Insert a Running Head

- In this tutorial, you will learn how to insert a Running Head in your Microsoft Word 2010 document.
- A Running Head is a short title that is printed in uppercase letters at the top the page in a document.
- To create a Running Head you will need to use the HEADER button to GO TO the HEADER of the page.

Example of a document with a running head:

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Running head: COMPLEXITIES OF ONLINE

Introduction

One of the benefits of online learning is the opportunity it gives students to
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Example of a document without a running head:

```
Introduction

One of the benefits of online learning is the opportunity it gives students to
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Locating the Header Button

To locate the HEADER button click the INSERT tab on the ribbon. The HEADER button is found on the HEADER & FOOTER group.
Using the Header Button to Create a Running Head

Step 1: Open your Microsoft Word document and scroll to the TOP of the page in which you would like to insert a RUNNING HEAD. In this example, we will assume you would like to insert a RUNNING HEAD in APA style on page 1.

Step 2: Click the INSERT tab to display the groups and buttons on the tab. Then locate the HEADER button.
Step 3: Click the HEADER Button on the HEADER & FOOTER group to open the HEADER Menu.
Step 4: Click **EDIT HEADER** on the **HEADER** menu to activate or **GO TO** the **HEADER** section. Once the **HEADER** is activated a dashed line will separate the **HEADER** section from the body of the page. Any existing text and objects in the body will become dimmed and cannot be edited until the **HEADER** section is closed.

![Image: MS Word screenshot showing how to edit a header]

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Shortcut Tip: Instead of using the HEADER button to go to the HEADER, you may double click your mouse arrow along the top margin of the page to activate the HEADER.

Step 5: Type the text “Running head:” followed by a short title in uppercase letters in the HEADER section.

Step 6: In addition to a title, an APA style RUNNING HEAD also includes a page number on the right side of the title. Press the TAB to move the cursor to the right margin of the page. (In this case press TAB 2 times. If necessary, press the backspace key if the cursor moves to the next line).
Step 7: Click the PAGE NUMBER button in the HEADER & FOOTER group on the DESIGN tab to open the Page Number Menu.

Step 8: Hover your mouse arrow over the CURRENT POSITION option on the PAGE NUMBER Menu.
Step 9: Select PLAIN NUMBER to insert automatic page numbering at the cursor’s current position in the HEADER.
Step 10: Click the **CLOSE HEADER AND FOOTER** button on the **Close** group of the **DESIGN** tab to close the HEADER.

![Microsoft Word screenshot showing how to insert a running head]

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**Finish**: By following the steps above, you can insert a running head within your document.