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

For a description of a running head, see the last paragraph of p. 229 in the *Publication Manual of the American Psychological Association* (hereafter *Publication Manual*), 6th edition. Additionally, note the sample papers on p. 41. The *Publication Manual* is available for your use at the Reference Desk.

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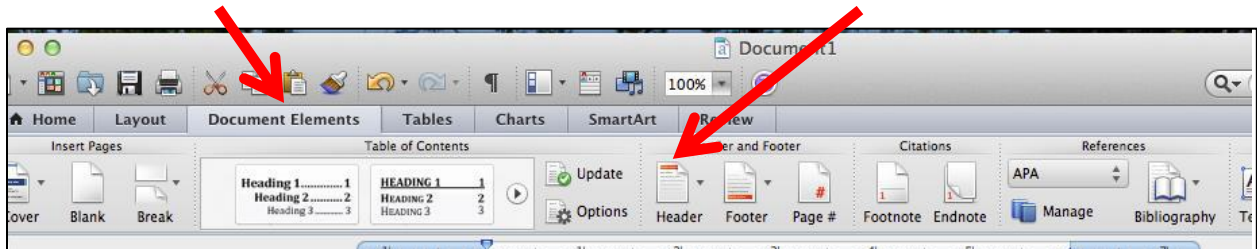

2. Choose ***Basic*** from the resulting drop-down menu.
   Note: Delete the default text boxes, which are in brackets.

3. Click on the purple ***Header and Footer*** option and check ***Different First Page***.
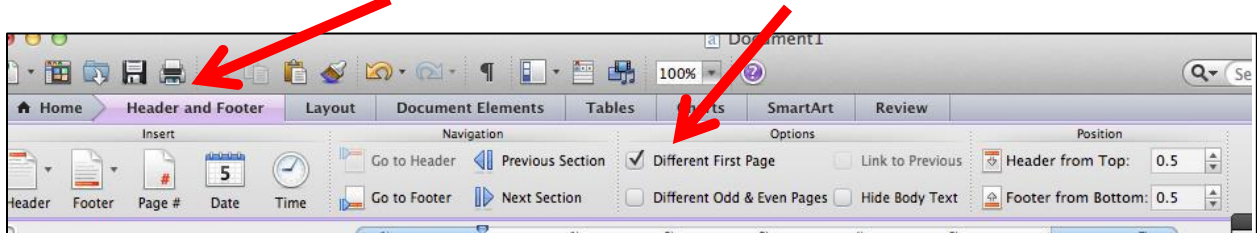
4. In the header, type the text "Running head:" followed by a space. Type the content of your running head in uppercase letters, and then tab over to the end of the line. (If you tab over too far and your cursor falls off the right-hand side of the screen, then use the Backspace until the cursor reappears.)
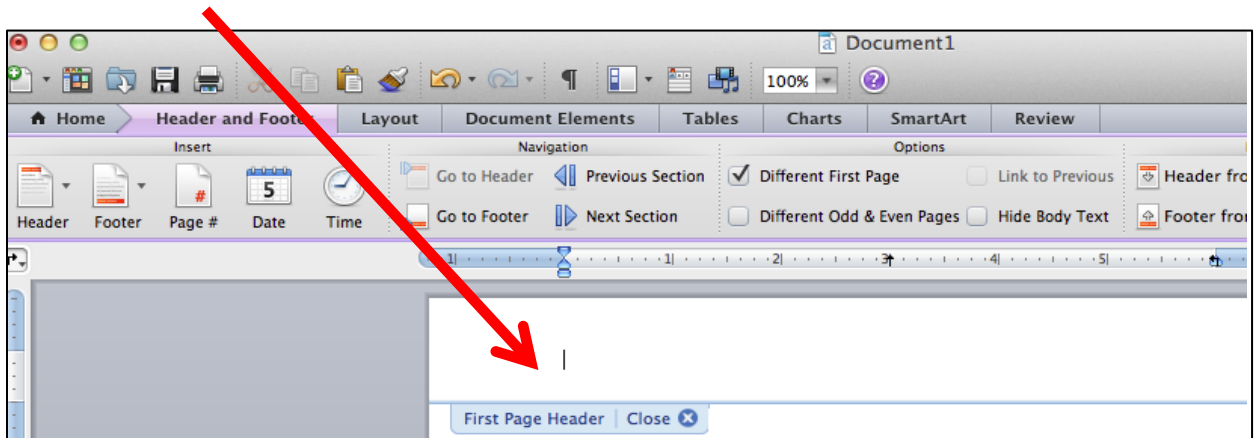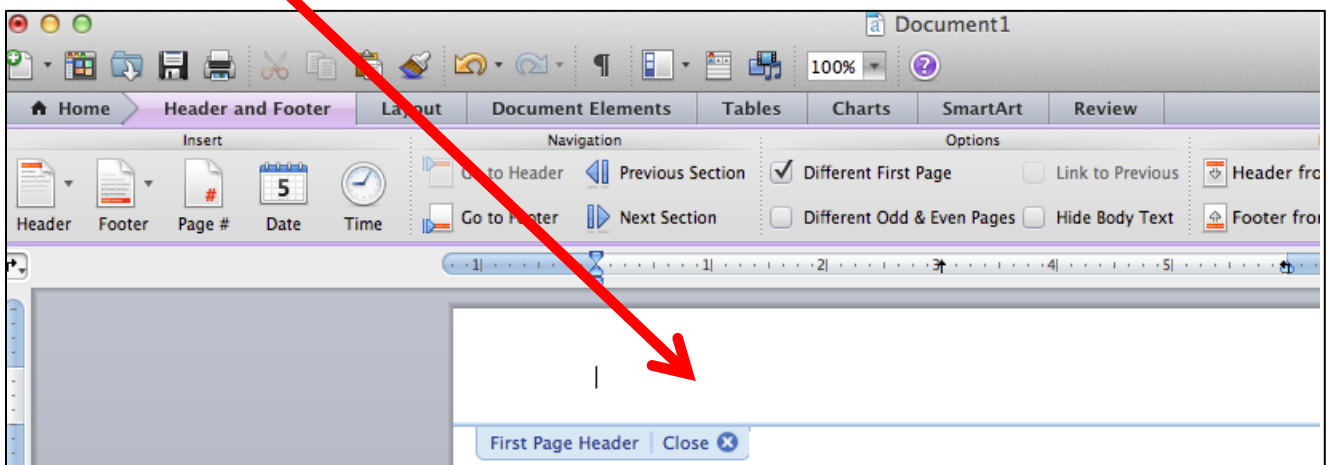
5. Return to the **Document Elements** tab and then click on **Page #** to display the page number.
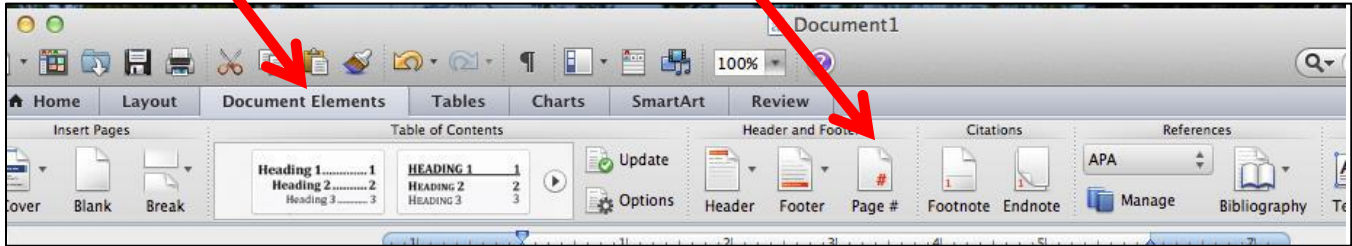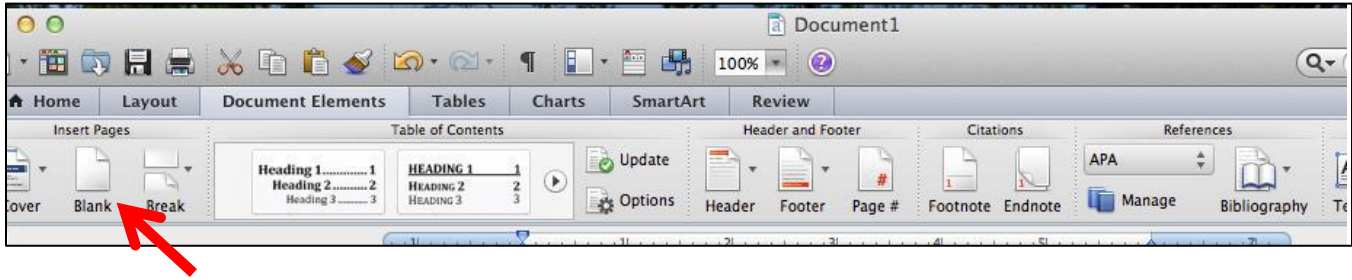
6. Click **OK** on the **Page Numbers** pop-up window.
Note: The *Show number on first page box* should **not** be checked.
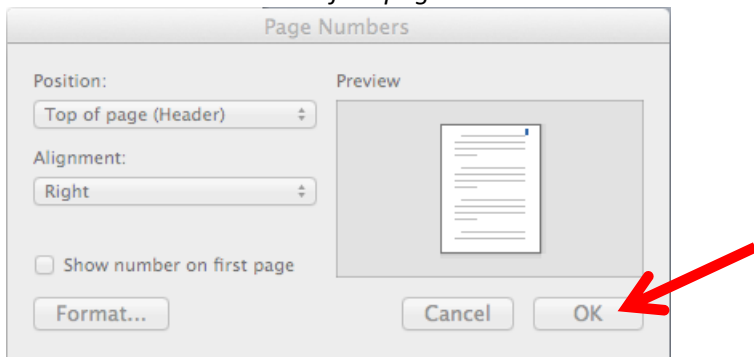
7. Click on the **Close** option, so that the header area becomes grayed out.

8. To add a second page to the document, click on the **Documents Elements** tab, then, click on the **Blank** icon.

Note: You can alternatively hit the **Enter** key until your cursor is on the top of the second page.
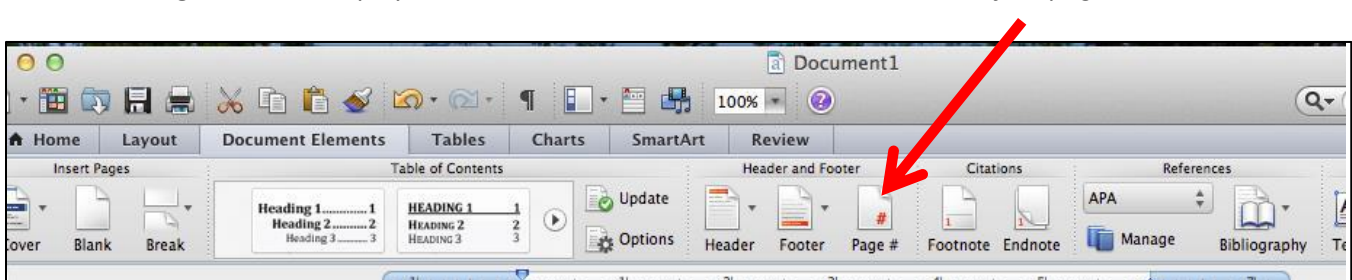
9. Click on the **Documents Elements** tab, then, click on **Header** icon.   Select **Basic** and delete the default textboxes, which are in brackets, as you did on the first page.

Note: Makes sure that your curser is in the header on the second page. You may need to use the right scroll bar to view the second page header.
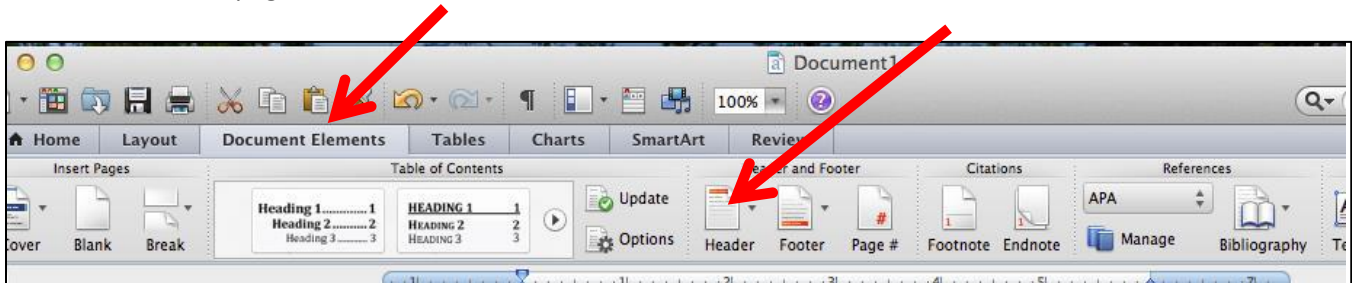

10. Type in the content of your running head in uppercase letters. Do not repeat the text "Running head:" after the first page (see the sample paper on p. 41 of the Publication Manual). Next, tab over to the end of the line. (If you tab over too far and your cursor falls off the right-hand side of the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

11. Click on **Page #** icon to display the number. Note: be sure the *Show number on first page box is* not checked.

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12. Click *OK* on the *Page Numbers* pop-up window.
Note: The *Show number on first page box* should *not* be checked.
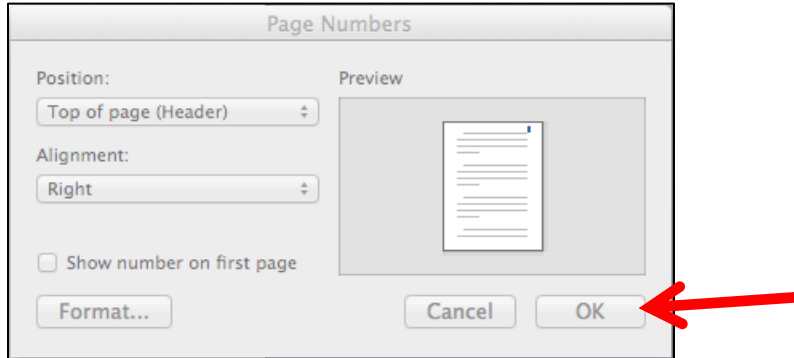
12. Click on the *Close* option for the header, so that the header area becomes grayed out.