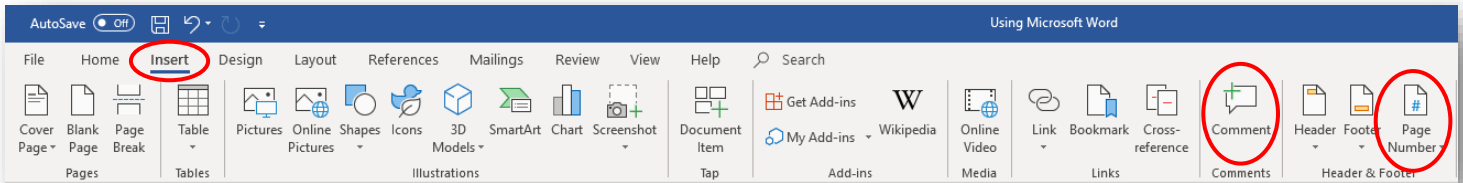# USING WORD: PAGE NUMBERS, HEADERS, AND RUNNING HEADS
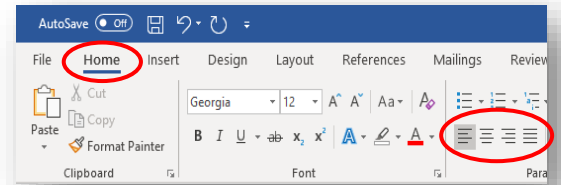
Inserting Page Numbers

1. Click the "Insert" tab.
2. Click the "Page Number" button. Look through the available options to find the correct position for your page number. Most citation styles (e.g., APA, MLA, Chicago) require a page number in the top right corner of each page ("Plain Number 3").
   - In some citation styles, you must type your last name immediately to the left of the page number.

Inserting Headers

1. Click the "Insert" tab.
2. Click the "Header" button (two buttons to the left of the "Page Number" button) to insert text at the top of your page that will also appear on subsequent pages of your document. Choose "Blank Header". Alternatively, you can double-click at the top of the page where the header would go.
3. *Note: To align the text in your header to the left, right, or center, highlight the text with your mouse, click the "Home" tab, then click the desired option: "Align Left," "Center," or "Align Right".*

Inserting a Running Head (for APA, if requested):

1. Follow the instructions for inserting a page number in the top right corner of the page.
2. Immediately to the left of the page number, type a shortened version of your title in all caps (capital letters).
3. With your cursor between the title and the page number, press the tab key (on your keyboard) twice. Your running head should now be aligned to the left of the page, while your page number remains aligned to the right.
4. Click the "Close Header and Footer" button (or double click anywhere on your document) when you are finished.