DIFFERENT FIRST PAGE HEADER WITH PAGE NUMBERS

Remember that the header on the title page of your paper will be different than the headers on the subsequent pages.

You can either follow the directions on this Tip Sheet, or, use the template provided in MS Word.

When you open a new MS Word document you may see a choice of templates. Choose APA Style Paper and it will be set-up correctly. If you do not see this choice, then type APA in the search box to find the APA Style Paper Template.

In some cases you may need to click on Header in your Word “ribbon” across the top in order to see the Header.

1) Click on INSERT tab

2) Click on Header
3) Click on Edit Header

HEADER & FOOTER TOOLS DESIGN tab comes up

4) Check box Different First Page

5) Type your first page header. Running head: TITLE OF PAPER
   • Ensure Header font is Times New Roman, 12 point

To add page number to the right side of the page, TAB over to right hand margin (but don’t type the page number)

6) Click on Quick Parts

Click on Field…
Under Field names:
Click on Page
Click on OK

When you get to the second page, complete steps 1 through 6.
   • To follow APA Style the header for pages 2 onward will be: TITLE OF PAPER
   • The term Running head only appears on page 1

All the next pages will have the same header as page 2 and the page number should change for each page.