Creating APA header.

For page one:

Click on INSERT,

Click HEADER

 Click EDIT at bottom of drop down menu

Click DIFFERENT FIRST PAGE

Click PAGE # (to the left of the screen)

Click on TOP OF PAGE

      Choose PLAIN NUMBER 1 from drop down menu

In header you should see a "1" at the left hand margin.   Type: Running head: YOUR TITLE IN ALL CAPS and then tab the number over to the right margin.

Click on CLOSE HEADER box   and go to page 2.

Click somewhere on page 2

Click on INSERT,

Click HEADER

 Click EDIT at bottom of drop down menu

Click on PAGE #

Click on TOP OF PAGE

    Choose PLAIN NUMBER 1 from drop down menu

     You should see a "2" at the left hand margin

Type your Title in front of the "2"   move the number over to the right margin.

Click CLOSE HEADER box