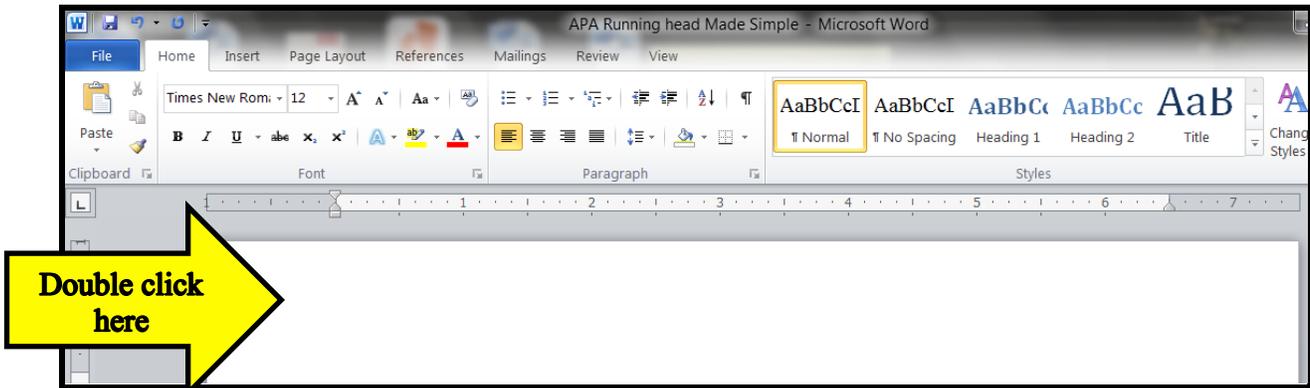
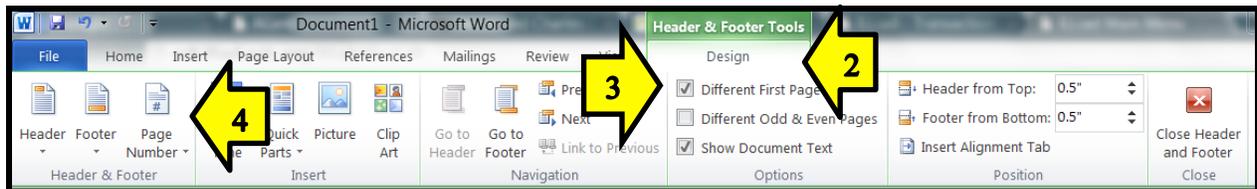


APA Running head Made Simple – Microsoft Word 2007, 2010, 2013

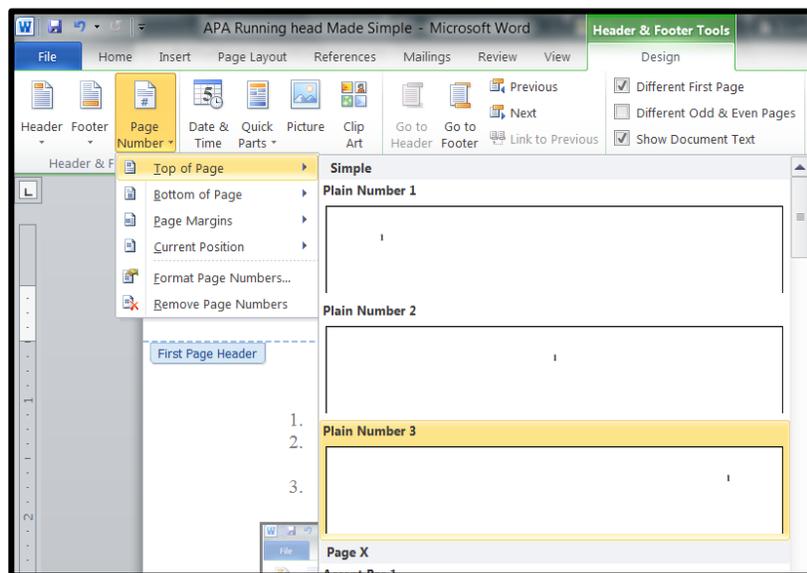
1. Double click in the header area on your blank document (top inch of the paper; see graphic below).



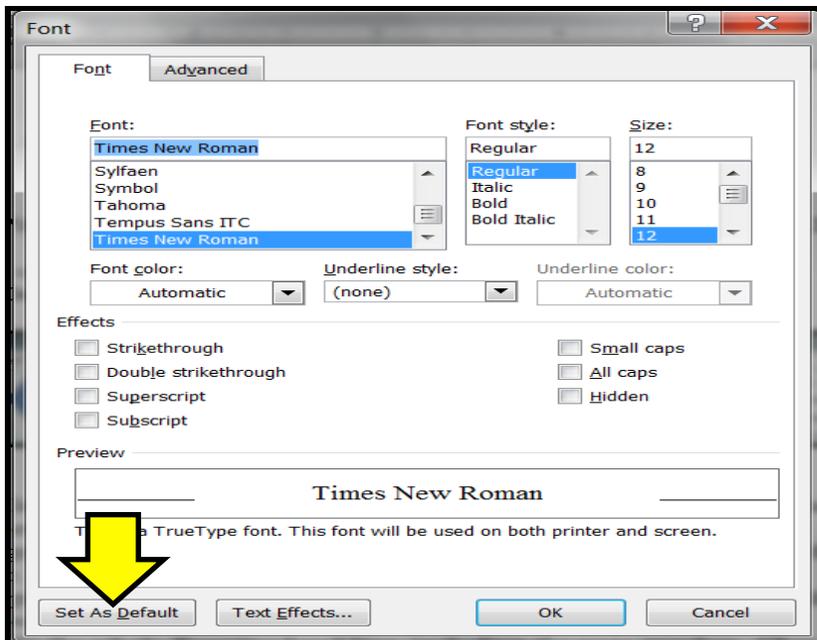
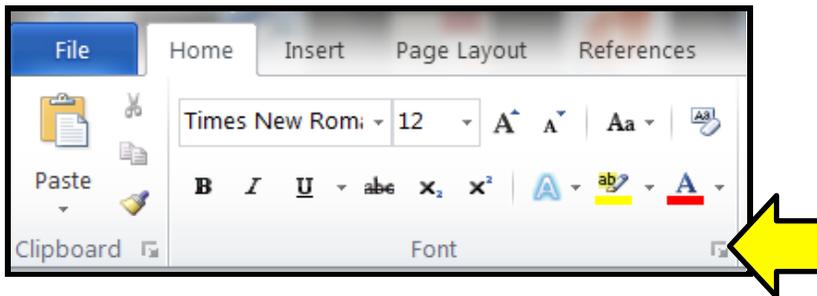
2. Choose the Design tab under Header & Footer Tools (see graphic below). You see this option only when you are in the header area.
3. Choose Different first Page (see graphic below).



4. On the left, pull down the Page Number menu (see graphic above) and choose Top of Page, hover over it and choose Plain Number 3 (see graphic below).



5. The page number will appear on the right side and your cursor will be blinking at the left of the number.
6. Start typing the words Running head: TITLE and tab twice to move the text to flush left, as you can see on this page. Note the word head is not capitalized.
7. Highlight the entire Running head line, including the page number. Choose the Home tab and click on the diagonal arrow in the right corner of the Font box (see graphic below). Choose Font: Times New Roman, Font style: Regular, and Size: 12. At the bottom of the dialog box, choose Set As Default, then click OK (see graphic further below). This should keep your font the same for each paper. APA requires Times New Roman 12pt font for all papers.



8. Double click outside of the header area, go to just above the center of the page lengthwise, and type your title information. This includes the title of your paper, your name, and Oklahoma Wesleyan University. That is the only information needed.
9. Hit Enter until you get to another blank page, then repeat instructions 1-4.
10. For pages 2 and following, just type your TITLE. The words Running head only belong on the title page.
11. That's all there is to it! Any problems or questions? Email elib@okwu.edu.