• This tutorial will help you to create a header in Microsoft Word using APA format. We’ll start with a new document.
• Select the Insert menu.
• Choose “Header options”
• Click on “Edit Header.”
• From the options, select “different first page.”
• Insert the page number with left alignment.
• Place the cursor before the page number and type the running header text.
• Tab the page number to the right margin.
• To add a different header to the second page, insert a page break to access page two of the document.
• Still within the Insert menu, add a page number to the header, left-aligned.
• **As with page one, place the cursor before the page number and type the header text.**
• **Tab the page number to the right margin.**
• **This will create an APA-style running header for your paper.**
If you have any questions or comments, please contact us by telephone, email, text or via our Ask A Librarian online chat. You can also visit us in person at Phillips Library. Thank you!