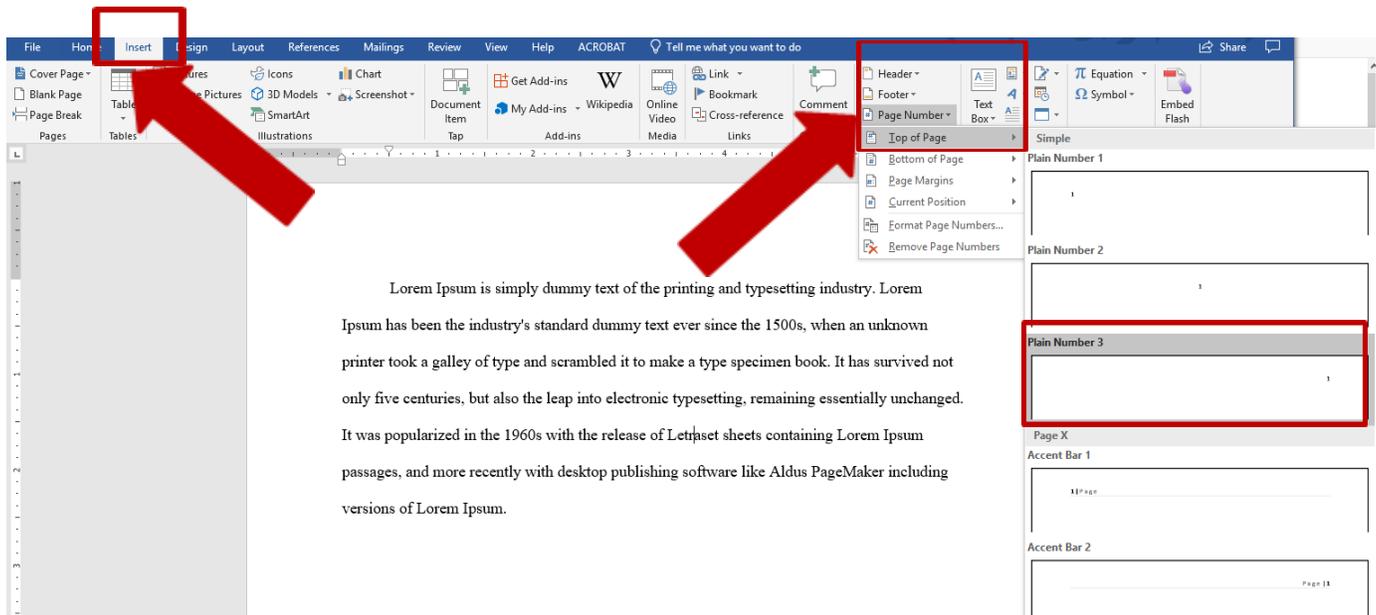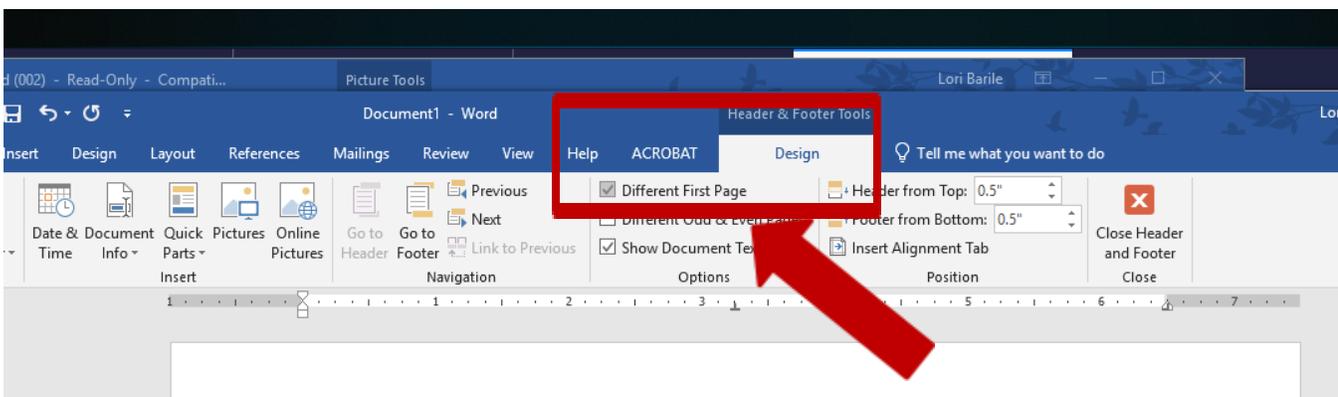# Creating Running Headers w/ Page Numbers in Word

PC

While in Word, do the following:

1. Click the "Insert" tab.

2. In the "Header & Footer" group, click "Page Number."

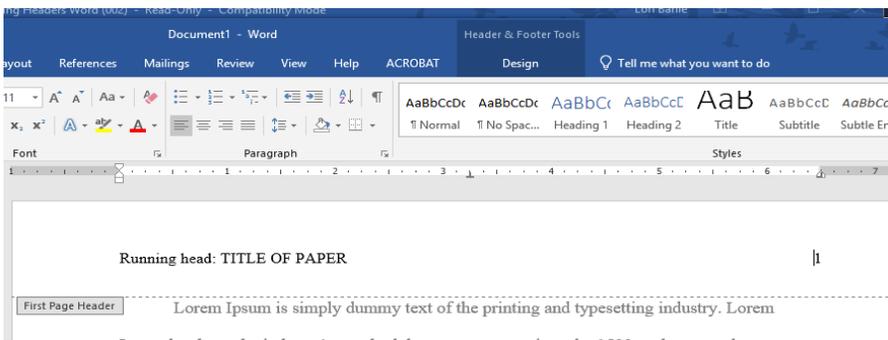3. In the menu under "Page Number," Choose "Top of Page" then "Plain Number 3."

4. On the top bar, under "Header & Footer Tools," click the box next to "Different First Page" to add a check mark.
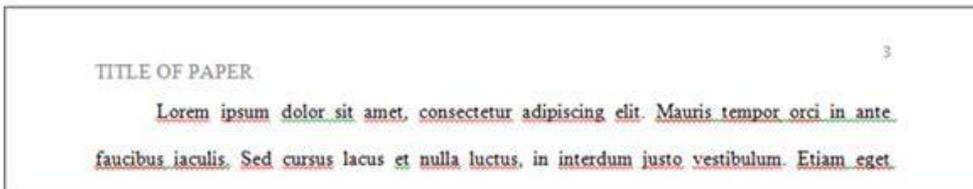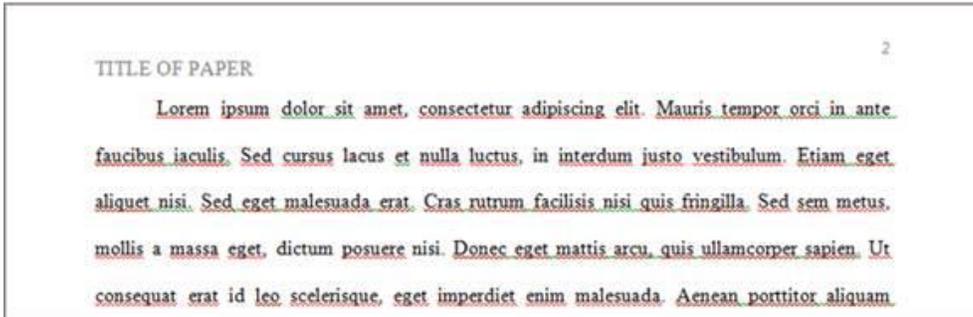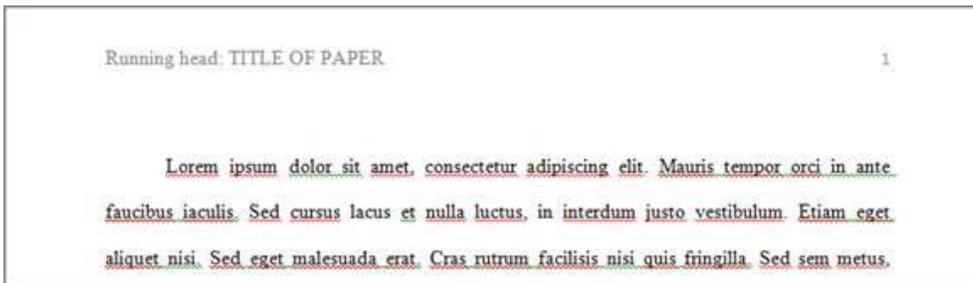

5. Click into the white space to the left of Page 1 just above where it says "First Page Header." Then type the words *Running head* followed by a colon, followed by a space and the TITLE OF THE PAPER IN CAPITALS.

6. Tap the "TAB" keyboard button twice and then type in the number "1'

7. Scroll down to the second page of the document. Click inside the header, the cursor should be to the left of the number "2." Type the TITLE OF THE PAPER IN CAPS (do NOT add the word Running head as per APA format) and then tap the TAB key twice to move the title to the left margin.

8. Close the Header and Footer editing box by using the button in the top bar or clicking anywhere in the body of the paper.

9. The first page of the paper should now have the "Running head: TITLE" with page number 1 and the second and subsequent pages should be numbered as such with the TITLE OF THE PAPER added to the left.
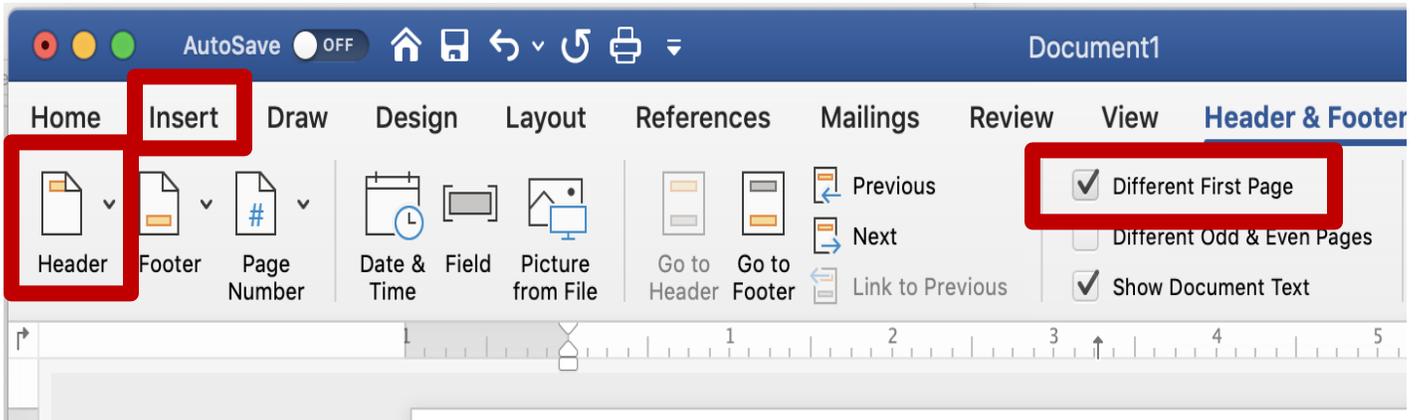
Created by Lori Barile, MLIS

Systems & Technology Librarian

Fall 2019

Creating Running Headers w/ Page Numbers in Word
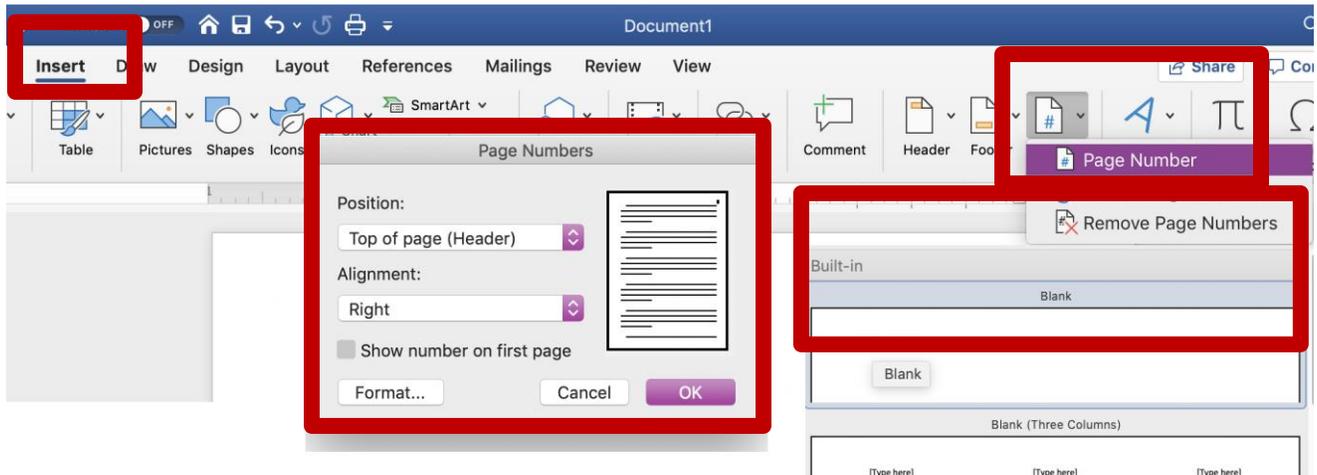
Mac

While in Word, do the following:

1. Click INSERT > HEADER then check off "Different first page"

2. Type the first page header (Running head: PAPER TITLE) and then TAB twice over to right and type the number 1

3. Go down to page 2 in your document; double-click the header and type the paper title in all caps; DO NOT ADD PAGE NUMBER

4. Click INSERT > PAGE NUMBER > PAGE NUMBER (1st option)

5. In the options window, choose: Top of page, right; DO NOT CLICK SHOW NUMBER ON

   FIRST PAGE AS YOU ALREADY ENTERED IT MANUALLY

6. 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