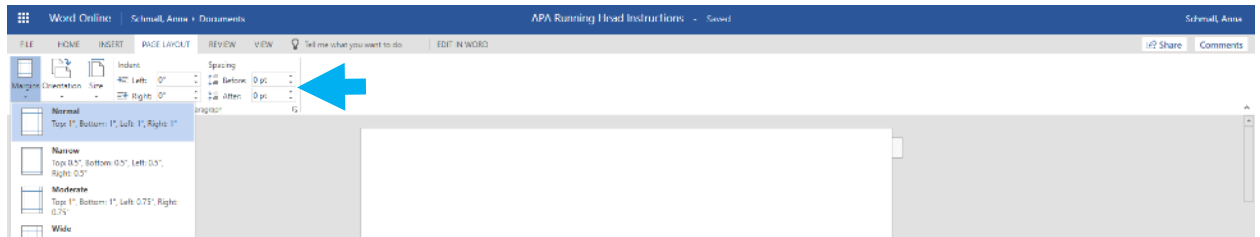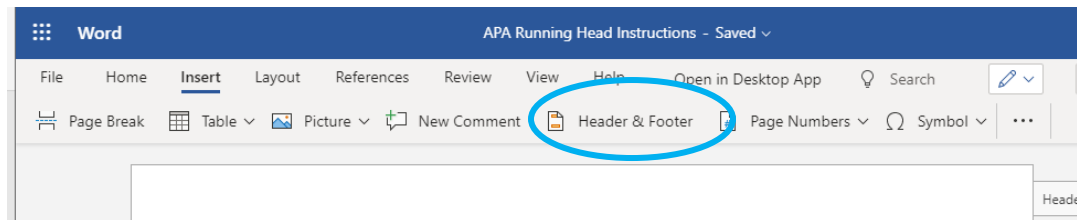# APA Running Head and Page Numbers in Office365

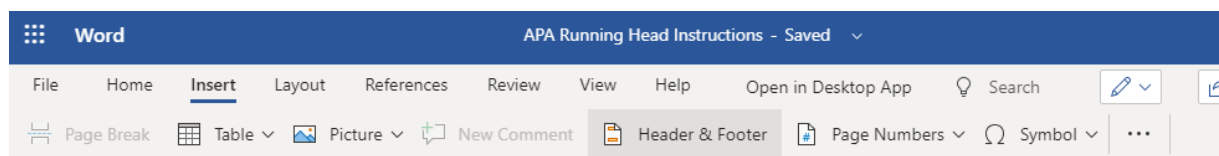Here are the steps, from starting with your title page:

1. On the center of the title page, on succeeding lines, center: (1) title of the paper; (2) your name; and (3) Mount Mercy University. Select all three lines and double space text. Format your title only as **bold** font.
2. Select the "Page Layout" tab. Confirm that Spacing before and after are at 0 pt. Select the "Normal" profile to create one-inch margins on all sides:

3. Click on the "Insert" tab and select "Header & Footer." This will open a blank header bar at the top of the page.
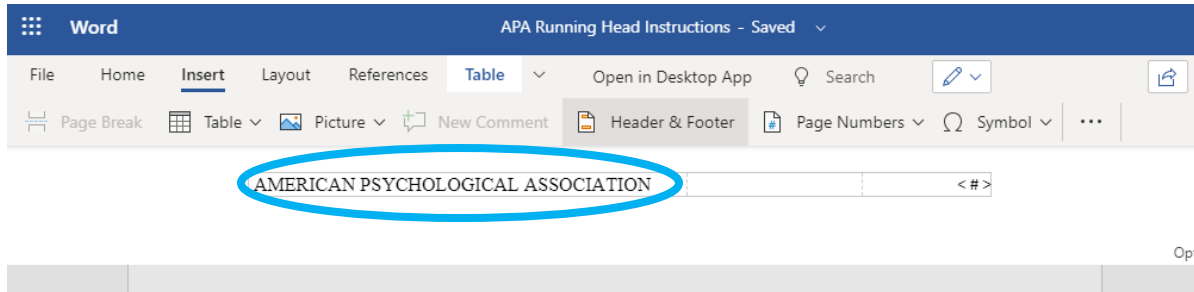

4. Next click on Page Numbers and select the option that puts the numbers in the upper right corner of each page. The display will show <#> like the following screenshot, but an actual number will appear in any copies you download or print.
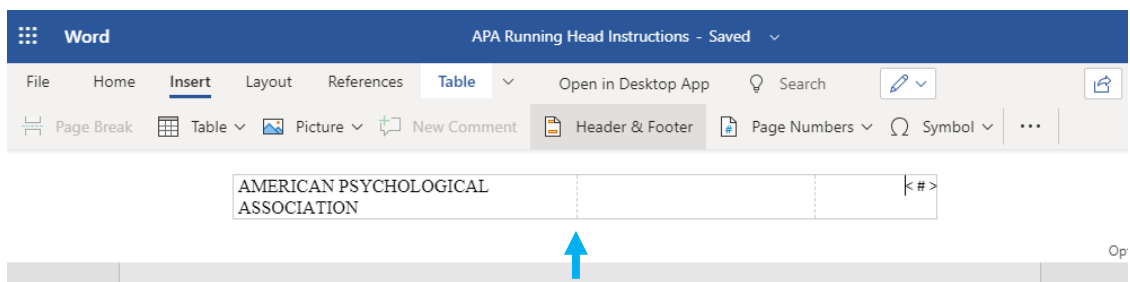

Student papers only need a running head if the faculty member requires it. Check your rubric or other assignment details from your professor and continue to the next steps if you need to add one.

5. To add a running head, click so your cursor appears in the far left box of the header and type a shortened version of your paper title in capital letters. Check that the font matches the one used in the body of your paper.

Your title may display like the one below at first, but the gray bars like the one indicated below can be moved by clicking and dragging until the header is on one line.

You have created the cover page and running head. The running head will now appear across the entire body of the paper, including your references list.