How to Insert a Header (APA)

1. Click on the Insert tab

2. In the Insert menu, select Page # (insert on the TOP OF THE PAGE)
3. Click on the “Different First Page” option in the Design tab in the Header & Footer menu.

4. Beside the number 1 (in the header). Type the words “Running head followed by a colon.

   **Running head:**

5. Next to the colon (:) type a short title of your assignment or essay in FULL CAPITAL LETTERS. (For example, this handout uses the short title: HOW TO INSERT A HEADER). Press the TAB key on your keyboard to move the header to the left side of the page.

6. Double click on your document (to get out of the header). Scroll down to page 2.

7. Double click on the header (beside the page #: 2). Delete the words Running head: from the second page so that you only see the SHORT TITLE OF YOUR ESSAY (written in all capital letters).

   Note: In the page 2 sample below the short title appears in all capitals: HOW TO INSERT A HEADER.