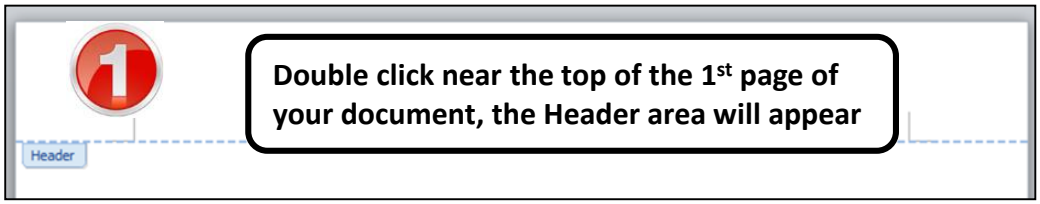
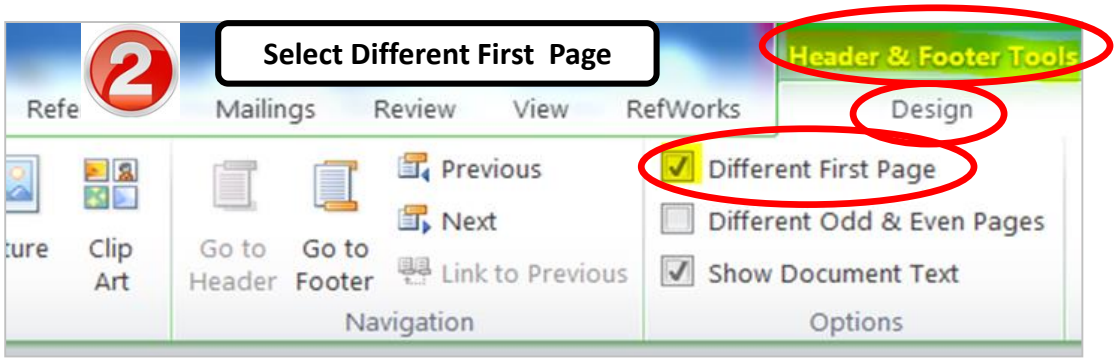
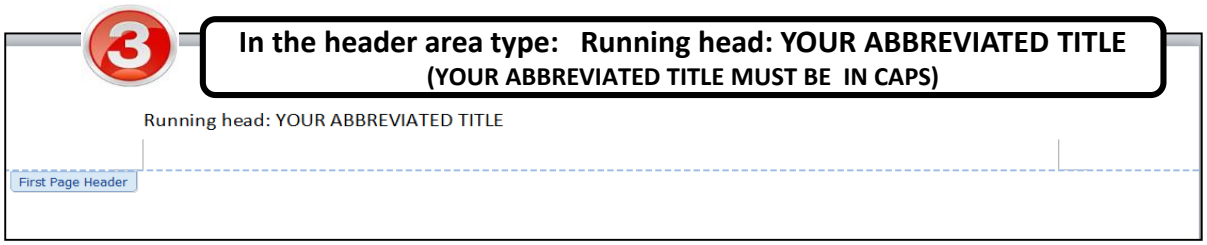
How to set up a running head APA style in MS Word

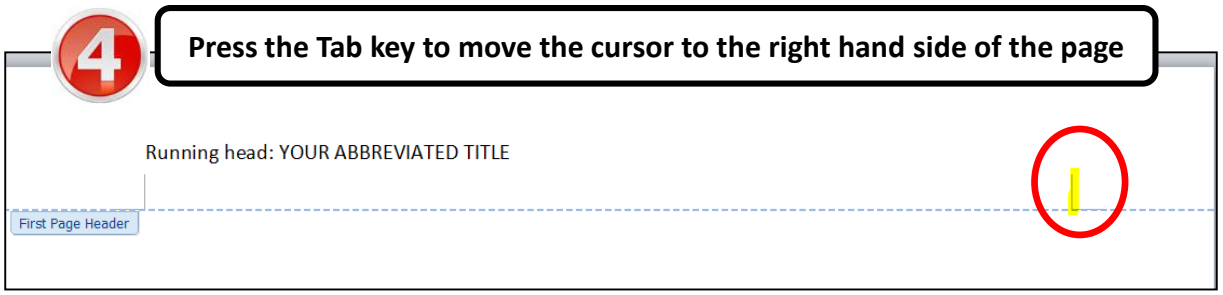
APA requires 'Running head:' as part of the header on the first page only

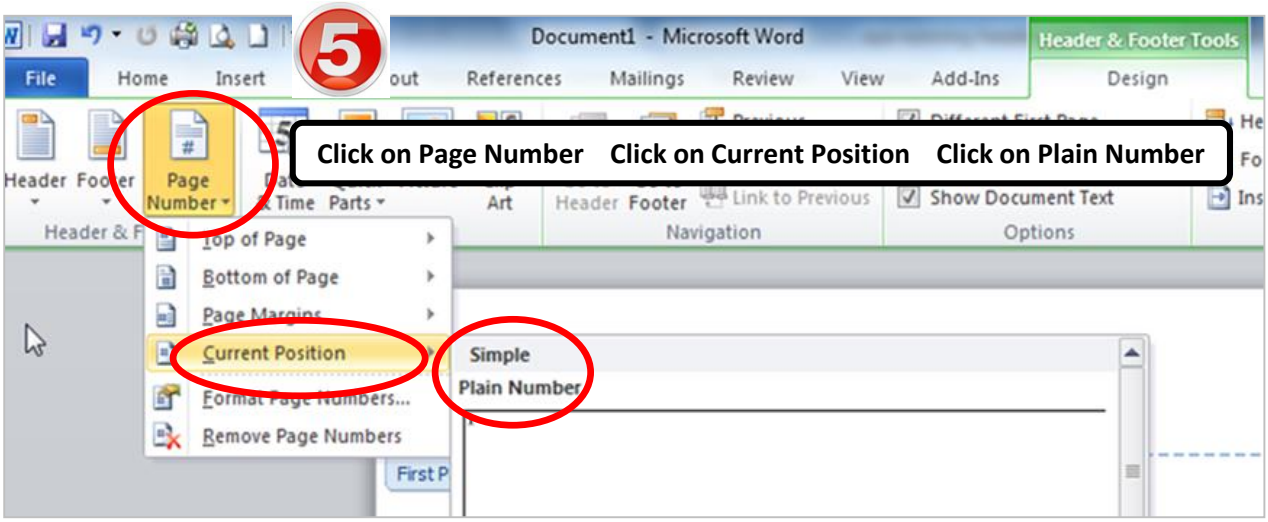
➢ Create page 1 Header

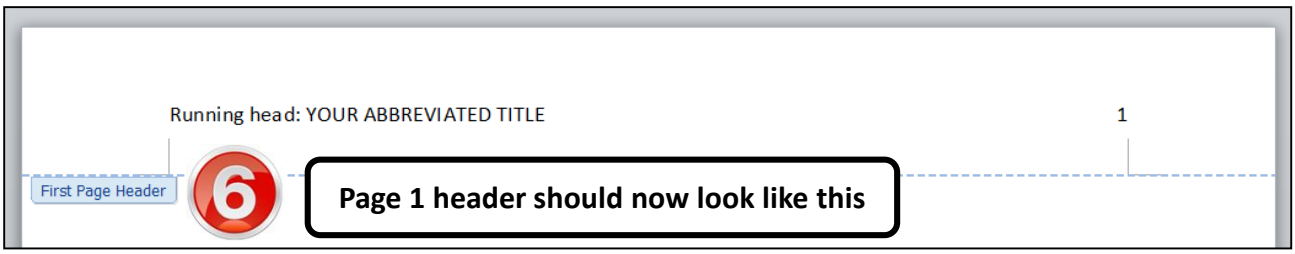






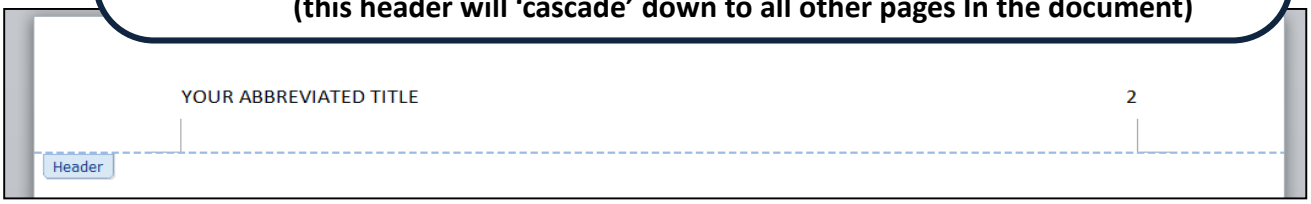






➢ Create page 2 Header

- **Go to the 2nd page of your document**
- **In the header area type: YOUR ABBREVIATED TITLE**
- **Press the Tab key to move the cursor to the right hand side of the page**
- **Click on Page Number Click on Current Position Click on Plain Number**
- **Page 2 header should now look like this**
  (this header will 'cascade' down to all other pages In the document)



➢ To get back to document text

Click anywhere in the body of your document or press Esc key to get out of the header