Running head Made Easy for Word 2007 and 2010

- Double click in Header area on blank paper.
- Under Design tab, choose Different First Page.

1. On left, click on Page Number pull down menu and choose Top of Page, then Plain Number 3.
2. Your page number will appear on the right, and your cursor will be just to the left of the number.
3. Without moving your cursor, start typing **Running head: TITLE**. (Note: Do not capitalize head.)
4. Tab 2 times to place Running head flush Left.
5. Double click further down on page to get out of the Header area.
6. Create your title page information (Title of Paper, your name, etc.).
7. Go to page 2 and double click in Header area.
8. Repeat instructions at Design tab and following.
9. Remember to just type your TITLE, not the words Running head, for page 2 and beyond.
10. DON’T FORGET to go back and select the Running head, then change it to 12pt Times New Roman. APA requires papers to be in 10-12pt Times New Roman.