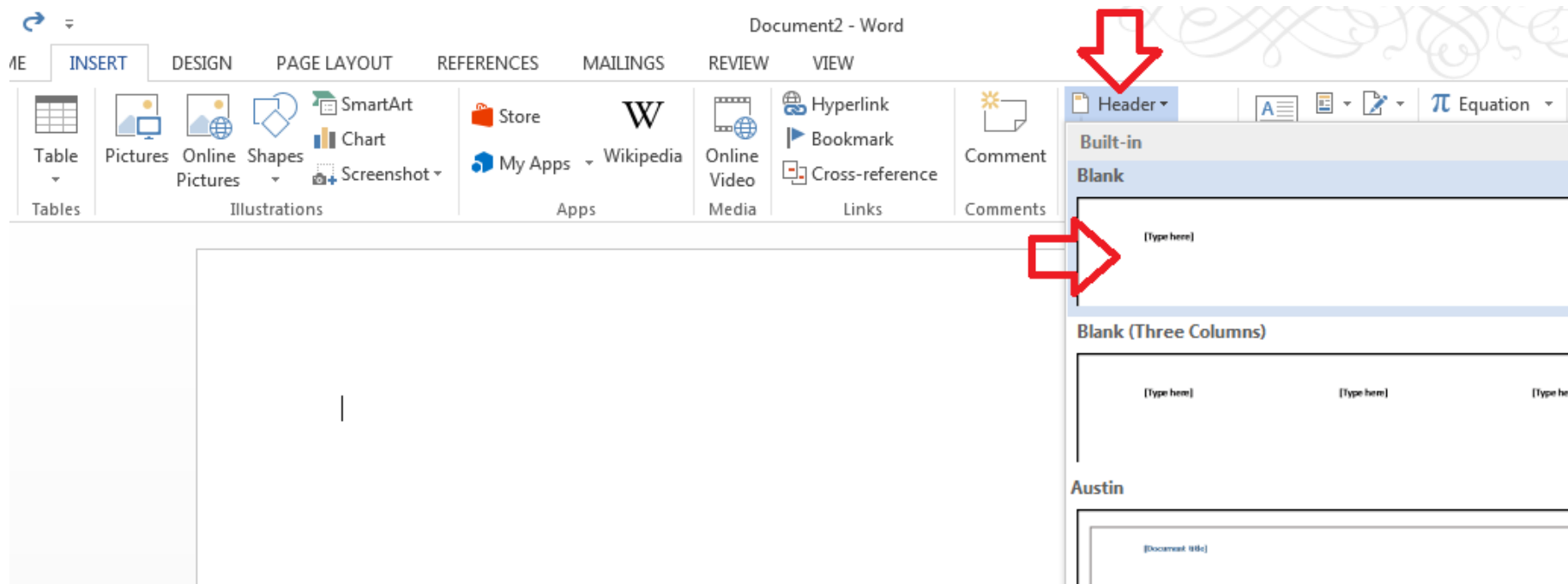
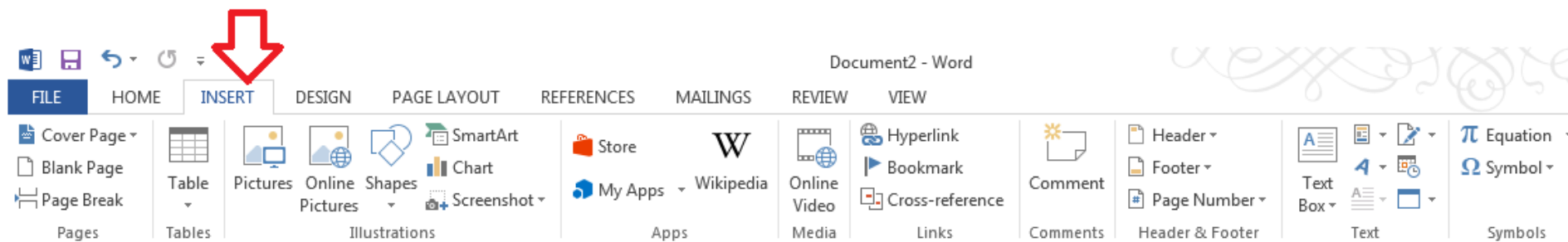


# APA Headers in Microsoft Word 2013

Note: These reference guides do not take the place of assignment guidelines

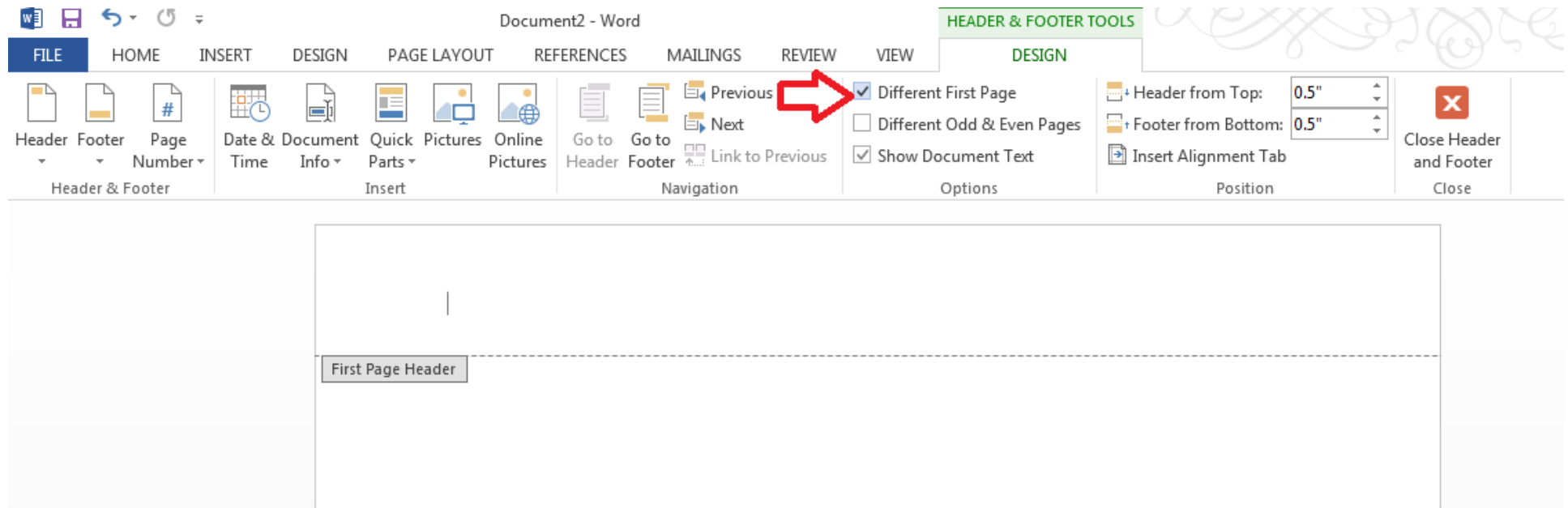
Insert your header section.



# APA Headers in Microsoft Word 2013

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Check the box that states “Different First Page.”

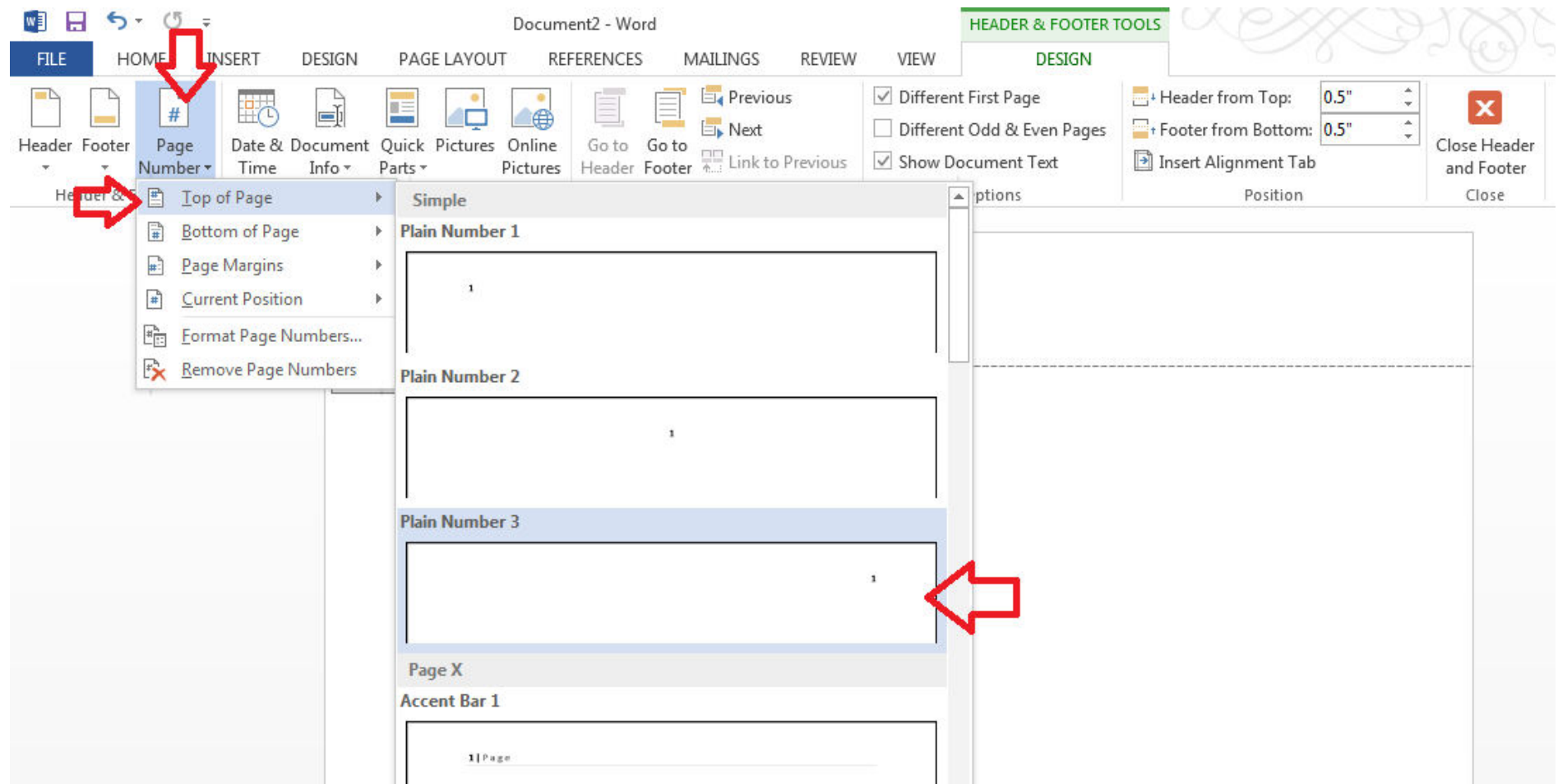


The screenshot shows the Microsoft Word 2013 ribbon with the 'HEADER & FOOTER TOOLS' tab selected. The 'DESIGN' sub-tab is active. In the 'Options' group, the 'Different First Page' checkbox is checked, and a red arrow points to it. Other options include 'Different Odd & Even Pages' (unchecked) and 'Show Document Text' (checked). The 'Position' group shows 'Header from Top' and 'Footer from Bottom' both set to 0.5". The 'Close Header and Footer' button is visible on the right. The main document area shows a header box containing the text 'First Page Header'.

# APA Headers in Microsoft Word 2013

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Insert a page number into your header.

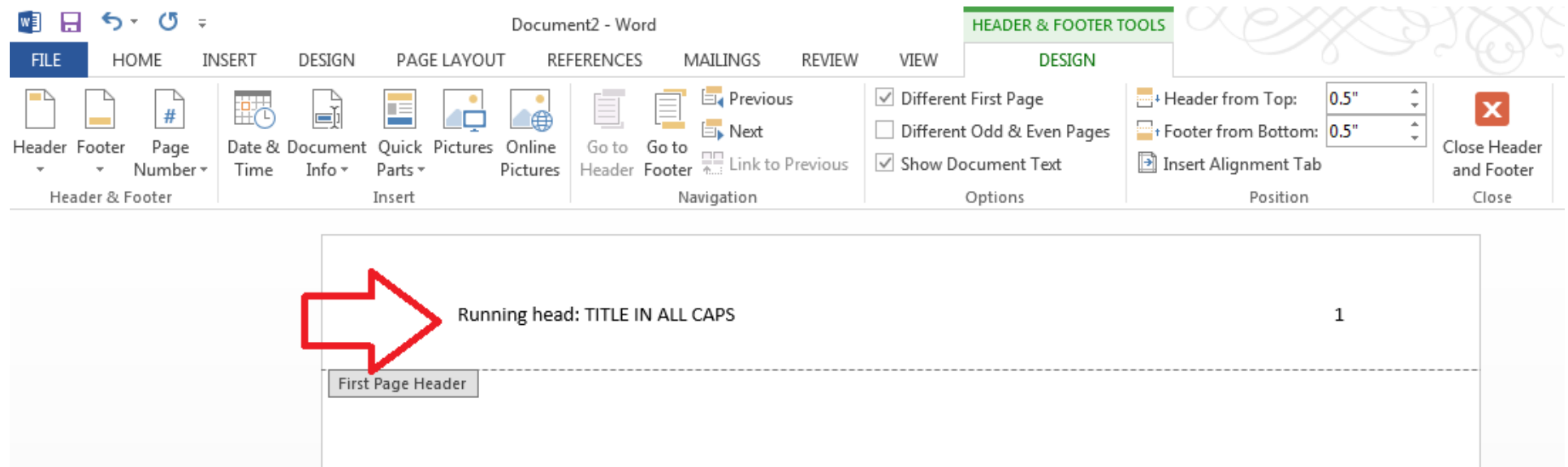


# APA Headers in Microsoft Word 2013

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Type the words “Running head:” and then type your title in all caps.

While your cursor is still in between your title and the page number, hit tab twice to align your title on the left side of the paper.



The screenshot displays the Microsoft Word 2013 interface. The ribbon is set to 'HEADER & FOOTER TOOLS' with the 'DESIGN' sub-tab selected. The ribbon includes sections for 'Header & Footer', 'Insert', 'Options', 'Position', and 'Close'. The 'Options' section has 'Different First Page' checked, 'Different Odd & Even Pages' unchecked, and 'Show Document Text' checked. The 'Position' section shows 'Header from Top' and 'Footer from Bottom' both set to 0.5". The 'Close' section has a 'Close Header and Footer' button.

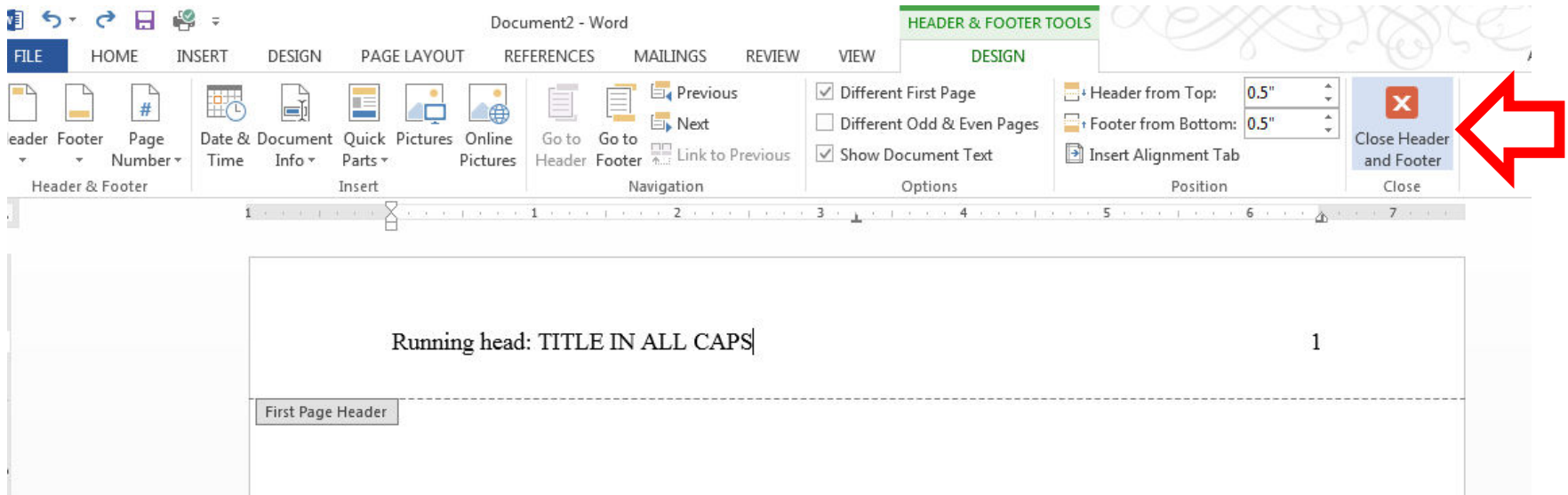
The document window shows a page with a running head. The text 'Running head: TITLE IN ALL CAPS' is positioned on the left side of the page, and the page number '1' is on the right. A red arrow points to the text 'Running head: TITLE IN ALL CAPS'. A dashed line separates the header from the main body of the page, and a 'First Page Header' label is visible below the dashed line.

# APA Headers in Microsoft Word 2013

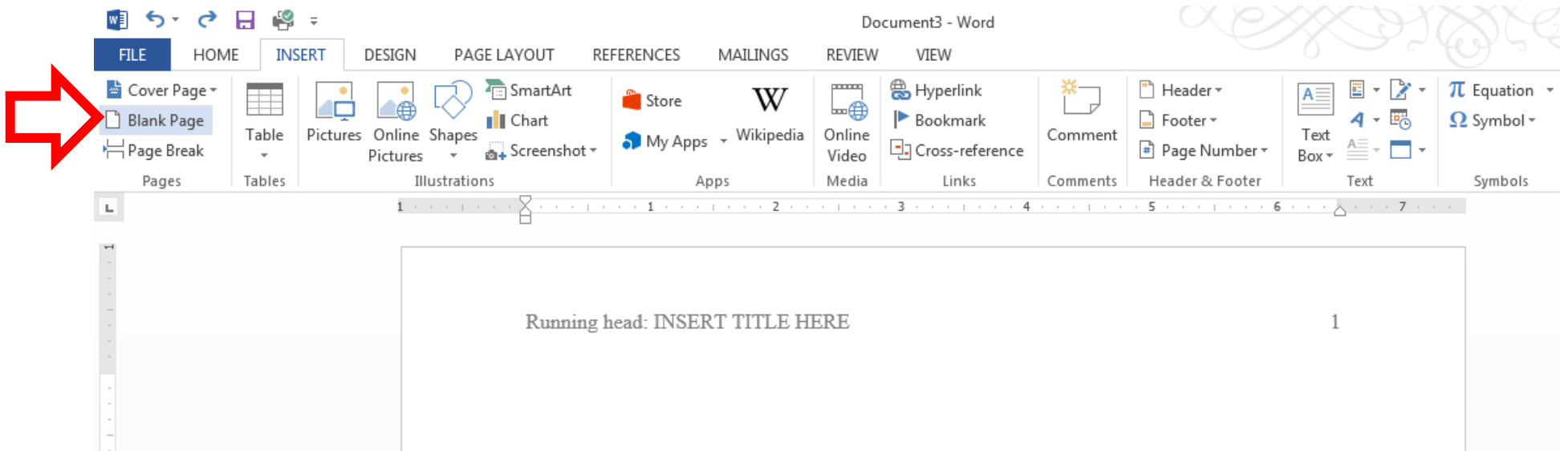
Note: These reference guides do not take the place of assignment guidelines



Close the header.



Go to your second page, or insert a new page by clicking “Ctrl” and “Enter” at the same time:

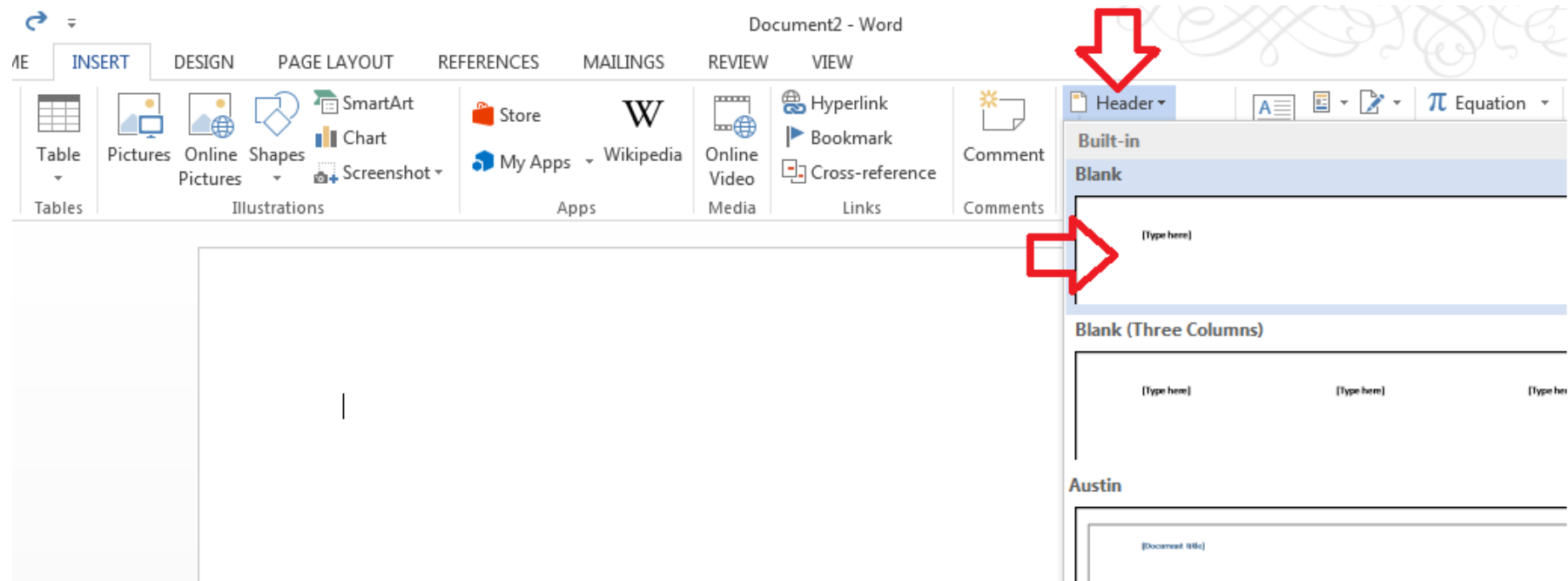
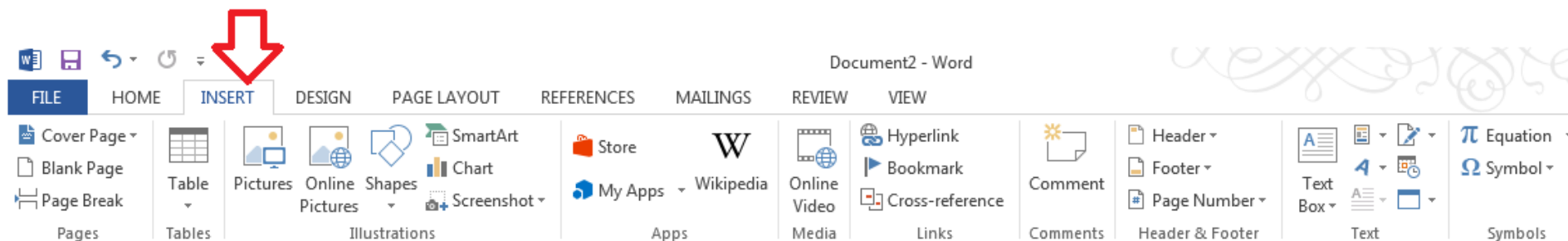


# APA Headers in Microsoft Word 2013

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Insert a header onto your second page.

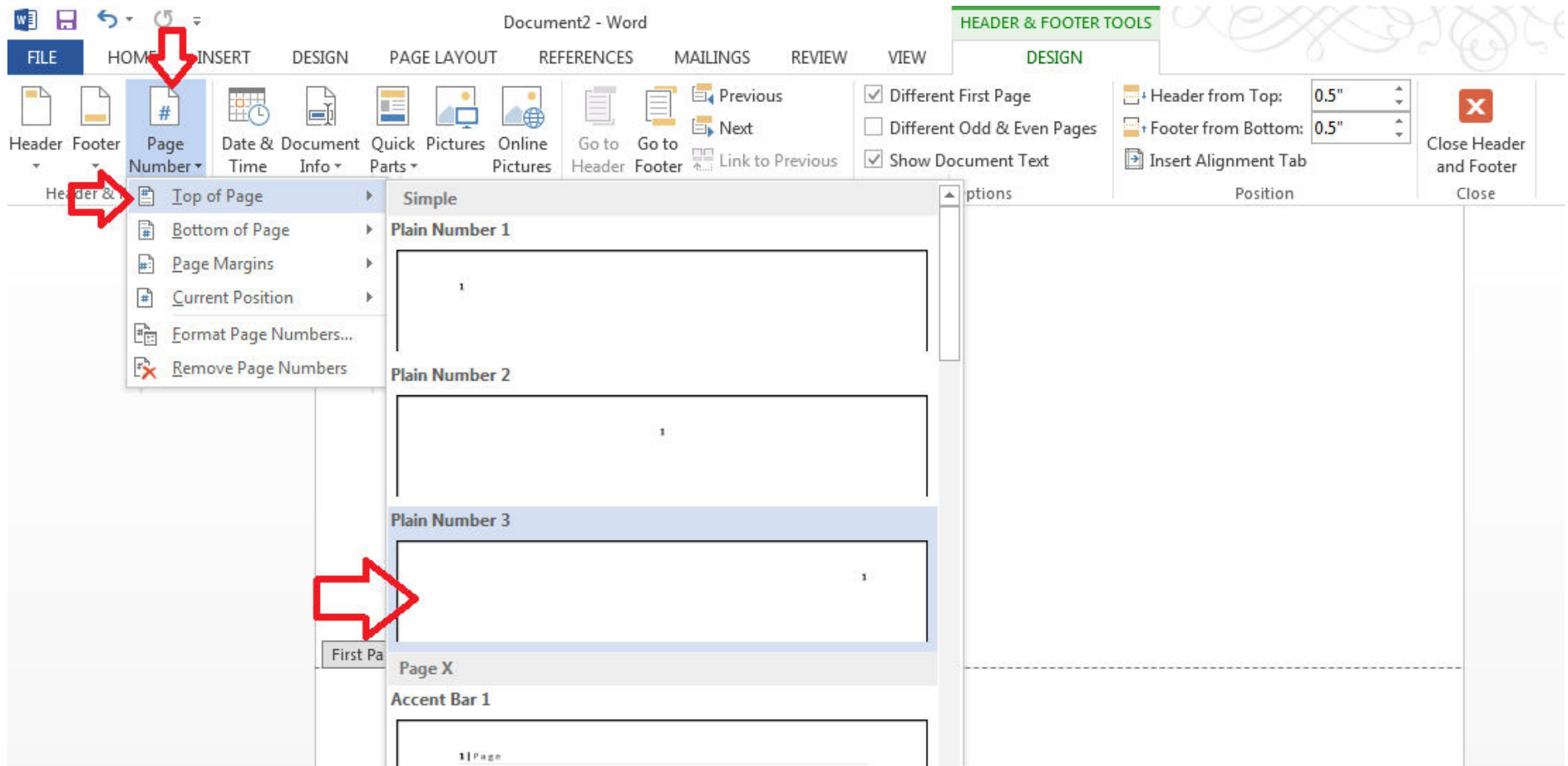
Whatever you type as your header on this page will appear as your header for all consecutive pages.



# APA Headers in Microsoft Word 2013

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Insert a page number again into this header. The number should automatically show up as 2.

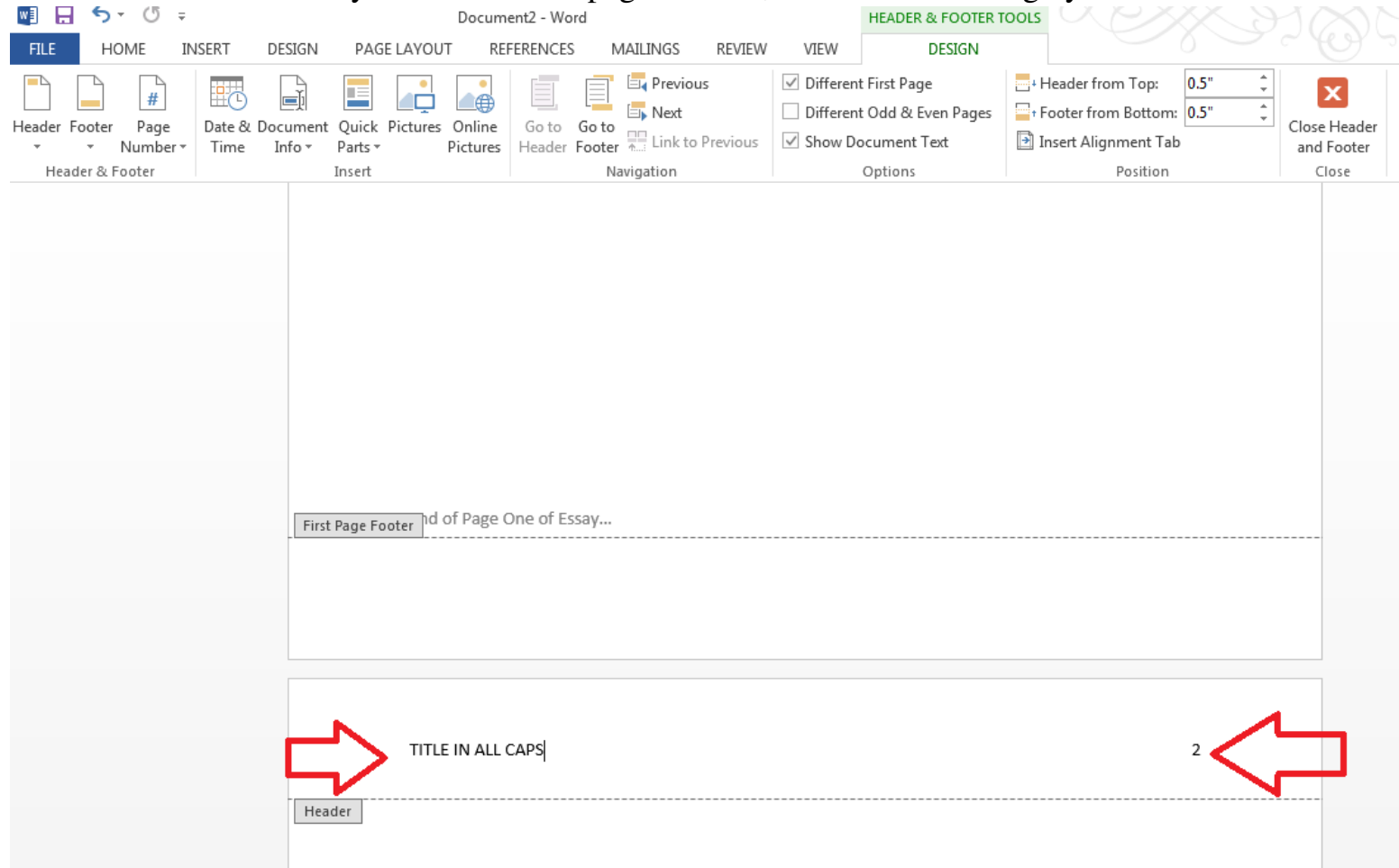


# APA Headers in Microsoft Word 2013

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Re-type your title in ALL CAPS, but do not include the phrase “Running head.”

While your cursor is still in between your title and the page number, hit tab twice to align your title on the left side of the paper.



Close the header section and begin writing your paper.