Click the Insert Tab

Click on Header

Click on “Edit Header”
APA Formatted Header

The words “Running head:” only appear on page one. Make sure to check off Different First Page.

The word "Running head:" followed by a shortened title in ALL CAPS.

The Headers and Footer Tools tab appears when editing needs to be for either item.

A page number also needs to be included in the top right hand corner. In the Microsoft Ribbon, select Page Number, Current Position then Plain Number.
Repeat the same steps for page two. However, the words “Running head:” no longer appear, only the shortened title and page number.

Shortened title in ALL CAPS.

Page Number

After formatting page two, all subsequent pages will be automatically be formatted based on what was inputted on Page 2.

Need Help?
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