How to add headers to MS Word documents

- Double-click at the top of your first page to edit the header
  - The "Header & Footer Tools" toolbar appears on the ribbon.
  - Should your first page be different than the rest?
    - If so, check the box for "Different First Page."
      * You'll need to apply the following settings twice: once on the first page, once on the second page or later.
    - Make sure you're in the header field!
      - Don't add heading info to the body of the document – it won't repeat on each page and will interrupt the flow of your text. You'll notice that the text in the body looks gray when you double-click into the header, and the header text looks gray when you switch back to the body.

- To add a text heading with page numbers:
  - Type your heading at the left (in APA style, this would be your running head)
  - Click on "Insert Alignment Tab," then select "Right" and press OK
  - Your cursor should automatically move to the right; if not, press Tab
  - Click on "Page Number"
  - Move your cursor to "Current Position" and select "Plain Number"
  - Type your last name and press the spacebar

- To add just page numbers and/or your name:
  - Open the "Insert" ribbon
  - Click on "Page Number," then move your cursor to "Top of Page" and select "Plain Number 3"
  - You should be automatically switched to the header field.
  - Type your last name and press the spacebar

Remember: do not type your page numbers manually every time you reach a new page! Instead, use the built-in tool to apply them automatically.