Creating a Running Head with Page Numbers

For APA-formatted papers: These instructions are for creating a header for your title page that has “Running head” on the title page only, plus a header for the remainder of your paper. Additionally, this will show you how to insert page numbers at the same time.

Step 1: Insert a Header for the title page.

Click on the Insert tab and go to Header.

Choose the first option, Blank.

With the Header/Footer Tools Design tab open, check off Different First Page at the top.
Type “Running head:” and your title, in ALL CAPS (an example can be seen at the top of page 1 of this instruction sheet). Shorten your title in the running head, if it is on the longer side.

**Step 2:** Insert page numbers for the title page.

Hit the Tab key on the keyboard until your cursor is in the upper right-hand corner of the page. Go to **Page Number** in the upper left-hand corner ➔ **Current Position** ➔ **Plain Number**

**Step 3:** Insert a header and page numbers for the rest of your paper.

Double click in the header section on the second page of your document. Type or copy/paste in ALL CAPS the same title you used in the header of your title page. Note: do **not** put Running head before it (an example can be found on page 2 of this document). Repeat **Step 2** for inserting remaining page numbers.