How to create an APA 6th ed. header using Microsoft Word 2003

1. Create new document
2. Select View from top tool bar > select “Header and Footer”
3. Click the Page Setup icon > select Layout Tab > Check “Different first Page” box > OK
4. From the top word menu > Choose Table > Inset > Table
5. Two columns, one row > Press OK
6. Adjust your table so the left and right boundaries fit within the header
7. In the left column of the table enter your text, “Running head: Title”
8. In the right column of your table select right text align, to ensure page number is flush right > Click the insert page number button on the header and footer toolbar.
9. Right click inside the table and choose Borders and Shading > Borders Tab > Select none > OK
10. Copy the table by highlighting both columns > Paste the table in the second page header > Update text in header; omit “Running head” before Title.
11. Close “header and footer” toolbar.

How to create an APA 6th ed. Header using Microsoft Word 2007

1. Create new document
2. Select “Insert” from top tool bar (next to “home” tab) > select “Header” > Scroll down to select “Edit Header”
3. In “Options” section CHECK box for “Different First Page”
4. After ensuring that “Different First Page” box is checked, select “Header” in “Header & Footer” section > select “Blank (Three Columns)” header
5. In Column 1 type “Running head: title” > delete second column > highlight third column and select “Page Number” from the “Header & Footer” section on the tool bar > scroll down to highlight “Current Position” and then select “Plain Number”.
7. Go to Page two of your document and Select “Insert” from top tool bar > select “Header” > select “Blank (Three Columns) header
8. In Column 1 type “title” (omit “Running head”) > delete second column > highlight third column and select “Page Number” > scroll down to highlight “Current Position” and then select “Plain Number”.
9. Close “Header & Footer”.

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