How to Format APA Headers in Word:

1. Create the header for your first page.
   
   A. Open the header by double clicking at the top of the document, or going to Insert > Header.
   B. Check the “Different first page” box in the middle of the tool bar.
   C. Put in your page number first by clicking the “Page Number” button, choosing “Top of Page” and then “Plain Number 1.” (Inserting the page number will delete anything you already have in the header.)
   D. On the left side of the number, write your running head. For the first page, this will be “Running head: TITLE IN ALL CAPS.” Your header will read something like “Running head: EDUCATION IN AMERICA.” Use a shortened version of your title if it is 50 characters or more.
   E. Press “Tab” on your keyboard twice to move the number over to the right side, so that it appears as it does in the header on this paper.

2. Create your header for PAGES 2 AND ON.
   
   A. Open the header on the second page of your document, and follow steps C, D, and E above. This time, however, the header will just be TITLE IN ALL CAPS.