Directions for making a Running head in Word:

One of the things students have the most difficulty with, in terms of formatting, are creating the headers on the title page and the body pages of the paper. Here is a step-by-step breakdown of how to do it.

1. Open Word
2. Click the “Insert” tab
3. Click “Page Number” > Top of page > Plain Number 1
4. In the ribbon that appears at the top, check “Different first page”
5. At this point, your page number might disappear. If this happens, repeat steps 1-3.
6. There should now be a number 1 in the upper left corner, with a blinking cursor in front of it. Where the cursor is, type: Running head: YOUR TITLE (meaning the title of your paper, not "your title"). 😊

   It should look like this:

   ![Running head: YOUR TITLE1](image)

7. The cursor should still be blinking between your title and the number 1. In the ribbon at the top, find "Insert alignment tab".
8. Click "Right" and "Okay." Your title should now be on the left, and your page number on the right.

   Now, it should look like this:

   ![Running head: YOUR TITLE](image)
9. Highlight your entire Running head including page number and change the font to Times New Roman, 12 pt, to match the rest of your paper.

Now, it should look like this:

Running head: YOUR TITLE

10. Complete your title page. See the Diana Hacker site for the APA paper sample.

11. Scroll down to your second page. You will see there’s a page number “2”, but no title.

12. Double click near the number “2” in the header. The cursor will appear to the left of the number 2.

13. Type YOUR TITLE

14. The cursor should still be blinking between your title and the number 2. In the ribbon at the top, find "Insert alignment tab".

15. Click "Right" and "Okay." Your title should now be on the left, and your page number on the right.

It should look like this:

YOUR TITLE