Formatting an ASA running head in Microsoft Word 2016

1. From the cover page of your document, click on the “Insert” menu tab on the tool bar.
2. Click on “Header” and select “Edit Header” from the drop-down menu.
3. Click the “Different First Page” box that appears in the menu.
4. In the header space on your paper, type in the words “Running head:” and your title in all caps. (It should look like the top of this page.) Then tab over to the right side of the page and type the number 1 (for page number 1).
5. Change the font to Times New Roman by highlighting Running head: MY TITLE and the number 1, by clicking on the “Home” tab, and changing the font.
6. Double click on the document body. The header will now be a light grey.
7. Insert a page break after the last text on your cover page, or click on your second page of text with your cursor.
8. Click on the “Insert” menu tab and select the “Page Number” tab. Select the “Top of Page” option and click on “Plain Number 3.”
9. In the header space, type in your title in all caps (without the words “Running head:”) and tab back twice so that the words appear on the left side of the page.
10. Repeat step 5 to change the font to Times New Roman.
11. Double click on the document body to continue writing your paper or to print.