Q. How do I add both a page number and running head into the header of my Microsoft Word document?

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How do I add both a page number and a running head into the header of my Microsoft Word document?

To create your running head and number your pages in Microsoft Word, follow these steps:

1. Go to the Cover Page of your document.
2. Choose the Insert menu.
3. Select Page Number, then Top of Page.
4. Choose Plain Number 3 from the list of header options. The page number will now show up in the header.

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5. Place your cursor right in front of the page number in your header and type the abbreviated title of your paper in **ALL CAPS** just in front of the page number.

6. Press the tab key **twice** to move the abbreviated title to the left. The page number will remain at the right.

7. While still keeping your cursor in the header area, click the Design menu tab.

   **Note:** this may already be selected.

8. Check the box for **Different First Page**. You will now see a blank header on your cover page. This allows you to have a different header on your cover page than you will have on the rest of your paper.

   ![Header Options](image)

9. Type **Running Head: YOUR PAPER TITLE**. This will appear at the left side of your header. The paper title should be typed in **ALL CAPS**.

   The subsequent pages of your paper will have only the abbreviated title and the page number in the header, while the cover page will now have the Running Head and no page number.

10. Check the font size and style of your headers. They should be 12 pt. Arial or Times New Roman.

**More Information:**

- Get APA Paper Templates from the Walden Writing Center (http://writingcenter.waldenu.edu/57.htm)
- (http://writingcenter.waldenu.edu/57.htm)
- Learn how to create a Running Head for your Course Paper. (http://writingcenter.waldenu.edu/Documents/Scholarly-Writing/How_to_Create_a_Running_Head_for_Your_Paper.pdf)

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