HOW TO:
Format APA Running Heads in Microsoft Word 2013

1. Double click at the top of your document. A header box will pop up.

2. On the Design toolbar, click Page Number. Select Top of Page and then Plain Number 1.

3. Type your title or an abbreviation of it in front of the page number. Press the Tab button to get the title in the upper left corner.

4. Select Different First Page in the Design toolbar. The contents of the first page’s header will disappear.

5. Type your title preceded by “Running head:”. Press the Tab button to type in the upper right corner and type “1”.