How do I create a running head in Word 2011 (Mac)?


1. Click on the **Documents Elements** from the top menu options and then click on **Header**.

![Header and Footer Options](image)

2. Choose **Basic** from the resulting drop-down menu.
   Note: Delete the default text boxes, which are in brackets.

3. Click on the purple **Header and Footer** option and check **Different First Page**.

![Header and Footer Options](image)

4. In the header, type the text “Running head:” followed by a space. Type the content of your running head in uppercase letters, and then tab over to the end of the line. (If you tab over too far and your cursor falls off the right-hand side of the screen, then use the Backspace until the cursor reappears.)
5. To enter the page number, return to the **Document Elements** tab and then click on **Page #**.

![Document Elements tab](image)

6. Click **OK** on the **Page Numbers** pop-up window.

![Page Numbers dialog box](image)

7. Click on the **Close** option, so that the header area becomes grayed out.

![First Page Header Close](image)

8. Then, scroll down to the top of the second page of your document. Click on the **Documents Elements** from the top menu options and then click on **Header** as you did on the first page.

Note: Delete the default textboxes, which are in brackets.

9. Type in the content of your running head in uppercase letters. Do not repeat the text “Running head:” after the first page (see the sample paper on p. 41 of the Publication Manual). Next, tab over to
the end of the line. (If you tab over too far and your cursor falls off the right-hand side of the screen, then use the Backspace until the cursor reappears.)

10. To enter the page number, Click on Page #.

11. Click OK on the Page Numbers pop-up window.

12. Click on the Close option for the header, so that the header area becomes grayed out.