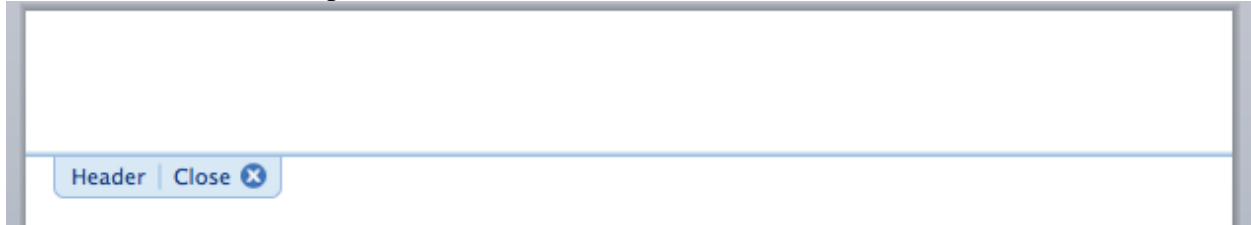


APA 6th Edition Running Head and Pagination

Step 1: Double click into the header on the first page.

Place the cursor somewhere on the top one-inch of the page and click the mouse twice. Once this is done, the header will open.

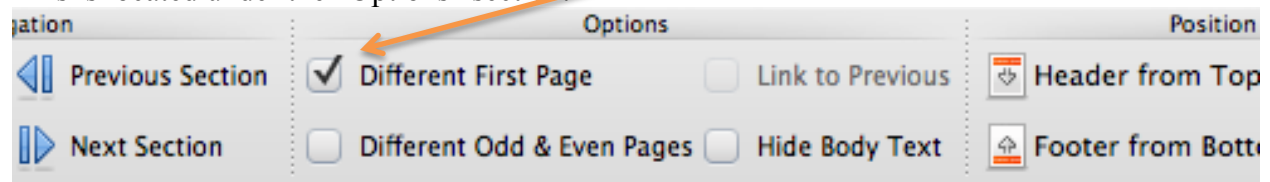


A new tab will also appear in the toolbar at the top called "Header and Footer". Click this tab.



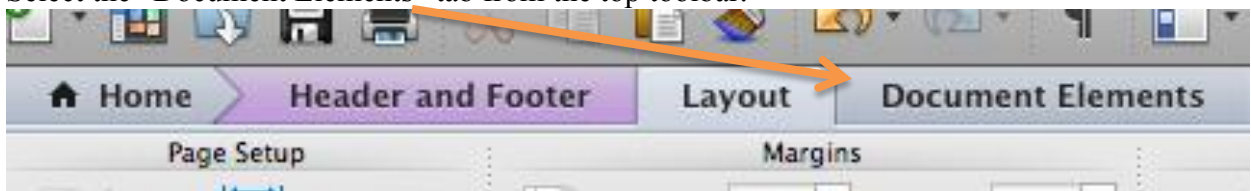
Step 2: Check the box next to "Different First Page".

This is located under the "Options" section.

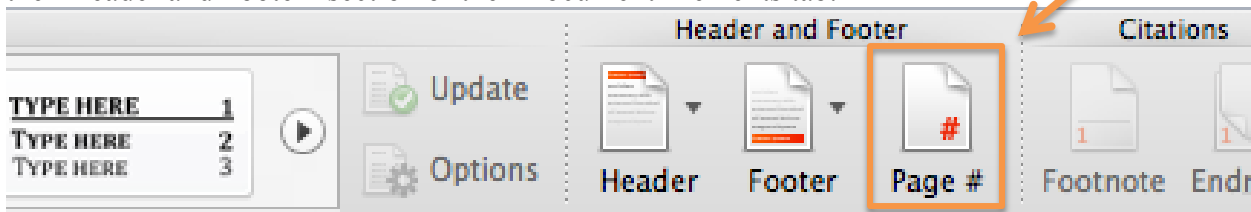


Step 3: Insert Page Numbers.

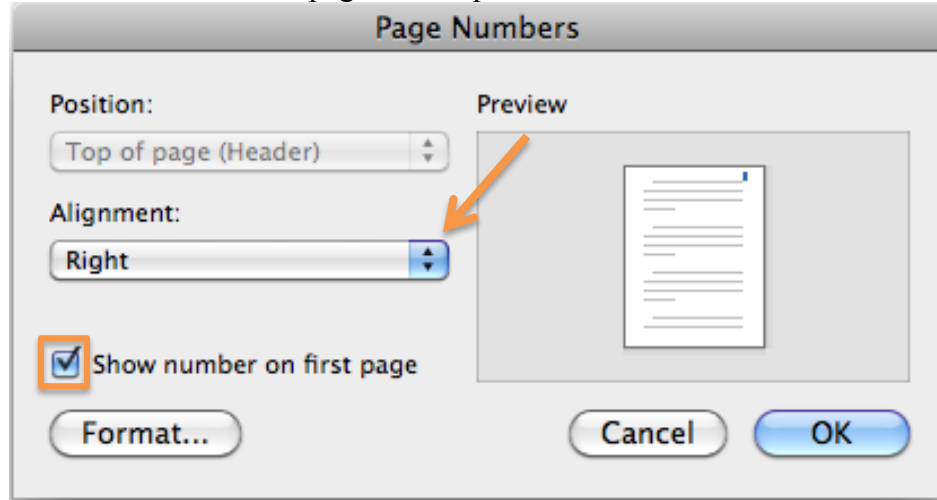
Select the "Document Elements" tab from the top toolbar.



Make sure your cursor is still inside the header. Then, press the insert page number icon under the "Header and Footer" section of the "Document Elements tab."



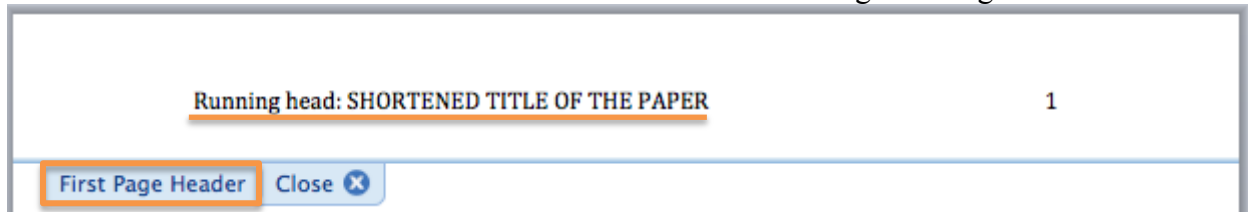
When the pop-up box appears, select “Right” from the alignment drop-down menu and check the box next to “Show number on first page”. Then press “OK”.



Step 4: Insert the Running Head.

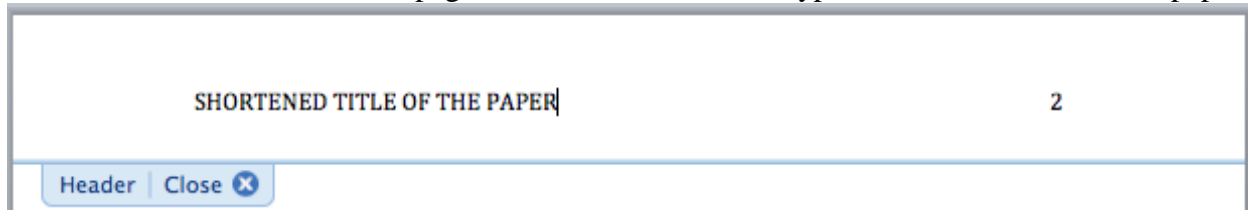
Type “Running head:” into the header followed by the shortened title of the paper in all caps.

NOTE: Before typing this, make sure the header label is “First Page Header”. If it is not, go back into the “Header and Footer” tab and check the “Different First Page” box again.



Step 5: Insert the shortened title on the 2nd page.

Click into the header on the 2nd page of the document. Then, type the shortened title of the paper.



NOTE: After you finish all the steps, double check the font of the headers and page numbers to make sure they are in the same font as the rest of the paper.