

Addendum to APA overview – how to insert running head and page numbers in Word for MAC

- 1. Go to INSERT and select Page Numbers; select top of page, right alignment.**
- 2. Go to VIEW and select Header and Footer- Header and Footer will now show up as a highlighted item on the ribbon tab – select again to show a palette of commands.**
- 3. Check off different first page. Note that page one number will disappear – don't worry – you will re-insert manually in a moment.**
- 4. Type in your characters – Running head: TITLE OF YOUR PAPER.**
- 5. Now tab twice and type in 1 for your page number.**
- 6. Get out of header area, and scroll down to page 2; click into your header area on page two and type TITLE OF PAPER.**
- 7. You should now have a different page one with the words Running head followed by your title in caps, just the title on subsequent pages, and all pages numbered.**