

Inserting APA Style Headers & Page Numbers on PCs and Macs

On Microsoft Word 2007 for Windows:

In a new Word document, create a title page, and press return until the second page appears (which will be the abstract). Click on “Insert” in the menu bar, choose “Header” from the new list of icons, and select the first option, “Blank.” In the menu options that now appear at the top of the screen, under the “Design” tab, check the “Different First Page” check box.

On the first page (the title page), type in your running head (e.g., Running Head: HOW TO INSERT RUNNING HEADS).

Move to the header area of the second page, and type the running head that will appear on every page except the title page (e.g., HOW TO INSERT RUNNING HEADS).

With your cursor still flashing to the right of the last letter in your running head on page 2, click on “Insert” in the menu bar, choose “Page Number,” choose “Current Position,” and finally “Plain Number.”

The number “2” will appear at the end of your running head, flush with your last letter. Use the space key to move the number to the top right-most corner of the page (leave one space between the number and the end of the margin, in case your paper length goes into the double digits).

You can now move back to the running head on the first page, where you’ll have to repeat the insert page number process to get page number “1” to appear. You’ll have to move the number to the right of the page once again.

You should now have page numbers on each page, a unique header on page one, and the same general header on all of the remaining pages.

On Microsoft Word 2008 for Mac:

Make sure that the “Toolbox” is open and visible on the screen. If it is not, click on the



toolbox icon in the menu bar at the top of the open document.

In a new Word document, create a title page, and press return until the second page appears (which will be the abstract). Click on “View” in the menu bar, and choose “Header and Footer” from the bottom of the drop-down menu. Before typing your header, go to the toolbox (which you just opened in the step above), find the “Header and Footer” section, and check the “Different First Page” check box.

On the first page (the title page), type in your running head (e.g., Running Head: HOW TO INSERT RUNNING HEADS).

Move to the header area of the second page, and type the running head that will appear on every page except the title page (e.g., HOW TO INSERT RUNNING HEADS).

Move your cursor back up to the header on page 1, click “Insert” on the menu bar, and choose “Page Numbers...” For Position, choose “Top of Page,” and for Alignment, choose “Right.” Do NOT check the “Show number on first page” box.

Now move your cursor down to the header on page 2 (which should still be different than the header on page 1), and repeat the steps EXACTLY from above (click “Insert” on the menu bar, and choose “Page Numbers...” For Position, choose “Top of Page,” and for Alignment, choose “Right.” Do NOT check the “Show number on first page” box).

You should now have page numbers on each page, a unique header on page one, and the same general header on all of the remaining pages.

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