How to format the APA Running Head in Word 2010

1. Open your Word document.
2. Hit the “Enter” key until you create a second page.
3. Make sure you are in Print Layout View (click on the View tab and then Print Layout).
4. Access the header area of the Word document. Double-click within the 1” area at the top of the page. You will see the blue dash lines and the blue “header” tab.
5. In the Header/Footer Tools Design tab, under Options section, click on the check box next to “Different First Page.” You will see the blue header tab change to “First Page Header.”
6. Insert the automatic page number first at the right margin in the header.

   - In the “Header/Footer” section at the far left in the ribbon, click on the “Page Number” icon.
   - Select “Top of Page.”
   - Select “Plain Number 3” (or the example that places the number at the right margin).
   - You will see the auto page number inserted.

7. You will see the auto page number inserted.
8. Your cursor will be at the left side of the page number. (If the cursor is not at the left side of the page number, click and put it there.)

9. Type the words: Running head: ABBREVIATED PAPER TITLE

10. Hit the Tab key one or more times to push the title over to the left margin.

11. Rules for the running head:
   
   - The abbreviated paper title should be in ALL CAPS and should start from the first word of the paper title until you get to 50 characters.
   
   - The running head has a maximum of 50 characters, including spaces, punctuation, “running head” words and title words.
   
   - Running head text should be Times New Roman 12-point font.
   
   - To check the character count, highlight the Running head phrase. Click on the “Words” box at the bottom left of the screen. Look for the “Characters with Spaces” number to determine if you are under 50 characters.
12. Highlight the whole running head phrase and the page number. Copy it.

13. Scroll down to the second page. You will see the blue "header" tab at the top of the page.

14. Paste the running head and page number in the header area.

15. Delete the words "Running head." Leave the paper title as it is. You should see the page number at the right margin.

16. Double-click below the header area to exit the header area.