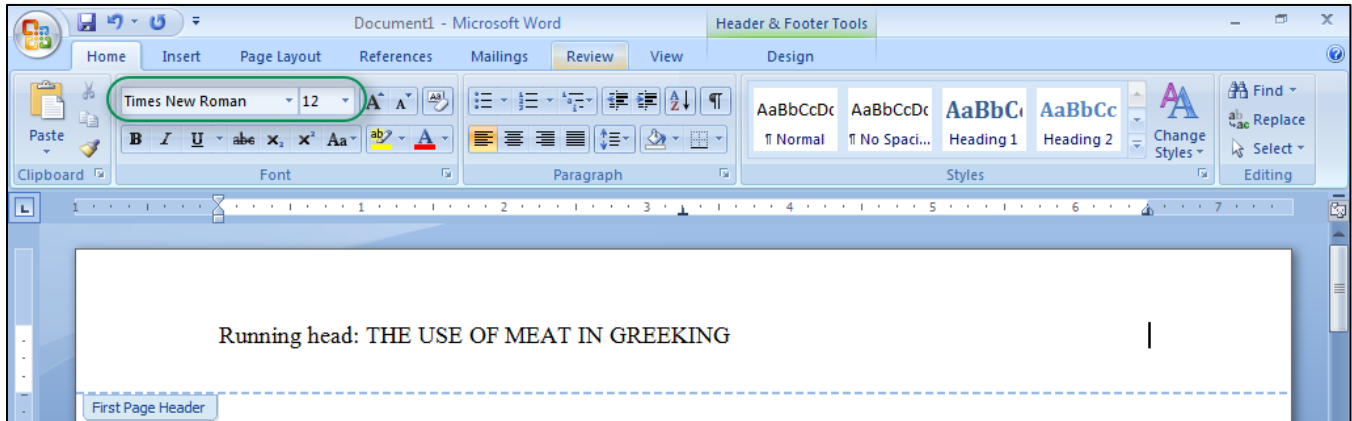
- Next, click on the box on the right, where your page number should go. In the "Insert" section of the Banner you'll find a dropdown for "Page Number."



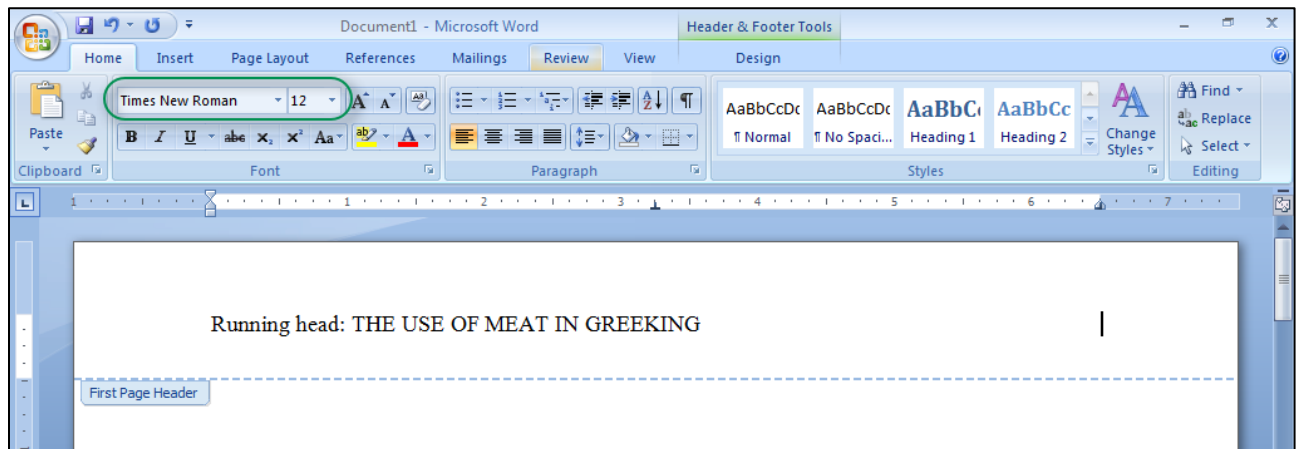
- Click "Current Position," then "Plain Number." This will also be in a different font, so make sure to highlight your page number and manually change the font.
- Next click on the banner section that says "Design" under "Header & Footer Tools." Right under that is a checkbox that says "Different First Page." Go ahead and click it. Take note that your header will disappear—this is necessary so don't panic (it's still there just not on the first page).



9. Now type “Running head:” followed by the same shortened version of your title in ALL CAPS that you used when setting up the first header. You will most likely need to manually adjust the font again at this stage. Below is how your page should look at this stage:



10. Now, hit tab. Your header is automatically set up so that if you hit tab twice (or once if your running head is super long), it'll take you over to the right margin. Once you're there, insert the page number again the same way as before (Insert, Page Number, Current Position, Plain Style).



Below is how the final product should look:

