1) From the Menu bar, click on View → Header and Footer

2) From the Menu bar, click on Format → Document → Different First Page

3) On the first page of your document, in the Header section:
a. Type “Running head: ”
b. Follow with the title of your paper. For APA Citation Style, the short title must less than 50 characters, and in ALL CAPITAL LETTERS
c. From the Menu bar, click on Insert → Page Numbers. Choose the style with the page number on the top right.

4) On the second page of your document, in the Header section:
   a. Type only the title of the paper, in ALL CAPITALS
   b. From the Menu bar, click on Insert → Page Numbers. Choose the style with the page number on the top right.

From Page 2 on, the pages will just have the short title and the correct page numbers.
1) Position your cursor where you will begin your list of references (if you’ve already made your list, highlight the whole thing).

2) From Menu bar: Click on **Format → Paragraph**…

3) In the **Paragraph** pop-up window, find the **Special** dropdown menu (in the **Indentation** section). Under **Special**, choose **Hanging**.

4) If you have typed your references already, they will be re-formatted with hanging indents. If you start typing your references, the indentation will automatically occur.
