Formatting a Word document in APA Style is not intuitive, but it is easy and straightforward. APA Style requires that papers have a running head on each page. The running head is the abbreviated title of the paper. The first or title page has the phrase "Running head:" on that page only. "Running head:" is followed by the paper's abbreviated title, in all caps. All other pages have only that paper's abbreviated title, again in all caps. The APA *Manual* says, "The running head should be a maximum of 50 characters, counting letters, punctuation, and spaces between words" (p. 229). Pages are numbered starting with the first page, which is numbered "1". The *Manual* also says: "Use the automatic functions of your word-processing program to generate headers and page numbers for your file. (Do not type these manuscript page headers repeatedly in your word-processing file)" (p. 230).

Follow these steps to set your running head and page numbers:

1. Open a new Word document

2. Choose Insert, Header, Blank

3. Select "Different First Page"

4. Type the header for your first page, e.g., Running head: MY ABBREVIATED TITLE

5. Under "Page Number" choose "Page Number"

6. Click on the "OK" button

7. Double-click in the body of your paper

8. Move to the second page of your document

9. Double-click in the header on page 2

10. Type the header for your second page, e.g., MY ABBREVIATED TITLE

11. Under "Page Number" choose "Page Number"

12. Click on the "OK" button

13. Double-click in the body of your paper